



19 April 2018

Dear Parents and Carers,

Following a review of Fixed Penalty Notices issued for unauthorised leave in term time, it is important to inform you that parents and carers in Poole are now facing considerably higher fines in Court than previously seen. For example, between September 2017-December 2017, fines were as high as £824, to be paid in full within 14 days.

Should a parent or carer take their child on holiday as 'unauthorised leave in term time', Headteachers may request that the Local Authority issues a Fixed Penalty Notice of £60, which if unpaid, increases to £120. Failure to pay this will result in prosecution and be required to attend court. If convicted, this will also result in a criminal record. Parents and carers are therefore strongly advised of the following in order to minimise the potential impact on families:

- To keep all family holidays during the 13 school holiday weeks available each year to ensure your child's regular attendance at school and avoid a Fixed Penalty Notice being issued to you. These dates can be found on the school website.
- In the rare event that you still intend to book leave during term time, please ensure that you make a written request to the Headteacher including any reasons as far in advance as possible, **not** once a Fixed Penalty Notice has been issued.
- If a Fixed Penalty Notice is issued to you, you are advised to pay this promptly to avoid a substantial fine and a criminal record.

The Borough of Poole is committed to providing support and guidance to children, young people and families in Poole. While we appreciate that a holiday is often a positive experience, this should also be kept to school holidays so that young people are able to enjoy and experience uninterrupted valuable learning time and key events at school such as starting a new academic year or exams. Regular school attendance is essential not only for academic progress and success, but in forming and maintaining friendships and feeling settled in school.

If you have any further questions regarding this, please speak to your child's school in the first instance.

Yours faithfully

5-19 Services  
Borough of Poole