

11 July 2013

Dear Parent/Carer

Important new legislation regarding school attendance from September 2013

Parents/carers should be aware that the Department for Education has published new guidance for schools from September 2013 regarding leave of absence and fixed penalty notices.

The Education (Pupil Registration)(England) Regulations 2006 have been amended and make it clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Education (Penalty Notices)(England) Regulations 2007 have been amended and state that a penalty notice (fine) can be issued to each parent/carers who fails to ensure their child's regular attendance at school. Parents/carers must pay £60 if they pay within 21 days or £120 if they pay within 28 days.

May I take this opportunity to remind parents/carers that any activity, holiday or family event should be arranged during the 13 weeks of school holidays. The law gives no entitlement to parents/carers to take their child out of school during term time without prior authorisation by the Acting Principal. I must point out that authorised leave in such circumstances is very rare.

If a parent/carers feels there are exceptional circumstances why an absence *must* be taken during term time, a leave of absence form must be completed. Parents/carers will receive a letter in reply giving the Acting Principal's decision. If the request is not authorised and the parent/carers still takes his/her child out of school, the absence will be unauthorised and a fixed penalty notice may be issued.

Your child is entitled to receive 190 days' education a year and any absence is detrimental to their education. Research suggests that every 17 days' of absence equals a drop of 1 GCSE grade in achievement. It is for these reasons that we will be strict in the application of the legislation.

Please support us to support your child to achieve attendance of 95%+ in order that they may achieve their full potential. As always, if you have any concerns about your child's attendance, please contact us at your earliest opportunity in order that we can provide support to improve the situation.

Yours sincerely

Mrs Janet Levitt
Director of Attendance and Student Welfare

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VAT number: 772 0149 78. Outwood Grange Academies Trust is an exempt charity.

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