

 **Targeted Services**
People Directorate - Children's
2nd Floor, Unity House, Salford Civic
Centre, Chorley Road, Swinton,
Manchester M27 5AW

 **Email:** EWS@salford.gov.uk

 **Web:** www.salford.gov.uk

Ref: Term Time Holidays

Dear Parent/Carer,

Re: Penalty Notices for holidays taken during term time

The Education Act 1996 states that parents/carers have a duty to ensure that their child regularly attends the school at which they are registered. Failure to attend regularly could lead to prosecution under Section 444(1) of The Education Act 1996.

In September 2013 the Government amended the policy surrounding holidays being taken during term time. We take attendance very seriously because there is clear evidence that any absence from school can and does impact on children's attainment. The second most common reason for absence from school is for a family holiday, the Government agreed that this needed to be addressed. Head teachers may not grant any leave of absence during term time and may only authorise leave of absence in exceptional circumstances.

If you should take a leave of absence for a holiday which has not been authorised by the Headteacher the absences will be marked as unauthorised in the register. Therefore, a Penalty Notice fine may be issued to you by Salford City Council on your return.

The Penalty Notice fine is £60.00, if you fail to pay the fine within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996. You will be prosecuted for failing to ensure that your child[ren] attend[s] school on a regular basis, i.e. not for the non payment of the penalty.

If there are two parents both of whom have responsibility for their child(ren), they will both receive a Penalty Notice fine each, per child.

Yours sincerely,

The Education Welfare Service
Salford City Council