

# Eynsham Partnership Academy Trust

Witney Road  
Eynsham  
Oxfordshire  
OX29 4AP



Telephone: 01865 733331

Date: Friday 6<sup>th</sup> January 2023

Dear Parent/Carer

## **Re: PENALTY NOTICES FOR TERM-TIME HOLIDAYS**

You may be aware of the national dialogue regarding school attendance. The Eynsham Partnership Academy Trust (which includes Eynsham Community Primary School) is committed to ensuring that your child receives the best possible education to best 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 the Eynsham Partnership Academy Trust and therefore Eynsham Community Primary School not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare and can only be granted by the Head Teacher. Any such request should be addressed to the Head Teacher in writing before the holiday is taken and you should not assume that permission will be granted. Requests should be made using the Exceptional Leave of Absence request form which is available from the school office.

The EPA Attendance policy can be found on the EPA website and the School website.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral may be made to the 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/carers. 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 a wider matter of concern, the local authority may consider prosecution in any event.

Yours sincerely

A handwritten signature in black ink, appearing to be 'David Brown', written in a cursive style.

David Brown  
Chief Executive