

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

July 2023

Dear parents

Two Gates Primary School works closely with The Local Authority & their Education Welfare Officers. You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Local Authority and ATLP support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances. Two Gates Primary School do not condone taking leave in term time and we are directly encouraging parents to only take leave during the school holidays.

We are writing to inform you that any leave taken during term time from 7th September 2022 will be unauthorised and referred to the Local Authority for a penalty notice to be issued. This is in line with Staffordshire County Councils Code of Conduct.

The Penalty Notice fine would be: -

- **£60 per parent, per child if paid within 21 days, rising to**
- **£120 per parent, per child if paid between 21-28 days.**
- **If the fine is not paid within 28 days, you may be prosecuted under S444.1 of the Education Act 1996.**

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Nest Llewelyn-Cook

Mrs Nest Llewelyn-Cook
Headteacher