



Harriers Banbury Academy

an Aspirations Academy

Alex Pearson – Executive Principal

Harriers View, Bloxham Road,
Banbury, OX16 9JW
Telephone: 01295 263067
Email: office@harriers-aspirations.org
Web: harriers-aspirations.org

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RE: Penalty Notices for term-time holidays/absence

Dear Parents/Carers

Harriers Banbury Academy is committed to ensuring that your child receives the best possible education to best prepare them for the next stages of their life.

Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.

School attendance is mandatory. Please ensure that your child attends daily, and arrives promptly, to give them the best chance for educational success. 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 Executive Principal. 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.

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. The current penalty is £60 per parent per child, rising to £120 per parent per child if not paid within 21 days.

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority may consider prosecution in any event.

Yours sincerely,

Mr Alex Pearson
Executive Principal