



**HOLLYWELL  
PRIMARY SCHOOL**

**Hollywell Primary School**  
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Head Teacher: Mrs Elizabeth Ellis



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*'Inspiring young minds to unlock their potential to grow.'*

Tuesday 2<sup>nd</sup> July 2024

### **Important changes to Attendance and Term Time Holidays**

Dear Parents,

I am writing to address the issue of term time holidays and attendance at school. It is the legal duty for parents to ensure their child attends school regularly. This means that your child must be present on all days that the school is open unless unwell.

In recent months, we have observed an increase in requests for leave of absence for holidays during the term time. It is essential to note that by law, such absences cannot be authorised by the school except in exceptional circumstances. Whilst we understand the financial benefits of taking holidays during term time, we must stress that such absences are recorded as unauthorised.

Nottinghamshire has set a threshold whereby any unauthorised absence exceeding 3 days or six sessions over a six-week period will result in a fine, known as a fixed penalty notice, payable to the county council. Please be aware that the school does not receive any portion of this fine.

**From September 2024, there will be changes to the fine process**, particularly affecting those who frequently opt for term time holidays. **Moving forward, fines will be assessed over a 3-year window.** I urge you to review the detailed guidance provided in the attached link [here](#) but summarise the key points for your convenience:

- Only 2 penalty notices can be issued to the same parent for the same child within a 3-year rolling period.
- The first penalty notice will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- A second penalty notice for the same child will be a flat rate of £160 within 28 days.
- Should a third penalty notice be required within 3 years, alternative action such as prosecution may be taken, resulting in fines ranging from £1000 to £2500 per child.

Please understand that this is not guidance from the school but is a statutory requirement that we must adhere to.

Lastly, I must emphasise the importance of honesty regarding your child's attendance. Encouraging your child to tell mistruths about being unwell following a holiday may lead to anxiety and distress. Should we discover such discrepancies, the absence will be unauthorised, and the matter will be referred for a fine.



We greatly appreciate your cooperation in ensuring your child's regular attendance at school and understanding of the implications of term time holidays. If you have any concerns or require further clarification, please do not hesitate to contact us.

Kind regards

*Elizabeth Ellis*

Head Teacher

