

# Wiltshire Council



## **PUPIL LEAVE OF ABSENCE IN TERM TIME AND UNAUTHORISED ABSENCE**

### ***Important notice to all parents and carers***

**With effect from 19 August 2024 Wiltshire Council may issue penalty notices for unauthorised absence from school. This includes unauthorised absence as a result of a holiday taken in term-time. If a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period the school may issue you with a Notice to Improve School Attendance\*. If your child's attendance does not improve the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.**

**A penalty notice of £160 will apply to be paid within 28 days. This will be reduced to £80 if paid within 21 days. *(a parent will receive a penalty notice for each of their children)***

**If a further penalty notice should be issued in relation to the same child within 3 years of the first penalty notice this will be in the sum of £160 to be paid within 28 days. *(a parent will receive a penalty notice for each of their children)***

**If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates' court for the unauthorised absence.**

**\*NB: A Notice to Improve School Attendance will not be issued where the unauthorised absence is due to a holiday in term-time**