



September 2023

Dear Parents and Carers

Every headteacher in every state school in Oxfordshire has or will be issuing the following letter. We ask that it is read in conjunction with [‘the importance of attendance’](#) content on our website.

RE: PENALTY NOTICES FOR TERM-TIME HOLIDAYS

Along with every school in the county and across the United Kingdom, Chipping Norton School is committed to ensuring that your child receives the best possible education to prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.

It is the policy of this school not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is very rare indeed, and may only be granted by me in my capacity as headteacher. **Any such request should be addressed to me in writing before the holiday is booked and you should not assume that permission will be granted.**

If a term-time holiday is taken without permission in any state school, the absence will be recorded as unauthorised and a referral may be made to Oxfordshire’s 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 or 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 an ongoing matter of concern, the local authority may consider prosecution in any event.

Yours faithfully

Barry Doherty
Headteacher