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Dear Parent/Carer

Statutory Guidelines regarding leave of absence

Each academic year we are advised to remind parents regarding the regulations on requested leave of absence from school.

Despite recent media interest in this issue, please be aware that there have been no changes to Head teacher's guidance in this matter. Statutory guidelines state: "**Head teacher may not grant leave of absence during term time unless there are exceptional circumstances**".

Requests for leave, in exceptional circumstances, should be made in advance of the event and in writing. Specific details should be included such as dates, and should be addressed to Mr Haddon, Head of School. Should the request be for other planned absences, such as participation in sporting or other educational representative activities, the same procedure should be followed. We will require documentation evidencing this, such as a copy of the selection letter or confirmation of an exam date. If a leave of absence is granted, then it will be for a fixed period of time. Regulations are clear that any lateness in the return to school may be deemed as **unauthorised leave of absence**.

If a parent does not apply for leave, but we believe that the pupil has been taken on holiday, then we will write to the parent to express our concern. The parent will be expected to provide contrary evidence to support the absence by a specified date. Should this not be provided then the absence will be coded as **unauthorised leave of absence** and the relevant procedures will be applied. Retrospective approval for absence cannot be granted.

As a result of the national attention on the fining of parents for taking their child on holiday in school term time, the Local Authority have reviewed the rules around unauthorised leave of absence and issuing penalty notices to parents. This review is ongoing. As it stands, when a student has 10 days or more of unauthorised absence within the previous two consecutive terms, a penalty notice may be issued to parents.

A penalty notice may also be issued for persistent late arrival to school i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

Cont.../

Chair
Executive Principal
Head of School

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James Robson
Nick Haddon

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Should a fixed penalty notice be issued, the fine applies to **'per parent/carer and per child'**. This is regardless of who applied for the leave. In the event of this being issued, the parent currently has 3 choices:

- A fine of £60 if paid within 21 days
- A fine of £120 is paid after 21 days but within 28 days
- In the case of a non- payment of the fine then Notice will be withdrawn and will trigger the fast-track prosecution process under the provisions of section 444(1) of the Education Act 1996. If found 'guilty' then this would result in a criminal record for that parent.

I very much hope that the above will be for information only. I recognise that parents work hard to ensure that their child attends Landau Forte QEMS on a regular basis, and we appreciate your support.

Yours sincerely



Mr N Haddon
Head of School