

Farnham Primary School

'Together we discover, believe & achieve.'

Dear Parents and Carers,

9th October 2025

Term-Time Leave and Penalty Notices

I would like to take this opportunity to remind all parents and carers of the regulations surrounding school attendance and term-time leave. Regular attendance is essential to ensure your child makes good progress and achieves their full potential. Taking children out of school during term time can have a significant impact on their learning and overall development.

Under current government legislation, headteachers are not permitted to authorise any term-time holiday except in exceptional circumstances. Each request for leave must be made to a member of the Senior Leadership Team before you intend to travel. If a request for leave is not authorised and your child is taken out of school regardless, the absence will be recorded as unauthorised. In these circumstances, the school is legally required to notify the Local Authority, who may issue a Penalty Notice.

Penalty Notice Details:

- The fine is £80 per parent, per child if paid within 21 days.
- If payment is not made within 21 days, the amount increases to £160 per parent, per child if paid within 28 days.
- Failure to pay may result in further legal action being taken by the Local Authority.
- If two parents take one child on an unauthorised holiday, both parents may each receive a £80 fine. If payment is not made on time, this would rise to £160 each.
- From the 2024 to 2025 school year, each parent will only receive up to 2 fines for the same child in a 3-year period.
- If you receive a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.
- If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.
- You could receive a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also give you a Parenting Order.

We understand that family time is important, and that holidays during term time can sometimes seem more affordable or convenient. However, we must follow statutory attendance regulations, which are in place to protect your child's education.

If you have any questions or would like further clarification, please do not hesitate to contact the school office. Thank you for your understanding and continued support in ensuring that your child attends school regularly and punctually.

Yours sincerely,

Mrs S Keenan
Headteacher

Headteacher: Mrs S Keenan



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