

Dear Parents

From 1<sup>st</sup> September 2013 new regulations mean Head Teachers are no longer in a position to authorise absence in term time. Below is a summary of these new regulations. The full Code of Conduct for Fixed Penalty Notices can be found on our Website [www.spaldinggrammar.lincs.sch.uk](http://www.spaldinggrammar.lincs.sch.uk) and on the School's VLE.

Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives sufficient full time education suitable to the child's age, ability and any special educational need he or she may have. This duty can be met by the child attending regularly at school or alternative educational provision made by the LA or the school or by the parent providing other suitable educational provision.

Where a parent fails to ensure the regular school attendance of their child at a school at which they are a registered student or other educational provision made for them then the parent may be guilty of an offence under Section 444 of the Education Act 1996.

When a child has not attended regularly at school the Local Authority have the option of issuing a Fixed Penalty Notice. Non-school attendance includes any day when a child should be in attendance at school and they are absent without authorisation of the School and includes unauthorised holidays during term time and persistent late arrival at school beyond the registration period. Fixed Penalty Notices can also be issued for persistent lateness where the child arrives after the closure of registration and this is coded U in the register.

The law requires all registered students to attend school for the whole school day, only the Head Teacher can authorise absence. In exceptional circumstances leave of absence in term time may be granted by the Head Teacher. Please note that exceptional circumstances are regarded as circumstances beyond the parents' control, e.g. a period of serious illness/bereavement in the family or a religious festival. The cost of a holiday, the availability of flights, birthdays, weddings, public events and gifts are **not** regarded as exceptional circumstances.

To seek leave of absence you need to complete a leave of absence application form, available from the School Office, giving full details of the exceptional circumstances for which you are requesting leave and forward it to the Attendance Officer, via the School Office, not less than 15 days BEFORE the proposed period of absence.

The Head Teacher may wish to consult the Chairman of the School Governors before a decision is reached.

Please note that any absence that is not approved will be recorded as unauthorised. If the unauthorised absence exceeds 4.5 days in any 6 week period, from September 2014 a Fixed Penalty warning letter will be issued to parent(s). If you choose to ignore this warning and take your child out of school, a Fixed Penalty Notice will be issued by Lincolnshire County Council for each child attending the school. Where a child resides with two parents a separate penalty notice will be issued to each parent.

On the spot penalty notices can also be issued by the police for students who are found in a public place during term time without a medical reason or authorisation from the school.

If you have any questions about this new Regulation please contact the School.

Yours sincerely