



Westfield Community School



Montrose Ave,
Wigan,
WN5 9XN
Tel. 01942 776007

Head Teacher Mrs S Baker BA Hons (QTS) N.P.Q.H. CEA

Dear Parent / Carer

RE: Changes made to Term Time Holiday Fines

Following the recent updates to **Government Guidance on Attendance**, there have been changes to the ways in which schools will handle term time holidays.

Penalty Notices are requested by schools and academies and issued by the Local Authority to parents / carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the rates detailed below. What are the changes?

1. There will be a new national threshold of 10 unauthorised session any reason (equivalent to 5 school days) within a rolling 10 school week period for when a Penalty Notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a Penalty Notice being issued.
3. There will be an increase in the Penalty Fine from £60 to **£80** if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second Penalty Fine is issued to the same parent for the same child within a 3 year rolling period, the fine will automatically rise to **£160** if paid with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3 year rolling period, the Local Authority will need to consider other enforcement options available to them.



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Headteachers can only grant an authorised term time absence in exceptional circumstances, which are defined as one-off events that are unavoidable, such as health reasons, family bereavement or funerals.

If your child is absent and you haven't given a reason for the absence they will receive an unauthorised mark for each session (am,pm)

Please ensure that you contact school before 9am on the first day of absence to avoid an unauthorised mark. Once 10 unauthorised absences are reached, a penalty notice will be issued. 10 unauthorised absences are equivalent to 5 school days.

If you require any further information or clarification, please do not hesitate to contact us.

Yours faithfully

Mrs S Baker
Headteacher



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