



2nd October, 2013

Dear Parent/Guardian,

If you are thinking of taking your child out of school for a holiday during term time you need to know that changes have been made to the regulations. These changes came into force from **1st September 2013**.

Term-time holidays

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) previously allowed head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Head teachers could also grant extended leave for more than ten school days in exceptional circumstances.

These changes mean that head teachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. Head teachers will determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Changes have also been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These changes also came into force on **1 September 2013**.

Penalty notices can be used where the pupil's absence has not been authorised by the school and fines imposed on parents. If a Penalty Notice is served, parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

If you have any queries about the changes in regulations, please don't hesitate to contact me.

Yours sincerely,

Mr J Christey
Deputy Headteacher