

# Kettleshulme St James' Primary School



Founded in 1856

## Leave of Absence in exceptional circumstances Authorisation Information

### Education (Pupil Registration) (England) (Amendment) Regulations 2013

Amendments were made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments came into force on 1 September 2013. The amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances**.

**Parents may receive a fixed penalty notice for an unauthorised absence in term time and receive a summons if unpaid within the time frame.**

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
Paid after 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	Summons to appear before a Magistrates' Court on the grounds of failing to secure a child's regular attendance at school.	Summons to appear before a Magistrates' Court on the grounds of failing to secure a child's regular attendance at school.
Payments will not be accepted after 28 days. Payments cannot be made in instalments. Conviction attracts a criminal record and a fine of up to £1,000.		

#### For exceptional circumstances, the school requests that parents:

- Apply in writing to the Headteacher explaining the exceptional circumstance surrounding the request for the leave of absence.
- The Headteacher will decide whether to approve leave of absence applications using the school's attendance policy and applicants will receive a written response from the Headteacher letting them know if the application has been approved.
- If an absence goes ahead after the application has been declined it will be recorded as unauthorised.
- The school will decide if a Fixed Penalty Notice should be issued. If this is the case the parent will receive a letter from the school advising that it has referred the matter to the Local Authority and that a Fixed Penalty notice may be issued. The school will inform the LA that the notice needs to be issued.
- A Fixed Penalty Notice will be sent to the parent, accompanied by an explanatory letter; the Notice gives the parent an opportunity to pay a penalty fine instead of being prosecuted in the criminal courts.

**An absence will not be authorised, regardless of any circumstance, where attendance for a child is 92% or below.** We want everyone to be happy in our school. Absence in term time and long absences can seriously disrupt a child's progress.