



**HAYFIELD LANE PRIMARY SCHOOL**  
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Headteacher: Mrs L Tempest



20 June 2024

Dear Parent/Carer

I am writing to advise that from August 2024 the Government has increased the level of fine (FPN/EPN) through their new National Framework for Penalty notices and this is now statutory for all schools.

Please see the attached leaflet to explain the changes and increase in charges. Due to the 3 year rule, absences will be passed on to secondary schools/new schools for in year transfers.

We ask all families to avoid term time holidays but if you do wish to take your child out of school then please complete a Leave of Absence Form – available from the office or the school website. This should be handed in no later than 21 days before the absence as per the local authority guidelines.

Kind regards

Mrs Tempest  
Head teacher

