



Principal: Mrs P Maycock

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INGOLDMELLS ACADEMY

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17th October 2016

For Information Only

Dear Parents/Carers

Re: Application for leave of absence for family holiday. For information only.

I am writing to advise you about any application that you may be considering making for absence from Ingoldmells Academy for your child due to family holiday or for any other reason. This letter is for information only and will be sent home once every two years to both parents/carers of all children. Please note that children 5 years and over are compulsory school age (CSA). A copy of this letter can be found on the website at www.ingoldmellsacademy.org.

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 family holiday or other circumstances then this will be recorded as unauthorised absence. If it has been decided that any holiday applied for does not constitute "exceptional circumstance" then your child's absence will be recorded as unauthorised. If you apply within 7 days of the holiday the application will be automatically rejected and any absence recorded as unauthorised.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives 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 should you cause your child to be absent from Ingoldmells Academy without authorisation.

Yours sincerely

Mrs P Maycock
Principal

One of the Greenwood Dale Foundation Trust Group of Academies

