



St Thomas' CE Primary Academy
Wyberton Low Road
Boston
Lincs
PE21 7RZ

Tel: 01205 362860

Email: BSTEnquiries@infinityacademies.co.uk

Web: www.stthomasacademy.co.uk

Headteacher: Miss J Sharples

October 2024

Applications for leave of absence including Family Holidays.

I am writing to advise you about any application for absence from St Thomas' CE Primary Academy due to a family holiday.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school 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 circumstance then this will be recorded as unauthorised absence. If it has been decided that the request for absence or family holiday applied for does not constitute an 'exceptional circumstance' then your child's absence will also be recorded as unauthorised.

If you decide to take your child out of school during this period it will be recorded as an unauthorised absence. If you choose to go ahead with the holiday, a Penalty Notice could be issued by the Local Authority under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient fulltime education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty. The amount of the Penalty is based on the following:**

For a first offence, if a parent pays the Penalty Notice within 21 days from the date it is served the sum due from the parent to discharge the Penalty Notice is £80.

The parent can still pay the Notice after 21 days, but the payment increases to £160. This must be paid before 28 days have passed from the date of service.

If a parent pays the amount due within the times set out above, then no further action will be taken against that parent for the offence on the date(s) set out in the Penalty Notice.

For a further offence within a three-year rolling period, the payment will be £160. There is no discretion permitted for early payment.



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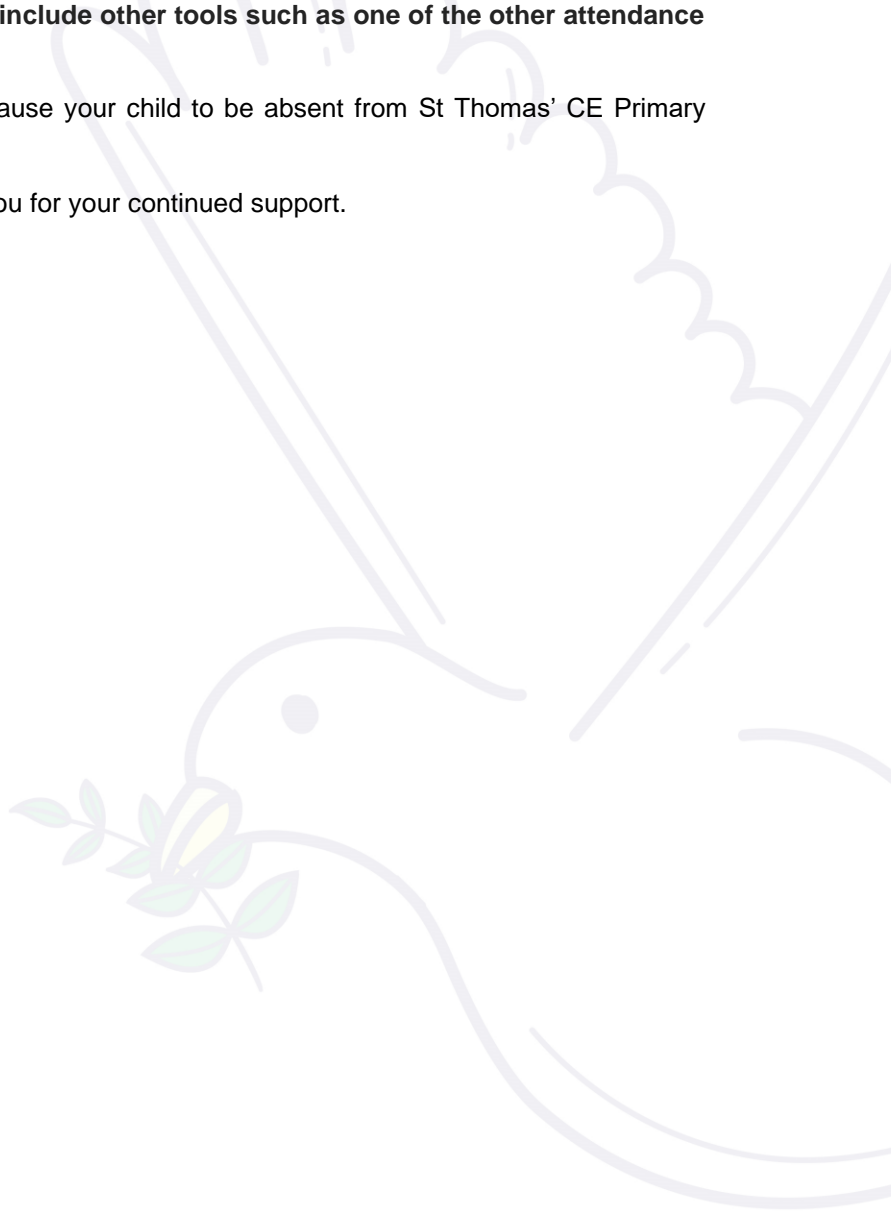
A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

This letter is a formal warning should you cause your child to be absent from St Thomas' CE Primary Academy without authorisation.

I would like to take the opportunity to thank you for your continued support.

Yours sincerely

Miss J Sharples
Headteacher



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