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13<sup>th</sup> September 2024

Dear Parent/Carers,

We have had an influx in Leave of Absence requests since the beginning of term, I would just like to remind you of the new National Framework changes that the Government brought out in August 2024.

All Leave of Absence will be looked at on a case to case basis, Leave of Absence **MUST** be for **exceptional circumstances only!** If we decline your leave of absence, it will be unauthorised and on the child's return to school, we will refer the case to the Local Authority Attendance Service and a Penalty Notice may be issued.

Please see below the penalty notice structure.

A Penalty Notice may be issued **to each parent/carer, for each child** at:

- **First offence:** £80 if paid within 21 days, which will then increase to £160 if paid within 28 days.
- **Second offence** (within 3 years of the First Offence): Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at £160 to be paid within 28 days. Please note that if the fine is not paid within 28 days or the Local Authority proceed straight to court action you are likely to be prosecuted under S444.1 of the Education Act 1996. The maximum fine the court can impose for a first offence is £1,000 per parent, per child.
- **Subsequent offence** (within 3 years of the first offence): The Local Authority will proceed straight to court action you are likely to be prosecuted under S444.1 of the Education Act 1996. The maximum fine the court can impose for a first offence is £1,000 per parent, per child.

*YOUR CHANCE TO SHINE*

If you have a history of offences of this nature you may be prosecuted under Section 444(1A) Education Act 1996 and the court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months. This reflects the seriousness of unauthorised absence from school.

This is national guidance from the Government, Hall Green Primary School **must** follow this guidance, you can find more information in our Attendance Policy on our school website.

We hope that you understand and are able to support school in the decisions we make, which will be in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks of school holidays.

Kind regards,  
Mrs Gilbert & Mrs Taylor  
Head Teacher & Attendance and Safeguarding Officer