



Hoole Church of England Primary School

Hoole Lane, Hoole, Chester, CH2 3HB

Telephone: 01244 323890

Email: admin@hooleceprimary.cheshire.sch.uk

Website: www.hooleceprimary.co.uk

Head Teacher: Mrs R Flanders

Dear Parents/Carers

In 2013, the Department for Education (DfE) issued a **law that does not give any entitlement to parents to take their child on holiday during term time**. Any applications for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school. If your request is not authorised, the penalties are as follows:

- Penalty Amount Paid within 21 days of the FPN being issued - £60 (**per parent, per child**)
- After 21 days but before 28 days of the FPN being issued - £120 (**per parent, per child**)

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absence during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.

Further information can be obtained from www.dfe.gov.uk

Yours sincerely

Mrs R Flanders
Head Teacher

REQUEST FOR TIME OUT OF SCHOOL

<u>Who is making the Request</u>	
<u>Date Submitted to School</u>	

Pupil Name:			
Class:		Year Group:	
Sibling Name:			
Class:		Year Group:	

Dates Required:

From		To	
Total Number of School Days absent			

Reason – *please give as much detail as possible*

Absence Approved By Head
 Absence Not Approved By Head

Please Send Letter To Parent As Follows:

	The time out will be coded as unauthorised but I will not proceed to a Fixed Penalty will Notice.
	The time out will be coded as unauthorised but a Fixed Penalty Notice will apply.
	The reasons you have outlined meet the criteria for exceptional circumstances please see my notes below:

Notes:

Signed Head	Date Letter Sent: Scanned & SIMS: <input type="checkbox"/>
-----------------------------	---