

Direct Dial: 0203 045 4023

m/r

Date: 11th February 2025

y/r

The person dealing with this matter is Penny Grey
penny.grey@bexley.gov.uk

Dear Parents/Carers,

Re: Fixed Penalty Notices for Holidays Taken During Term Time

It has come to notice since the new Department for Education guidance around the issue of Fixed Penalty Notices for holidays taken during time that there is some confusion as to what may constitute exceptional circumstances rather than a holiday.

If you wish to request leave of absence during term time for the reasons of exceptional circumstances, full information and evidence must be provided to the school at the time of the request for consideration.

Please note that the criteria for being considered as exceptional circumstances would be something out of the norm and unexpected, such as a family emergency. This would not include a family or friend's wedding, a planned medical procedure/ operation abroad or a holiday that has been planned and booked in advance.

If a request or full information and evidence is not provided, then the absence may be recorded as unauthorised via an O code, or an unauthorised holiday G code. Either of these codes may result in a FPN being requested by the school in accordance with the DfE guidance.

Further information regarding the Issue of Fixed Penalty Notices can be found on the Education Welfare section of Bexley Website or within the school attendance policy.

Yours faithfully,



Penny Grey
Bexley Education Welfare Service Manager.