

Thursday 25<sup>th</sup> June 2026

With the summer holidays fast approaching, I would like to take this opportunity to remind you of the importance of regular school attendance.

At Enfield Heights Academy we are committed to ensuring that all students benefit from a consistent and structured education. Regular attendance plays a vital role in supporting academic achievement, social development, and overall wellbeing, helping students to reach their full potential and make the most of the opportunities.

Enfield Heights Academy will not authorise leave of absence during term time between 5th September 2025 and 17th July 2026 unless there are exceptional circumstances. Family holidays and other leisure trips taken during term time will not be authorised.

We strongly encourage parents and carers to arrange holidays and other non-essential travel during the school holiday periods wherever possible to minimise disruption to their child's education.

If you believe exceptional circumstances require your child to be absent during term time, a leave of absence request must be submitted to the school in advance. Parents and carers should not make or commit to any travel arrangements, including booking holidays, flights, or accommodation, until a decision has been made. Any leave of absence is granted at the Headteacher's discretion.

Please note that the:

- **Last day of summer term is Friday 17th July 2026**
- **First day of new school year is 7<sup>TH</sup> September 2026**

If your child is absent from school without approval during this academic year, you may be liable for a Penalty Notice. This will be applied for by the school and issued by the Local Authority when your child returns to school.

**The Penalty Notice fine is issued per parent per child. The first penalty notice issued will be charged at £160 if paid within 28 days of the date shown on the Penalty Notice. This will be reduced to £80 if paid within 21 days (this includes weekends). If a second penalty notice is issued to the same parent in respect of the same child, the charge will be at a flat rate of £160 if paid within 28 days.**

The Local Authority does not accept late, or part payments and no reminders will be sent. If a penalty notice issued is not paid within the time limits (as shown above), the Local Authority may make the decision to refer the matter to the Magistrates court for prosecution under the Education Act 1996 for the original offence of failing to ensure your child attends school regularly.

**Should you fail to request or seek approval for any leave of absence, and/or fail to provide appropriate evidence (if requested) to support the absence, a penalty notice may be issued without further notice.**

If you would like to discuss this matter further, please contact Mrs Bharmal Attendance Officer, on either [heights@northstartrust.org.uk](mailto:heights@northstartrust.org.uk) or via 020 8805 9811 Ext 200.

Yours sincerely,

Mr Venn

Deputy Headteacher/Attendance Lead