

Fordley Primary School
Dudley Drive
Dudley
Northumberland
NE23 7AL



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Headteacher: Mrs C.L. Withers (BA QTS Hons, NPQH)
Deputy Headteachers: Mrs R. Boyes and Mrs L. Miller

Term Time Holidays and Unauthorised Absences

Dear Parents and Carers,

As you are aware (from previous letters, information shared on our website and new school year meetings/information sent home), I am unable to authorise any holidays taken during term time unless they are under exceptional circumstances. Government Attendance Regulations were updated on August 19th 2024 so I am sending this information out to you as a reminder and in the hope it helps you avoid a penalty warning notice/fine from North Tyneside Council.

This is not a school decision, but a decision which has been made for all schools in the country and Fordley Primary School is expected to follow the same guidelines.

As has been the case for several years now, any families where children have more than 5 unauthorised absences (10 sessions) will receive a fine from North Tyneside Council.

The Penalty Notice is a fine of £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid within 28 days. For a family with two children and two parents, the fine could be as much as £320, doubling to £640 after 21 days.

Penalty notices will be triggered for any 10 sessions (or 5 days) of unauthorised term time leave, including where you have not informed us of the reason why your child is absent from school.

In order to avoid a fine:

- Make sure you do not have more than 5 days term time holiday in an academic year
- Always inform us of the reason your child is absent - we have a dedicated absence line when you ring our school number (or you can email if you can't get through)

Please make sure you complete a 'Leave of Absence' form (available from the school office or you can request via email) so that we know where your child is as not knowing will lead to



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unauthorised absences and a possible penalty warning notice anyway.

If you have any questions about this information, please feel free to get in touch.

Yours sincerely

Mrs C.L Withers

Headteacher

