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REQUEST FOR ABSENCE DURING TERM TIME – HOLIDAYS

Following further advice from Cheshire West & Chester local authority and Ofsted, we wish to inform parents/carers that the Governing body have met and discussed the issuing of Fixed Penalty Notices.

You will already be aware that school can not authorise any request for holiday during term time.

From 1st September 2014, any request for a holiday for a period of 5 or more consecutive day will not be authorised. However, any subsequent holiday requests for a period of 5 or more consecutive days during any stage of your child's education at Childer Thornton Primary School will be subject to a Fixed Penalty Notice. If you have already taken a term time holiday of 5 or more consecutive days since the start of the academic year 2013-14, any future request for holidays of 5 or more consecutive days **will** be subject to a Fixed Penalty Notice.

There is no restriction on the number of Fixed Penalty Notices that may be issued in an academic year, and these Fixed Penalty Notices may be issued against each parent/carer of the child.

Where both parents have responsibility for their child, each parent will receive a Fixed Penalty Notice. The definition of "parent" includes all natural parents, whether they are married or not; and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

The Fixed Penalty Notice payment is a fixed amount for the duration of the unauthorised leave of absence. (5 school days or more). The amount of the penalty is £60 per parent/carer if paid within 21 days. If the payment is after 21 days but within the maximum 28 days the penalty payment is £120 per parent/carer.

If there is reason for school to suspect that any absence is due to holidays, it will be recorded as an unauthorised absence.

It is the school's policy that teachers will not set work for any pupil who is absent from school for any reason other than illness.

**For and on behalf of Childer Thornton Primary School
Governing Body**