



Parklands Community Primary & Nursery School
 Parklands
 Little Sutton
 Ellesmere Port
 CH66 3RL



Headteacher
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Holidays during term time are cannot be authorised unless there are very exceptional circumstances.

The law does not give any entitlement to parents to take their child on holiday during term time. Any applications for term time leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

As a school, we fully appreciate the financial difficulties that some families face when booking holidays, particularly during school holidays. However, all schools must have firm policies and stringent checks to ensure that there is a significant reduction in the number of absence during term time.

Name of child/children		Year Group(s)
Name(s) and address(es) of all parents/carers:		
Do you have any other children in other schools? If yes, please write their names and schools.		
State reason for absence (continue overleaf, if necessary)		
First day of absence	Total number of school days missed	
Return date to school		
Signature (parent/carer)	Date	
Signature (parent/carer)	Date	

For School Office Use Only	
Acknowledgement of reply for Leave of Absence	
Headteacher's Decision:	
Authorised Absence	Unauthorised Absence
Reason for Authorised or Unauthorised Absence	
Signed (Headteacher)	Date
Copied to Parents (Date)	Register Code
LA informed of absence/fixed penalty requested (FPN)*	Yes/No

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 per parent, per child if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.