



Outwood Academy Hasland Hall
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Principal: Mr Ian Cooper

Dear Parent,

We wanted to take the opportunity to inform you of a government change in policy regarding unauthorised holidays and penalty notices.

If a holiday is booked, we encourage you to complete a 'Leave of Absence During Term Time' request form which is submitted for approval by the principal. Any unauthorised holidays will be submitted to the Local Authority who will process a fine. Please note both parents, with parental responsibility, will receive a fine despite which parent has booked the holiday.

Following the recent government change to holiday fines, I would like to take this opportunity to inform you of the process as of September 2024. Therefore, we strongly encourage Parents/Carers to book holidays outside of term time and would like to remind you that our term dates are on the website.

1 st Holiday within 3 years	£80 if paid within 21 days. Failure to pay will double the cost (£160) which needs to be paid within 28 days. Failure to pay will result in a summons to appear before Magistrates Court.
2 nd Holiday within 3 years	£160 if paid within 21 days. Failure to pay will double the cost (£160) which needs to be paid within 28 days. Failure to pay will result in a summons to appear before Magistrates Court.
3 rd Holiday within 3 years	The Local Authority will consider alternative action including considering prosecution and other legal interventions.

We would like to take this opportunity to remind you that 1 school day equates to 5 hours of missed learning therefore taking time out of school can be detrimental to academic progress.

Should you wish to discuss this matter further, please do not hesitate to contact the Attendance Team via attendance@haslandhall.outwood.com.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line that loops back under the 'S'.

Ms S Simmons-Powell

Attendance Manager/Education Welfare Officer

Attendance is Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued after the 19th August 2024

Per Parent, Per Child

Penalty Notices Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines

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 paid within 28 days

Reduced to £80 per parent, per child if paid within 21 days

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absences in a 10-week period

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child
Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to failure to safeguard a child's education