



3rd October 2023

Dear Parents/Carers,

We continue to receive a number of messages from parents/carers requesting time off school for holidays. Please could we remind everyone of your legal responsibilities in relation to school attendance. In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

If an absence request is not granted and your child/children are absent on the dates requested, these absences are marked as unauthorised and we have no option but to refer cases to Derbyshire County Council for consideration of legal action.

This may result in:

- A Penalty Notice payable up to £120 fine per child.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to £1000.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to £2500 and/or a community order or imprisonment.

Headteachers of maintained and academy schools across England are expected to abide by these regulations and to request legal action when a child is absent during term time without their permission – regardless of the child's wider school attendance.

Please do not book holidays during term time. We do understand that costs for holidays are higher outside of term time (school staff suffer in the same way), but any time taken out of school for holidays has a negative impact on both the child and the wider school. As a Headteacher, I have a duty to address absences and a duty of my governing body is to hold me accountable for it.

Yours sincerely,

A handwritten signature in blue ink that reads 'P. Chapman'.

Mrs P Chapman
Headteacher



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