



Holland Junior School

Headteacher – Deniece Graham

Chair of Governors – Anne Slade

Holland Road, Oxted, Surrey, RH8 9BQ

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Term Time Leave is only authorised in exceptional circumstances, which must be communicated in advance with evidence provided, as soon as possible to the Headteacher.

First Offence

The first time a Penalty Notice is issued for unauthorised term time absence 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.

Second Offence

Within 3 years of the first offence. The second time a Penalty Notice is issued for unauthorised term time absence or irregular attendance the amount will be **£160 per parent, per child** paid within 28 days.
No reduction for early payment.

Third Offence onwards

Within 3 years of the first offence. The third time an offence is committed for unauthorised term time absence or irregular attendance a Penalty Notice will not be issued, and the case will be **presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.**
Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education'.

Term Time Absence is only allowed in exceptional circumstances. This can be communicated to the Headteacher by completing a Term Time Absence Request Form which you can collect from the school office and must be returned at least 7 days prior to the first day of absence.
Please be aware that any 10 sessions of unauthorised absence in a 10 week period will then be considered for a Penalty Notice as well as 5 consecutive days of Term Time Absence.

Please note that all charges go directly to the Local Authority and not The School.

