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Head of School: Mr M Wilkinson

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HOLIDAY WARNING LETTER – For Your Information Only

Dear Parents and Carers

I am writing to remind you that The Education (Pupil Registration) Regulations 2006 stipulate that we are unable to grant permission for a holiday other than in exceptional circumstances.

If you wish to seek approval for any request of absence for your child from School, then you must apply in writing to the principal or by using the academies leave of absence form, at least four weeks in advance of the request for absence. Any exceptional circumstances must be clearly set out in the written request to the principal who will consider each case upon its merits. You will only be able to remove your child if the absence has been authorised and confirmed to you in writing by the academy.

Should you 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 academy, this will be considered as an unauthorised absence and a Penalty Notice will be issued for the period of absence. Failure to pay the Penalty may result in further legal action being taken against you.

A 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 Penalty of either £80.00 or £160.00.

Please note: A 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 maybe 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 £80.00 or £160.00.

If you have any concerns regarding this please contact us, we appreciate your cooperation in this matter.

Yours sincerely

King Edward VI Academy