



**Manor Farm Community Infant School**  
**Rose Avenue, Hazlemere, High Wycombe, Buckinghamshire, HP15 7PH**  
**Headteacher: Mrs Janice Woodhead**



26<sup>th</sup> September 2024

Dear Parents/Carers

We are writing to inform you of the new rules relating to attendance and term time holidays. The law entitles every child of compulsory school age the right to access an education appropriate to their needs. It is a legal responsibility of every parent/carer to ensure that their child receives that education. Attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

The Department for Education have significantly toughened the law in relation to school attendance and have now published revised guidance that has become mandatory from September 2024. Please ensure you read the following information and particularly review any holiday plans during term-time you may have as a family.

### **Requests for Leave of Absence**

Parents must request permission in advance from school for leave of absence for any reasons, including holidays. The Headteacher cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance. The 'H' code (authorised holiday) will no longer exist in the new absence codes, to reflect the change in policy. If you take your child out of school without permission this may lead to enforcement action (penalty notice or prosecution).

### **National Thresholds**

From September 2024, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The 10 week period would start on the first day of unauthorised absence. Half of a day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. The ten school week period may span different terms or school years, for example: 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn term.

### **Penalty Notices**

Under the new national framework, Penalty Notices (fines) charged to parents will rise to £80 (if paid within 21 days) or £160 (if paid between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160.

If a third offence is committed within a three-year rolling period, legal action/prosecution would be considered.

Telephone / Fax: 01494 814281 email: [admin@manorfarm-inf.bucks.sch.uk](mailto:admin@manorfarm-inf.bucks.sch.uk)

Website: <http://www.manorfarm-inf.bucks.sch.uk>

A member of Wycombe North Liaison Group – Buckinghamshire Council



**Manor Farm Community Infant School**  
Rose Avenue, Hazlemere, High Wycombe, Buckinghamshire, HP15 7PH  
**Headteacher: Mrs Janice Woodhead**



Paid within 21 days		
	Total for 1 parent	Table for 2 parents
1 child	£80	£160
2 children	£160	£320
3 children	£240	£480

Paid within 28 days		
	Total for 1 parent	Table for 2 parents
1 child	£160	£320
2 children	£320	£640
3 children	£480	£1440

School attendance is a high priority for everyone. The Local Authority and schools are committed to improving attendance and achievement and would like parents / carers to work with us to ensure the best possible outcomes for their children.

At Manor Farm Community Infant School, we are passionate about our children’s attendance and know that attending school is the most effective way to improve their life chances and future opportunities. We expect all children to attend school regularly and those families who struggle to send their child to school are fully supported. Term time holiday requests will not be authorised unless very exceptional circumstances are met and reviewed by the Headteacher. The full guidance from the DFE can be found on line: Working together to improve school attendance – Gov.UK.

We continue to appreciate the fantastic support that you give to our school in ensuring that your child is given the very best start to life. If you have any questions, please do not hesitate to contact me.

Yours sincerely

Janice Woodhead  
 Headteacher