



For Parents/Carers of children enrolled at:

Castle Wood Academy, Gainsborough

Mercer's Wood Academy, Gainsborough

White's Wood Academy, Gainsborough

I am writing to let you know about the absence procedures we have in place and the legal background behind the reason we are required to have these policies.

The Education (Pupil Registration) Regulations 2006 were amended and came into force from 1st September 2013. These amendments removed reference to family holidays and extended leave, as well as the statutory threshold of ten school days. Before this law came in, schools were allowed to authorise 10 days of absence per year for each child. We are now no longer able to do this. As a result, we are not able to grant a leave of absence from school for the purpose of a holiday unless there are exceptional circumstances surrounding the trip. Unfortunately, high costs of holidays during school holiday times are not deemed as exceptional.

If you wish to seek approval for any request of absence for your children from school, then you must apply in writing to the Head Teacher at least four weeks in advance of the requested date for absence. You should only then remove your children 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 Head Teacher who will consider each case upon its merits.

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 and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you by Lincolnshire County Council.

A Fixed Penalty Notice is a strategy used by the government 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.

A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.



Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.

I appreciate that there may be parts of this letter that may need further explanation. If you would like to discuss anything about the content of this letter or attendance in general, please phone the school office or send an email to [attendance@talloaksacademy.co.uk](mailto:attendance@talloaksacademy.co.uk). We appreciate your cooperation in this matter.