

OXFORDSHIRE COUNTY COUNCIL
ENSTONE PRIMARY SCHOOL



Headteacher: Mrs Sarah Mann

Oxford Road
Enstone
Chipping Norton
Oxon
OX7 4LP

Telephone: 01608 677268

Email: office.2103@enstone.oxon.sch.uk

www.enstone.oxon.sch.uk

Wednesday 9th October 2024

Dear Parent/Carer

RE: PENALTY NOTICES FOR TERM-TIME HOLIDAYS

Enstone 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.

It is the policy of this 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 me in my capacity as Head Teacher. Any such request should be addressed to me in writing before the holiday is taken and you should not assume that permission will be granted. In some circumstances, the request may also be considered by the Absences Panel of the Governing Body, but my decision, as Headteacher, will be final.

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/carer. Penalty notices are intended as an alternative to prosecution.

For more detailed information about penalty notices and circumstances that may lead to prosecution, please read the school's attendance policy (which is the Local Authority standard attendance policy) for more information. modelattendancepolicy-eps-edit.pdf (primarysite-prod-sorted.s3.amazonaws.com)

Please note that any fines will be levied by the Local Authority, not directly by the school. No monies from this process come to the school.

If you believe your holiday request is an exceptional circumstance, please complete the request for absence form, which can be found on the school website or obtained from the school office in paper copy. enstone-primary-school-exceptional-leave-form-2024-25.docx (live.com)

Yours sincerely,

S. Mann

Mrs Sarah Mann

Head Teacher

