



MARSH GREEN PRIMARY SCHOOL

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Re: Changes made to term time holiday fines

Dear Parents/Carers,

Following the recent updates to **government guidance on attendance**, there have been changes to the ways in which schools will handle term time holidays.

The fine for taking a child out of school during term time has risen from £60 to **£80** per child. If this fine is not paid in the first 21 days following the penalty notice, it will rise to **£160**. All schools are now required to consider a fine when a child has missed 10 or more sessions (**5 days**) for unauthorised reasons, including a term time holiday. This will be doubled if it happens again within three years. Those with a third fine in a three-year period now face prosecution. There is no right to appeal a penalty notice.

Headteachers can only grant an authorised term time absence in **exceptional circumstances**, which are defined as one-off events that are unavoidable, such as health reasons, family bereavement or funerals.

If your child is absent and you haven't given reason for absence, they will receive an unauthorised mark for each session (am/pm).

Please ensure that you contact school before 9.00am on the first day of absence to avoid an unauthorised mark.

Once 10 unauthorised absences is reached, a penalty notice will be issued.

10 unauthorised absences is equivalent to 5 school days.

Any child who arrives after 9.30am will receive an unauthorised mark for the morning session, unless there is evidence of a medical appointment.

If you require any further information or clarification, please do not hesitate to contact us.

Yours faithfully

Mrs G Leigh (Headteacher)
Miss Y Young (Attendance Officer)