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Dear Parents and Carers

Applications for leave of absence for family holiday

We believe that for a pupil to fully benefit from their education, good attendance is crucial. It is the policy of our school to celebrate achievement, and full attendance is a critical factor to a productive and successful school career.

In September 2013, an amendment to the Education (Pupil Registration) (England) Regulations 2006 came in to force and greater clarity was introduced to the issue of schools authorising absence requests. In addition, on 19 August 2024, an amendment to the Education (Penalty Notices) (England) (Amendment) Regulations 2024 came into force and set out a new National Framework for issuing penalty notices - **a copy of this framework is attached to this email**. These changes reinforced the Government's view that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in "exceptional circumstances."

A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by this school.

I must take this opportunity to remind you, that should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. This could mean receiving any of the following:

- A Penalty Notice
- A summons to the Magistrate Court which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences. Unauthorised absences can be acquired when:

- 1) Leave has been requested, but the circumstances are such that the school is unable to authorise the leave and it is taken anyway.

The Skegness Academy is part of the Greenwood Academies Trust

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2) Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday).

3) A child continually arrives late after the registration period has closed.

This school will be notifying the Local Authority in all the circumstances listed above.

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/carer for each child involved. In addition to natural parents and any person with parental responsibility, any person considered to have day to day care and control of a young person is deemed to be a parent in matters relating to education and school nonattendance (s576 Education Act 1996).

We understand the disappointment that the refusal of a leave request may cause, and we apologise, but as you can appreciate this policy represents the school's responsibility and commitment towards providing your child's education and supporting their future life opportunities. We hope you will support us by ensuring that your son/daughter obtains the maximum benefit from their time at school by attending punctually for the 190 days each year that the law requires (unless prevented from doing so by an unavoidable circumstances)

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

Yours sincerely,

Mr C Gissendorf
Principal

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