



**Eccleston Mere Primary School**  
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Headteacher: Mr. R Mugan

### Leave of Absence during Term-Time Holidays

Dear parents,

We have been made aware that Eccleston Mere has one of the highest proportions of holiday related absence in St Helens. In 2013, amendments to the Pupil Registration Regulations removed all reference to family holidays and made clear that headteachers should not approve any holiday related absences, unless in exceptional circumstances. You should not automatically expect your child's school to agree to an absence for a holiday in term time. If a child is removed from education for a term-time holiday without approval from the headteacher, this will be recorded as an unauthorised absence.

Parents applying to remove their child from school for exceptional circumstances must give advanced notice and should provide evidence to support their application. Please visit the school office to request an 'Application for Leave of Absence during term time' form and return the completed form to the school office for consideration by the headteacher. School will only consider written applications: any request received via email, message or telephone will not be accepted.

Eccleston Mere School has adopted the use of Penalty Notices in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2013, regarding the issuing of Penalty Notices for unauthorised absences from school.

Any unauthorised absences that meet the LA Code of Conduct penalty notice criteria of 20 sessions absence (10 days) within a 10 week school period, may result in the Local Authority issuing a Penalty Notice fine (per parent, per child).

Penalty Notice fines are £60 to be paid within 21 days, rising to £120 if paid after 21 days but within 28 days. After 28 days, the fine is withdrawn, putting you at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1,000.

In instances of high unauthorised attendance, instead of a penalty notice, you may be considered for prosecution under section 4441/1A of the Education Act 1996. If you are found guilty of an offence under this act, you would receive a criminal record, a fine and any other penalty the magistrates decide, including a custodial sentence. In addition, the council would seek to recover any costs involved.

At Eccleston Mere, we recognise that pupils who attend school regularly have been shown to achieve at higher levels than children who do not have regular attendance. We hope that you continue to support school by using school breaks to take your child on holiday.

Thank you for your continued support.  
Mr R. Mugan

