Navenby Church of England Primary School

East Road, Navenby, Lincoln. LN5 0EP. Tel: 01522 810628
Email: enquiries@navenby.lincs.sch.uk
School website: www.navenbyschool.com
Headteacher: Mr C Elliott NPQH BA (Hons) QTS

6th October 2026

Taking Holidays/Leave of Absences in Term Time – Important information for Parents/Carers:

Dear Parents/Carers,

It is your responsibility to read this information before commencing any holiday/leave of absence in term time.

I hope this letter finds you well. As part of our commitment to maintaining high levels of school attendance, we would like to inform you about holidays/leave of absences in Term Time. This aligns with the Department for Education's (DFE) guidance on improving school attendance, which became effective on 19th August 2024 in collaboration with the Local Authority.

The DFE emphasises that term-time holiday/leave of absences should be avoided. Absences during this time can significantly impact your child's education. We kindly request that you plan holidays/leave of absences during school holidays to minimise disruption in learning. Any such absences will be recorded as an unauthorised absence. I was sent the following extract from the School Attendance Support Team at County:

We would like to remind all families of the legal framework surrounding term-time holidays and the issuing of penalty notices for unauthorised absences, in conjunction with advice from the Local Authority.

*Please be aware that there is **no right of appeal against a penalty notice** once it has been issued. The decision to authorise or unauthorise an absence rests solely with the School. It is important to remember you should discuss any concerns you have with the school **before** a leave of absence is considered.*

*We understand that some employers may restrict when holidays can be taken, and that travel costs can vary significantly throughout the year. However, **neither of these factors constitutes an exceptional circumstance**, according to guidance from the Department for Education, 'Working together to improve school attendance' and 'Resources for families Children's Commissioner for England' and therefore cannot be considered, as a valid reason for authorising term-time leave.*

We appreciate your understanding and cooperation in ensuring that your child's education remains a priority.

If you believe there are exceptional circumstances that require a term-time holiday/leave of absence, please submit a written request to the school as soon as possible. We will assess each case individually and provide guidance accordingly. However, if we determine that the circumstances do not qualify as exceptional, we will notify you in writing, indicating that you may be subject to a penalty notice issued by the local authority, which could result in legal action. Please be aware that persistent absence due to lateness can also attract a FPN and unauthorised absence exceeding 10 days can be made up of holiday and lateness combined.

Penalty Notices and Prosecution.

A Penalty Notice is issued for a Leave of Absence/Holiday not agreed by the school which is longer than 5 days (10 sessions) within a 10 week period (not including set holiday periods).

A Penalty Notice can be issued under the following legislation:

- *Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise*
- *Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act*
- *In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty*

See below for further information:

Penalty Notice	Details
First Notice in a **3 year period**:	Issued to each parent. Charged at £80 each if paid within 21 days £160 each if paid within 28 days.
Second Notice in a **3 year period**:	Issued to each parent. Charged at a flat rate of £160 each if paid within 28 days.
Third Notice in a **3 year period**:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a Magistrates' Court appearance and a fine of up to £2,500 and/or prison. Cases found guilty in a Magistrates' Court can show on a Parent's future DBS certificate, due to failure to safeguard a child's education.

It is important to note that fines are a last resort, and parents are offered support from the school regarding attendance concerns, and are discouraged from taking holidays in term time. It is also important to note that if there are also attendance concerns, then further action can be taken in the form of Penalty Notices for persistent/non-attendance. Please refer to our attendance policy which is available here (https://navenbyschool.web07.juniperwebsites.co.uk/attendancepolicy), on the website or from the school office.

Thank you for your co-operation in ensuring that your child's education remains a priority.

If you have any questions, or you would like any support with the attendance of your child, feel free to contact me or Mrs Pridmore (SENDCo).

Yours sincerely,

C Elliott

Mr C Elliott
Headteacher