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1st July 2019

Dear Parents

Essex Penalty Notice Code of Conduct for Unauthorised Leave of Absence

I am writing to remind you of the Essex Penalty Notice Code of Conduct for unauthorised leave of absence.

All penalty notices will be issued on the basis of 10 unauthorised absences (5 days) within a six week period. This will include absences that are taken where a family chooses to go on holiday or take unauthorised leave for 5 or more days (10 or more sessions).

Plus a penalty notice may be issued if there are 6 or more unauthorised sessions (3 days) due to a holiday taken during the first two weeks of September.

I would like to remind you that the current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 does not allow Headteachers to grant leave of absence to a pupil unless the Headteacher considers that there are exceptional circumstances relating to the application.

If a holiday is not authorised, and is taken without permission, the Local Authority – Attendance Compliance Team may issue a penalty notice to each parent, requiring them to pay a fine of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority – Attendance Compliance Team will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

I hope that, by reminding you again of the code of conduct you will be in a position to avoid booking leave which could place you at risk of receiving a penalty notice.

Yours sincerely

**Mrs K Tucker
Headteacher**

