



Roskear Primary, Nursery School & Crofty Minors Pre-School

Learning together for a better future

28th September 2026

Dear Parent / Carer,

As you know, here at Roskear Primary & Nursery School, we recognise that regular and punctual attendance is vitally important in helping children feel happy and settled in school.

May we take this opportunity to remind you that the government does not support parents taking children out of school, unless the school agrees this is appropriate under 'exceptional circumstances'. The Department for Education does not consider a need/desire for a holiday or other absence for the purpose of leisure/recreation to be an exceptional circumstance.

If you consider that your request for absence is exceptional you will need to complete the 'Leave of Absence Exceptional Circumstances' request form. Letters will not be accepted. This form should be returned to the school office at least 15 school days before the start of the absence. If you are a serving member of the British Forces, and are wishing to request an absence due to recent or up-coming deployment, we require a supporting letter from your supervising officer in support of this request, alongside the school 'Leave of Absence Exceptional Circumstances form'. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence. There is now a national threshold of 10 unauthorised sessions (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. Under the new rules, taking your child out of school for a one-week holiday will now mean that a penalty notice must be considered. Please note the legal information below, as there has been a change made in relation to repeated holidays/leave of absence over a rolling 3 year basis:

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Information Classification: CONTROLLED If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Thank you for your continued support,
Yours faithfully,

Miss N. Furnish
Headteacher

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