

Date 21ST May 2013

Dear Head Teacher

Re: The Education (Pupil Registration) (England) Regulations 2006

The Education (Penalty Notices) (England) Regulations 2007

I am writing to inform you of recent Amendments to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, and the Education (Penalty Notices) (England) Regulations 2007.

These amendments will come into force on 1 September 2013.

Term-time holiday

The current regulations states that head teachers can grant requests from parents to take their child on family holiday during term time in "special" circumstances. The Government has accepted Charlie Taylor's recommendation that changes are made to the pupil registration regulations to strengthen the rules around term time holidays.

Amendments to the regulations now remove references to 'family holiday' and extended leave as well as the statutory threshold of ten school days. The amendments make clear that schools '*may not grant any leave of absence during term time unless there are exceptional circumstances*'.

Head teachers should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Penalty Notices

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Cunningham'. The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

Angela Cunningham
Senior Education Welfare Officer