

# St Norbert's Catholic Primary Voluntary Academy

**Principal**

**Mrs P M A Tonge**

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Mission statement: To live, love and learn in the footprints of Jesus.

ST NORBERT'S IS A RIGHTS RESPECTING SCHOOL

18<sup>th</sup> May 2021

Dear Parents/Carers,

## Leave of Absence in Term Time

First of all, I would like to say thank you for ensuring that your children have attended school, wherever possible, during these challenging times.

The Department for Education wish to remind you that school attendance continues to be mandatory for all pupils and the usual rules on school attendance still apply. This includes parents' duty to ensure that their child regularly attends school, and schools and local authorities are able to issue sanctions, including fixed penalty notices, for poor attendance.

From September 2013, the Education (Pupil Registration) (England) Regulations were amended to prohibit the Headteacher of a school granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. If the Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school.

Leave of absence during term time interrupts continuity of teaching and learning and can disrupt the educational progress of individual children, creating disruption in schools. Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. In order for children to reach their full potential and access the learning opportunities available to them, children must attend school regularly.

As a parent or carer you are required by law to ensure that your child attends school regularly.

To save embarrassment, please do not make a request without exceptional circumstances. *Saving money, family holidays or special birthdays are not legitimate reasons or exceptional circumstances.* In addition, if you do need to apply for a planned leave of absence, could you please ensure that this is received at least 4 weeks prior to your departure. Leave of absence taken with less notice will not be authorised. Unplanned absences will be dealt with as and when they arise.



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England



Leave of absence during term time is not an entitlement and will not be granted for a family holiday. Permission may only be granted by the Headteacher of the school if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. Each request will be considered on the exceptional circumstances detailed on the application form.

Any absences taken without the Headteacher's permission will be recorded as unauthorised in the school register and may result in a Penalty Notice or other legal intervention by the Education Inclusion Service.

If the leave of absence has not been authorised, the information will be submitted to the Education Inclusion Service who may issue a Penalty Notice or take other legal intervention if there are 10 or more consecutive or non-consecutive unauthorised absence sessions (5 days). Penalty Notices were introduced as an alternative to prosecution but if they fail to act as a future deterrent, prosecution may be considered, rather than a further Penalty.

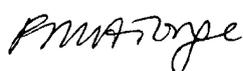
- If paid within 21 days the Penalty Notice is £60 per parent or carer, per child
- If paid after 21 days but within 28 days the Penalty Notice increases to £120 per parent or carer, per child
- If the Penalty Notice remains unpaid after 28 days this will result in prosecution

I would also like to stress the importance of your child's attendance at school, especially after the teaching and learning time lost through the pandemic. If your child has two weeks holiday and one week of illness during the school year they will miss 7.7% of their education, equating to 33 weeks if the pattern is repeated throughout their school life, which is likely to affect their results and progress during this time.

Please arrive on time too. If your child does arrive late, would you wait with them until a member of staff collects them from the gate, please.

If your child is unable to attend school due to sickness, would you please telephone and let us know as soon as possible, before 9am at the latest. Please give the reason for your child's absence on the absence line when leaving a message. If a message is not left, our safeguarding policy is to first ring your emergency contact numbers and then visit your home. Thank you.

Yours sincerely



P M A Tonge

#### Important Information

If a Penalty Notice does not act as a deterrent and the young person continues to miss his/her education, then prosecution proceedings will be considered for future unauthorised school absences.