

Holidays during term time

The law states that parents do not have the right to take their child out of school for holidays during term-time. If you take your child on holiday during term-time without the schools permission this will be recorded as unauthorised absence and may result in parents being issued with a Fixed Penalty Notice at the request of the Headteacher at school.

Why shouldn't I take my child on holiday during term time?

- Your child will miss out on important learning educational experiences in school that are missed as a result of a family holiday and cannot be recaptured later.
- If your child does not attend school regularly, he/she will not be able to keep up with the work which will have an impact on future opportunities.

How do I request leave of absence for a family holiday?

- All requests should be made on an application form for leave of absence for Annual Holiday which is available from your child's school.
- This should be submitted no later than **21 days** before the start of the holiday.

Will the school authorise taking my child away during term-time?

Parents cannot demand leave of absence be granted for a family holiday. The Headteacher has a discretionary power to grant leave but is under no obligation to do so.

What will the Headteacher consider when dealing with my request?

- Has the child already had some absence due to a family holiday in the current academic year?
- Is the child's attendance level below 95%?
- It is near or during examination or test times?
- Does the holiday coincide with the start of the school year?
- Will taking this absence have a harmful effect on your child's education?

What happens if the Headteacher does not agree my request?

- Your child's absence will be marked as unauthorised absence.
- Your child's school may request the Local Authority to issue a Fixed Penalty Notice. The Fixed Penalty Notices are per parent per child.

What happens if I do take the holiday and receive a Fixed Penalty Notice?

- The FPN issued to you carries an amount of **£60 (per parent, per child)** if paid within 28 days of receipt. If no payment is made after 28 days the fine doubles to **£120 (per parent, per child)** to be paid within 42 days of receiving the FPN.

Who do I contact once I receive my FPN if I need to?

- In the first instance when you receive the FPN issued to you, you need to contact the school if you want to know the reasons why you have received one.
- If you have a payment query you should contact the Learner Engagement Service on 737 258.

Can I appeal against the FPN?

- If you want to appeal against the FPN sent to you, you will need to contact the Learner Engagement Service. If they agree the FPN should be withdrawn, proceedings against you will stop.
- If however, they do not agree you will need to plead your case in Court.

What happens if I fail to make payment of a FPN?

- If no payment is made after 100 days within receipt of an FPN, the Local Authority will apply to Doncaster Magistrates Court to issue a summons to you and you will be given a date to appear in Court.