

# GREYFRIARS CATHOLIC SCHOOL

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Headteacher | Ms L Caldwell

*A Catholic School that champions every student so that they flourish individually and collectively.*

5<sup>th</sup> September 2023

Dear families

## **PENALTY NOTICE FOR TERM-TIME HOLIDAYS**

Greyfriars Catholic School is committed to ensuring that your child receives the best possible education. Each school day is carefully planned, and each lesson informs a wider programme of learning. Your child is a valued member of our school community and will contribute to the wider life of the school.

This school does not authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare and can only be granted by the headteacher. Any such request should be addressed to Lyndsey Caldwell, Headteacher, in writing before the holiday is taken and you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. The current penalty is £60 per parent, per child, rising to £120 per parent per child if not paid within 21 days.

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority may consider prosecution in any event.

Once again, I would like to reiterate the importance of children attending school as every day matters. There are clear links between attendance and feeling successful in school.

Yours faithfully



Mr T Stacey  
Director for Raising Standards

