



**Beeston,
Cottingley &
Middleton Cluster**

Working in Partnership to help Children, Young People and Families reach their goals



Leeds
CITY COUNCIL

14th September 2015

Dear Parent/Carer

Taking time off school in term time

We are writing to inform you that from 1st September 2013 the Government changed the Education (Pupil Registration) Regulations in relation to term time holidays.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Taking a child out of school in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Each academic year school is closed for thirteen weeks. This allows families up to 175 days a year to go on holiday or visit relatives abroad

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that you will be fined for your child's absence.

Note: Payment of a Penalty Notice (from September 2013), if paid within 21 days, is £60. If you do not pay within 21 days the fine is increased to £120 and you have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996.

The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide school with evidence of the absence such as a medical appointment card or prescription.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

Yours Faithfully

Sue Knowles
Attendance Officer

Joanne Hainsworth
Targeted Services Leader