

# Thinking about booking a holiday during term time?

**REMEMBER: ANY ABSENCE MUST BE REQUESTED IN ADVANCE**

Absence for an activity or holiday that can be arranged during the annual 13-week holiday time will not be authorised during the school term.

A penalty notice may be issued if there are five days/10 sessions or more of unauthorised absence in a 10-week period. This can include irregular attendance.

**First offence** - the first time a penalty notice is issued for term time leave or irregular attendance, the amount will be **£160** per parent per child to be paid within 28 days. Reduced to **£80** per parent, per child if paid within 21 days.\*

## A penalty will be issued for each child



3 x children + 1 parent = **£480**  
reduced to £240 if paid within 21 days

## A family of two parents and two children



2 x children + 2 parents = **£640**  
reduced to £320 if paid within 21 days

**Second offence** (within 3 years) - the amount will be **£160** per parent per child to be paid within 28 days. No reduced rate will be offered.\*



2 parents +



1 child  
**£320**



2 children  
**£640**



3 children  
**£960**

**Third offence** - a penalty notice will not be issued, the case will be presented to the Magistrates' Court for prosecution, where either a fine of up to **£2,500**, a community order or a custodial sentence of up to three months can be imposed. A conviction in the Magistrates' Court may be disclosed on future DBS certificates.

\*Failure to pay a penalty notice may also result in prosecution. Details correct as of September 2025

