



# Oaklands School

"The best for all, the best from all"

Montgomery Way, Winsford,  
Cheshire CW7 1NU  
Telephone: 01606 551048

*Head Teacher: Neil Oxley*

14<sup>th</sup> February 2023

## Authorised/Unauthorised Leave during Term Time

Please find below a reminder of the legislation regarding the Fixed Penalty Notice (FPN) process for taking students on holiday during term time.

From September 2017 the DFES tightened the guidelines on Authorised/Unauthorised Leave during Term Time.

Please find a copy of this guidance and the requirements for all head teachers to follow this process by visiting

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/education-welfare-service/term-time-holidays.aspx>

Some key information within the guidance states that parents, guardians and day to day carers who take their children away during term time will be issued a FPN. The fine will be issued to the parent, either individually or to both depending on who goes on holiday with the children and who is aware of the holiday. A fine can also be issued to an absent parent if they are aware of the holiday. Grandparents and parents partners can also be issued a fine if they go with the children on term time holidays.

The fine is issued by the Local Authority and is £60.00 if the fine is paid within 21 days for each parent/guardian or £120 if paid within 28 days per parent/guardian from the date the fine is issued. Failure to pay the fine within the 28 days will automatically be processed to go to a court, where if you were to lose the case you will have to pay a fine, costs and you will have a criminal record.

If you wish to take your child on holiday during term time, you **must** put this in writing addressed to me, stating the reason(s) why you have decided to take this action, the dates you will be away and the day you expect your child to be back in school; **before** you book your holiday. You **must** also state why you believe the situation is an exceptional circumstance.

Please note, and in accordance with this guidance:

- I can only authorise absences in exceptional circumstances – Please note, taking a child on holiday in term time due to the fact it is less expensive, cannot be authorised as an exceptional circumstance.
- If the absence is not authorised a FPN will be applied for from the Local Authority,
- Failure to notify school of a term time absence can automatically lead to a FPN if the school can prove you are on holiday.

If you require further information, please contact school on the above number.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr Oxley', written in a cursive style.

Mr Oxley  
Headteacher

