



Gainsborough Primary and Nursery School

Belgrave Road, Crewe, Cheshire CW2 7NH

01270 696810

www.gainsboroughschool.co.uk

Federation Headteacher: Mrs J Booth

School Principal: Mrs J Nurse

September 2023

Dear Parent/Carer

Leave of Absence in Term Time

The Education Act 1996 makes it a criminal offence for a parent to “fail to secure their child’s regular attendance at school”.

The amendments to the 2006 Regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

You can find a copy of this government document on our website.

Applying for ‘Exceptional Circumstances’ Leave of Absence and Fixed Penalty Notices

To apply for ‘Leave of Absence in Term Time’ at Gainsborough Primary and Nursery School you should complete a request form, available from the school office, at least 2 weeks **BEFORE** the leave is taken. This will be considered by the Attendance Team and you will receive a written decision.

Should the application be declined and parents choose to go ahead with the planned leave, we will inform the Local Authority who may issue a Penalty Notice. If a PN is issued, failure to pay the penalty fine within the required time may result in prosecution.

Please refer to the table below for details of the PN process including fines and timelines.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates’ Court on the grounds that they have failed to secure their child’s regular attendance	The parents will receive a summons to appear before the Magistrates’ Court on the grounds that they have failed to secure their children’s regular attendance



Unauthorised absences and unauthorised late marks

Fixed Penalty Notices can also be issued for those children who have 10 or more **unauthorised** absences over 2 consecutive half terms. Unauthorised absence is coded in the register as “O” when no reason has been given for a child’s absence, or school do not accept the explanation for the absence.

When a child arrives in school after the registers have closed at 9.15am, it is coded as “U” which means that although the child is in school the register is still recorded with an unauthorised absence as they have arrived in school late after the registers have closed. Please refer to the table above for details of the PN process including fines and timelines.

The attendance team comprises of

Miss H Woolley	Attendance Lead
Mrs J Nurse	School Principal
Mrs S Appleby	Pastoral Manager
Mrs K Graham	Inclusion Support Assistant
Mrs K Richmond	Inclusion Support Assistant
Mrs S Hills	Attendance Administrator

Please do not hesitate to contact school if you require any further information.

Yours sincerely

Mrs J Nurse

School Principal