

Dear Parents/Carers,

I would like to remind you of the changes that came into effect from 19th August, regarding requests for leave of absence in school term time.

Keresforth Primary School are following the new DFE National Framework and the Barnsley Code of Conduct.

All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form. If parents proceed with the leave of absence in term time, they will receive a fixed penalty notice if the absence extends beyond 10 sessions (5 days). This will also apply if we have reason to believe you have taken a holiday without completing the form.

The new framework penalty notices are as follows:

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| Penalty Notices are requested by schools and issued by the Local Authority | <ul style="list-style-type: none">• Issued to parents/carers of statutory school age children• Per parent, per child |
| First Offence | <ul style="list-style-type: none">• £80 per parent, per child within 21 days• £160 per parent, per child after 21 days up to 28 days. Any non payment of the PN will be referred to Magistrates |
| Second Offence (within 3 years) | <ul style="list-style-type: none">• £160 per parent, per child within 28 days (no discount period). Any non payment of the PN will be referred to Magistrates |
| Third Offence and Further Offences (within 3 years) | <ul style="list-style-type: none">• No Penalty Notice issued• Case may be presented to Magistrates' Court• Fines up to £2500 per parent, per child |

Any requests will be logged and tracked over a 3 year period, as detailed in the national framework.

Thank you for your support,
Mrs D'Silva