



## the **ST LAWRENCE** academy

September 2019

### Reminder - Leave of Absence in Term Time

I would like to take this opportunity to remind you that in September 2013, the Education (Pupil Registration) (England) Regulations were amended to prohibit the Principal of an academy granting leave of absence to a student except where an application has been made in advance **and** the Principal considers that there are exceptional circumstances relating to the application. If the Principal grants a leave request, it will be for them to determine the length of time that the child can be away from school.

Leave of absence during term time interrupts continuity of teaching and learning and can disrupt the educational process of individual children, creating disruption in schools. Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. In order for children to reach their full potential and access the learning opportunities available to them, children must attend school regularly.

As a parent or carer, you are required by law to ensure that your child attends the academy regularly.

Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday. Permission may only be granted by the Principal of the academy if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent/carers with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. Each request will be considered on the exceptional circumstances on the application form.

Any absences taken without the Principal's permission will be recorded as unauthorised in the academy register and may result on a Penalty Notice or other legal intervention by the Education Inclusion Service.

Yours sincerely

Principal

### **Important Information**

If a Penalty Notice does not act as a deterrent and the young person continues to miss his/her education, then prosecution proceedings will be considered for future unauthorised school absences.

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