



6/2/24

### **Information to all parents regarding term-time holidays**

I am writing to remind you that The Education Regulations 2006 have been amended and came into force from 1st September 2013. As a result of these amendments schools are no longer able to grant up to 10 school days of annual leave and holidays will no longer be authorised unless it is deemed to be exceptional circumstances.

If you wish to seek approval for any request of absence for your child from the Academy, you must apply in writing to Mrs R Bailey, the Head of Academy, at least four weeks prior to the leave of absence. A decision will then be made as to whether the absence is deemed as exceptional circumstances and evidence may be requested to support your application. You should only remove your child if the absence has been authorised by the Academy.

**Should you fail to notify the Academy of an absence, or you choose to take your child out of Academy during term time when the absence has not been approved, the matter will be referred to Lincolnshire County Council and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty Notice may result in further legal action being taken against you.**

A Fixed Penalty Notice is a strategy used by schools, as directed by DFE guidance, 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 note: 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.**

If you have any questions regarding this information, please contact the Academy office to arrange an appointment with myself. We appreciate your cooperation in this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Bailey', written in a cursive style.

Mrs R. Bailey