



September 2021

Dear Parents and Carers

### **Attendance at School**

Plymouth's penalty notice Code of Conduct sets out on how and when the local authority issues penalty notice fines for unauthorised absence from school.

The Code of Conduct has been changed to avoid confusion around unauthorised holiday absence and to support both schools and families when taking a holiday in term time. These changes came into effect from 1<sup>st</sup> September 2021.

The changes to the Code of Conduct means that no penalty notice will be issued for unauthorised holiday absence which is equivalent to 10 sessions (5 days) in a rolling 12 month period. For all other types of unauthorised absence, the threshold will remain at 8 sessions (4 days within a rolling 12 month period).

The amendment to the Penalty Notice Code of Conduct will provide an opportunity for families to take up a week of unauthorised holiday during term time without incurring a penalty fine, whilst also enabling schools to continue to tackle other types of unauthorised absence of children and young people from their school at an early stage.

If a pupil is taken on an unauthorised holiday during term time and the total number of unauthorised absences in a 12 month period meets the threshold of 11 sessions or more, a penalty notice may be requested by the Head Teacher.

Plymouth City Council recognises that families may have booked holidays during term time prior to the new penalty notice code of conduct coming into force. As a result, if families are able to provide evidence that the holiday was booked before 31<sup>st</sup> August 2021, a penalty notice will not be issued.

For more information, please call Duty Welfare Office between 15.00 and 16.30, Monday to Friday on 01752 307405.

Yours faithfully,

Britta Nicholls  
Head of School