



Kingdown School

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PENALTY NOTICES FOR LEAVE OF ABSENCE. ADVICE TO PARENTS:

In line with Government Guidelines, Kingdown School is using the Penalty Notice scheme for leave of absence in term time. Parents should be aware that they are liable to receive a penalty notice from the Local Authority if they take their children out of school to go on holiday or for other planned absence. If there are exceptional circumstances involved, you must seek authorisation from the Headteacher by completing the appropriate form available from the Heads PA, Mrs Krzyzosiak (rak@kingdown.wilts.sch.uk).

The Headteacher will inform the parent in writing of the decision made regarding authorisation of the holiday or leave of absence in term time. In considering whether to grant requests for term-time leave, the following points will be considered:

- The circumstances involved
- The time and length of the proposed leave
- The pupil's attendance record
- Any previous leave of absence requested in respect of the child
- Proximity to public examinations
- The academic progress of the pupil

Parents should rest assured that each application is treated sympathetically and on its own merits and that any decision not to authorise leave of absence is based on professional assessment.

If the pupil is taken out of school without permission, or where permission has been refused, the absences will be marked as unauthorised and each parent will be liable to receive a separate Penalty Notice* for each child taken out of school, under the Education (Penalty Notices) (England) Regulations 2004.

*The Penalty Notice shall be a sum of £120 if paid within 28 days. This shall be reduced to £60 if paid within 21 days. Failure to pay within 28 days will lead to prosecution in a Magistrate's court. There is no right of appeal against a Penalty Notice.

It is hoped that you will give your support and cooperation on the matter of term-time leave of absence and holidays and that by working together, the matter of Penalty Notices need not arise.

Please refer to the school's Attendance Policy (also available on the website) for further information.

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