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Sutton Road Primary  
School and Nursery

Mansfield  
Nottinghamshire  
NG18 5SF

## Unauthorised holidays in term time.

Monday 25<sup>th</sup> September 2023

Dear Parents/carers,



Last Year at Sutton Road Primary school more than 1500 days of learning at school were lost for pupils due to holidays being taken during term time. As you know, term time holidays cause children to miss valuable learning in all areas of the curriculum.

As a school we follow the Local Authority (Nottinghamshire County Council) guidance around term time holidays and our policy states that unauthorised holidays taken during term time will be the subject of a referral made to the Local Authority to issue a fixed penalty notice (fine) to the respective parent/parents.

We feel we must make you aware of our school policy and also alert you to the fact that due to the Local Authority regulations, you may not hear about a the LA's decision to issue a fine straight away and there can be a delay in you being informed.

The LA ask schools for 6 weeks of attendance data alongside the details of the term time holiday. This will start from the 1<sup>st</sup> September 2023. The 6 weeks regulations mean there could be a significant delay in the LA's ability to process the documentation which, in turn delays the issuing of the penalty notice (fine).

So, to avoid a Penalty notice (fine), please book your holidays during the school breaks, the dates of which are:

- **Autumn term 2023**

Half term - Monday 23 October 2023 to Friday 3 November 2023

Schools close - evening Friday 22 December 2023

- **Spring term 2024**

Schools open on Thursday 4 January 2024



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Half term - Monday 12 February 2024 to Friday 16 February 2024

Spring break - Friday 29 March 2024 to Friday 12 April 2024

- **Summer term 2024**

Schools open on Monday 15 April 2024

May Bank Holiday - Monday 6 May 2024

Half term - Monday 27 May 2024 to Friday 31 May 2024

Schools close - evening Friday 26 July 2024

### **How much is a penalty notice/ fine?**

Fixed penalty notices are issued if a child/children are absent for more than 3 days within a 6 week period. The cost is £120 per adult, per child and is reduced by half if paid within 21 days of receiving the LA notification.

**The false reporting of absence will result in an application made to the LA to issue a penalty notice/ fine. This will be based upon the evidence gathered either during the absence period or on return to school. Schools do not have to authorise any reported absence and in cases of this nature, parents/carers will be required to prove/evidence their whereabouts or show documentation to show their child/children were not on holiday.**

Children should get excited about holidays both before and after so please do not place them, or others, under undue pressure to not be able to share their happy memories.

Please be open about your intentions, complete the online form and await your response to the withdrawal from education form (school website).

Kind regards,

Mrs Darwood-Brown and Mr Bettridge



Nottinghamshire  
County Council



SCHOOL  
MEMBER

