

St Norbert's Catholic 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

8th November 2022

Dear Parents/Carers,

Leave of Absence in Term Time-reminder

In 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 there are exceptional circumstances relating to an application, and where the application has been made well in advance. If the Headteacher grants an exceptional 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 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, as you will be refused. Saving money, family holidays or special birthdays are not legitimate reasons of exceptional circumstances. If you do need to apply for a planned exceptional leave of absence, would you please ensure that this is sent at least 4 weeks prior to your departure. Exceptional absence requests with less notice cannot be authorised.

Any absences taken without the Headteacher's permission are recorded as unauthorised in the school register. This information is submitted to the Education Inclusion Service who issue a Penalty Notice for 5 days unauthorised absences. 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

Although we do understand that some families encounter difficulties in taking their holidays during the 13 weeks of school holidays, we would like to stress the importance of your child's attendance at school. If your child has two weeks holiday and one week of illness during the school year they will



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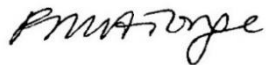
miss 7.7% of their education, equating to 33 weeks if the pattern is repeated throughout their school life, which is likely to affect their results and progress during this time.

May I also request that your child is in school by 8.30am ready to start lessons. Children may arrive from 8.20am which gives plenty of time for them to be in class ready to begin at 8.30am. A small number of children are arriving late each day, which means they miss the first few most important minutes of lessons each morning. If your child arrives late, would you please ensure that you accompany them to the office and sign them in.

If your child is unable to attend school due to sickness, would you please telephone and let us know as soon as possible, and before 9am at the latest. Please give the reason for your child's absence on the absence line when leaving a message.

Thank you for your cooperation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P M A Tonge', written in a cursive style.

P M A Tonge