



September 2020

The school recognises that it is often expensive to take holidays during the normal school holiday periods and so some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term-time.

I am writing to inform you that The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1st September 2013. The amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days (i.e. the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence).

As a result, a request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be exceptional circumstances.**

If you wish to seek approval for any request of absence for your child(ren) from School, then you must apply in writing to the Headteacher, at least four weeks in advance of the requested absence. You should only then remove your child(ren) if the absence has been authorised, and notified to you in writing by the School. Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case upon its merits. The Headteacher will not deal with this in any other way than written communication.

If you then choose to take your child out of school during term time and it is **not** deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence. In some cases, where we have other attendance concerns, holiday absence will be referred to Education Welfare. This could result in a Fixed Penalty Fine of up to £120 per adult, per child, under section 444 (B) of the Education Act 1996 for failing to ensure **regular** attendance at school.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise .**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please ensure that you do not take your child out of school when school exams have been scheduled or there are major school events. Please check the school calendar on the website for the appropriate dates. The cost of any external exams missed due to holidays will be charged to parents.

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