



Holidays in term time

Dear Parent,

Pupil attendance at our school is currently around the national average. We like our pupils to be in every day that they are well enough to attend and we are grateful for the support we receive from our families in this matter.

If you view our attendance policy on the school website you will see the many positive ways in which we like to support the children coming into school every day, and most of you will know that this culminates in our attendance reward trip that takes place at the end of every school year for children who have achieved an overall attendance of 95% or more from September to July.

This year governors decided to have a 2 week break in October/November to meet the needs of families who, for a number reasons, have to take holidays in term time.

Please avail yourself of this opportunity to book quieter cheaper holidays for your family because Sefton schools have received the following guidance from national and local government, and we will have to respond.

Sefton L A Advice:

A holiday is generally not considered an exceptional circumstance. If parents take their children away during term time on holiday as well as unauthorising the absence schools should be requesting a **penalty notice**.

Please be aware that from September 2025 we will be following the guidance as laid out above that states holidays are generally not an exceptional circumstance and penalty notices should be requested.

L A Crilly

Appendix 3

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for the Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19th August 2024.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between 22-28 days.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).

For example: a 5-day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

Second Offence

(Within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday) per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution may result in criminal records and fines up to £2,500.

Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.