



Applying for 'Leave of Absence'

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

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 has removed the reference to holidays during term time and now provides that a leave of absence during term time for CSA* children will only be granted where an application is made in advance to the school (minimum 7 days' notice) and the school 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 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 apply within 7 days of the holiday then the application will be automatically rejected and any absence will be recorded as unauthorised.

Section 7 of the Education Act 1996 places upon parent/carer's a duty to ensure their child(ren) receive suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) (a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of £60 per child, rising to £120 if not paid within 21 days, with an option to prosecute if the offer of the Fixed Penalty is not taken up. This letter is a formal Fixed Penalty Warning letter should you cause your child to be absent from the Infant Academy without authorisation.

- Children 5 years or over are compulsory school age (CSA).

Declaration and Signature

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 Skegness Infant Academy. 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.

Child's Name

Date

Parent/Carer Name

Signature