

Explanation of the procedure for when a fine is incurred for unauthorised absence in term time

All applications are dealt with by the Head teacher who has to adhere to very clear guidelines from the government and the Educational Welfare Service.

Absence is only authorised for a wedding or funeral of a close family member.

Absence may be authorised in exceptional circumstances.

If the request for leave of absence is refused, the following will apply when the absence:-

- Totals 10 sessions (5 days) in a 6 month period of a school academic year i.e. September – July, with each morning or afternoon counting as 1 session.

The parent/parents will receive a refusal request letter from the school which details that a fine will be made of £120 per parent, per child if paid within 28 days or £60 per parent, per child if paid within 21 days.

The notification will be issued by the school to Wiltshire Council in Salisbury after the absence has been taken and the child returns to school.

You will then receive a letter from the Penalty Notice Officer in Salisbury to pay the fine due within the time frames as explained above.