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## Applying for 'Leave of Absence'

Please carefully read the information below which is applicable to you whilst attending Skegness Infant and Junior Academies. The information applies to parent/carer's and any other member of the family who may consider applying for 'leave of absence' from school

Leave of absence for holidays should be applied for via the correct application process at least 4 weeks before the holiday is due to take place. The Executive Principal will consider that the leave of absence should be granted due to exceptional circumstances relating to that application. Should you fail to apply in advance for absence due to a family holiday or other circumstances then this will be recorded as an unauthorised absence. If the Executive Principal decides that any holiday applied for does not constitute an 'exceptional circumstance' then your child's absence will be recorded as unauthorised. If you do not apply for the holiday, then the application will be automatically rejected, and any absence will be recorded as unauthorised.

If you decide to take your child out of school during this period it will be recorded as an unauthorised absence. If you choose to go ahead with the holiday, a Penalty Notice could be issued by the Local Authority 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. The amount of the Penalty is based on the following:**

For a first offence, if a parent pays the Penalty Notice within 21 days from the date it is served the sum due from the parent to discharge the Penalty Notice is £80.

The parent can still pay the Notice after 21 days, but the payment increases to £160. This must be paid before 28 days have passed from the date of service.

If a parent pays the amount due within the times set out above, then no further action will be taken against that parent for the offence on the date(s) set out in the Penalty Notice.

For a further offence within a three-year rolling period, the payment will be £160. There is no discretion permitted for early payment.

A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

More information can be found on the website here:  
<https://www.skegnessinfantacademy.org/attachments/download.asp?file=2687&type=pdf>

## Declaration

I have read and understood the above attendance information. I am aware that the information is applicable to my child for the whole time that he/she attends the Skegness Infant and Junior Academies. I will ensure that other family members are aware of the procedure should they be considering any 'leave of absence' from school planned or otherwise.

*Skegness Infant and Junior Academies are part of the Greenwood Academies Trust*

