

Woodland Primary School

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Headteacher: Mrs M Dodson



Friday 28th March

Dear Parents and Carers,

I hope this letter finds you well. As we continue to strive for the best educational outcomes for all our pupils, I would like to remind you of our policy regarding requests for leave of absence during term time, particularly for holidays.

In accordance with the Department for Education guidelines, only exceptional circumstances warrant granting a leave of absence from school. Unfortunately, family holidays do not fall under these exceptional circumstances. As a result, requests for holidays during term time will not usually be authorised. If you feel your request does warrant exceptional circumstances, please complete a Leave of Absence request form available from the school office.

Please be aware that if a pupil is taken out of school for an unauthorised holiday, this may lead to a Fixed Penalty Notice being issued by the local authority. The penalty is **£160 per parent per child**, if paid within 28 days, but reduced to £80 per parent per child if paid within 21 days. It is important to note that there is no right of appeal against a Fixed Penalty Notice.

We understand that family time is important, and we encourage you to plan holidays during school holidays whenever possible. Our school calendar is available on our website to assist you in planning your family trips.

Thank you for your understanding and support in ensuring that our pupils receive the best possible education by attending school regularly. If you have any questions or concerns regarding this policy, please do not hesitate to contact the school office.

Yours sincerely,



Michelle Dodson

Headteacher

Woodland Primary School





At Woodland primary School we aim to ensure all students have good and sustained attendance. With only 190 school days each year, it is imperative that each day is utilized to its full potential to offer the best possible opportunity for future success. We are committed to working with parents and carers to ensure a high level of school attendance.

Penalty Notice Fines for School Attendance

The National Framework for Penalty Notices states the following Penalty Notice Fines will be issued by Local Authorities if parents do not fulfil their duty to ensure their child attends school regularly.

Per Parent, Per Child

Penalty Notice Fines will be issued to each parent, for each child that was absent. For example: 2 siblings with unauthorised absence during term time may result in each parent being issued with one penalty notice per child.

10 sessions of unauthorised absence in a 10 week period

Penalty Notice Fines will be considered when there have been 10 sessions (5 days) of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be: £160 per parent, per child paid within 28 days reduced to £80 per parent per child if paid within 21 days.

Second Offence

(within 3 years from the date of issue of first penalty notice)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be: £160 per parent, per child paid within 28 days.

Third Offence

(within 3 years from the date of issue of first penalty notice)

The third time an offence is committed for term Time Leave or Irregular Attendance the case will be presented straight to the Magistrates court and fines can be up to £2,500 per parent per child. **This is a criminal offence, and a parent may end up with a criminal record.**