



**Education, Participation and Skills**  
Inclusion, Attendance & Welfare  
Service

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Please ask for: Duty Education Welfare Officer

26th June 2021

My Ref: PN Code of Conduct

Your Ref: PN Code of Conduct

Dear parent/carer

**Changes to penalty notices in relation to unauthorised holiday absence during term time.**

Plymouth's Penalty Notice Code of Conduct, sets out our policy on how and when we issue penalty notice fines for unauthorised absence from school.

The Code of Conduct has been changed to clear up the confusion around unauthorised holiday absence and to support both schools and families when families take a holiday in term time. These changes will come into effect on 1<sup>st</sup> September 2021.

The changes to the Code of Conduct mean that no penalty notice will be issued for unauthorised holiday absence which is equivalent 10 sessions (5 days) in a rolling 12 month period. For all other types of unauthorised absence, the threshold will remain at 8 sessions (4 days within a rolling 12 month period).

The amendment to the Penalty Notice Code of Conduct will provide an opportunity for families to take up to a week of unauthorised holiday during term time without incurring a penalty fine, whilst also enabling schools to continue to tackle other types of unauthorised absence of children and young people from their school at an early stage.

If a pupil is taken on an unauthorised holiday during term time and the total number of unauthorised absences in a 12 month period meets the threshold of 11 sessions or more, a penalty notice may be requested by the Head teacher.

Plymouth City Council recognises that families may have booked a holiday during term time prior to the new Penalty Notice Code of Conduct coming into force. As a result, if families are able to provide evidence that the holiday was booked before 31<sup>st</sup> August 2021 a penalty notice will not be issued in relation to the unauthorised holiday during term time.

We also recognise that many families were unable to go on the holidays that they had booked due to Covid-19. As a result, if families can provide evidence that their holiday has been rescheduled for an alternative date which falls in the school term time, no penalty notice will be issued for the unauthorised holiday absence.

For more information, you can speak the Duty Education Welfare Officer between 15:00-16:30 Monday to Friday on 01752 307405.

Yours sincerely

A handwritten signature in black ink that reads "Isabelle Morgan". The signature is written in a cursive style with a long horizontal flourish at the end of the name.

Isabelle Morgan  
Inclusion & Attendance Manager