



# Hillsborough Primary School

A Member of Tipton School Academy Trust  
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Assistant Headteachers: Mrs J King and Ms T Minnis

14<sup>th</sup> October 2024

## Term time leave requests

Dear Parent/Carers,

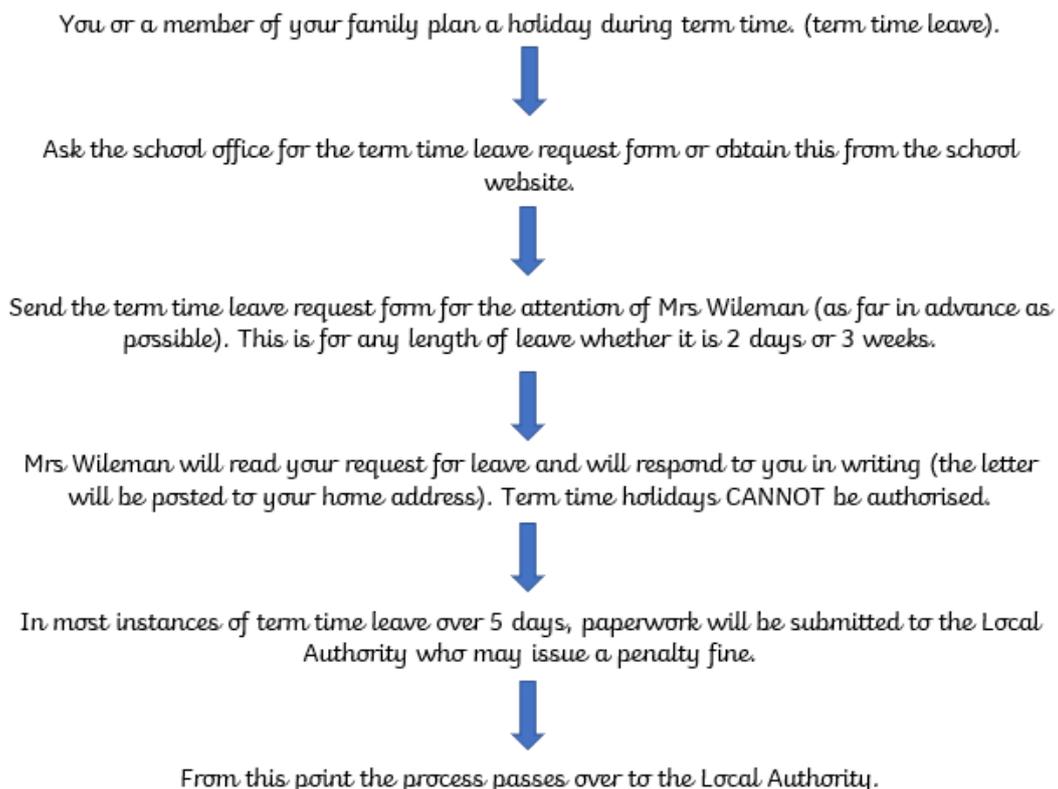
The Working Together to Improve School Attendance guidance is now statutory (as of 19<sup>th</sup> August 2024) and was introduced to ensure consistent approaches across local authorities. Part of the guidance clarifies processes regarding term time leave. Term time can include holidays, weddings, graduations and funerals. However, this letter aims to clarify term time leave processes in relation to holidays (abroad and in the UK).

So far this half term, 298 sessions of learning (149) days have been lost at Hillsborough due to term time holidays.

### **Register recording**

Term time leave is recorded on the register using the **G code**. This represents an unauthorised holiday. NO holidays will be authorised regardless of the reasons provided.

### **The term time leave process**



Although a list of exceptional circumstances for term time leave does not exist, I will always consider the evidence presented to me and ask that you provide any supporting evidence with your request. You are also welcome to make an appointment (in advance) to discuss any particular circumstances relating to your leave with either myself or Mrs. Kay.

### **Informing school and home visits**

It is vital that you inform school in advance of planned absences in relation to term time leave. If your child is absent and we suspect it is due to term time leave, we will carry out a home visit to see your child/ren on or before their 3<sup>rd</sup> school day of absence. **If we cannot locate your child, a safeguarding concern may be raised.**

### **The new Penalty Notice regulations (from 19<sup>th</sup> August 2024)**

#### **1<sup>st</sup> offences**

- Each parent will be issued a separate penalty notice, for each child who is absent. For example, 2 parents and 3 children, each parent will receive 3 penalty notices for £160 each, with a family total of £960 in fines.
- The fine amount will be £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.
- This will be considered your first offence.

#### **2<sup>nd</sup> offences (further term time leave)**

- The next time an offence occurs, within 3 years of the date the first penalty notice is issued, the fine amount will be £160 per parent, per child paid within 28 days, with no reduction.

#### **3<sup>rd</sup> offences (a 3<sup>rd</sup> instance of term time leave)**

- The third time an offence occurs this will be presented to Magistrate's court with no penalty notice issued.

I understand term time leave is a contentious subject and the significant financial burden of taking holidays during designated school holidays. However, schools are duty bound to follow the guidance and processes regarding term time leave and I hope this letter has supported you in understanding these.

Yours sincerely,



Nicola Wileman  
Headteacher