



# St. Clement's C. of E. Academy

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Acting Principal: Mr Des Ricketts

Serving the community in the name of Christ since 1859

18<sup>th</sup> September 2015

## Leave in Term Time

### A very important message for all parents

Dear Parent/Carer

We are writing to inform you that a 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, means that Acting Principals may no longer authorise leave during term time except where the circumstances are exceptional. This is also in accordance with Birmingham Local Authority's 'Leave in Term Time Guidance'. If your child takes leave that has not been authorised by the Acting Principal, it will result in the absence being recorded as unauthorised. Please understand that this may lead to the issuing of a penalty notice and legal action being taken or your child losing their school place.

If you are issued with a penalty notice, each parent will be fined a minimum of £60 or £120 depending on how soon payment is made. If that fine is not paid, you may be required to attend Court and this could result in a fine for each parent of up to £1000 per child.

Being taken to Court could result in you having a criminal record.

If a pupil takes unauthorised leave in term time without the Acting Principal's permission, and does not return to school within 20 school days, the pupil may be deleted from the school register on the 21st day i.e. they will no longer have a place at this school.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

If you believe there is an exceptional and urgent reason for your child to take leave during term time, please complete the required form which you can obtain from the School. It is the Acting Principal who will then make a decision on whether or not the leave can be authorised.

For example:

- death of parent/carers or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil

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- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.

How does your child compare?

Attendance during one school year equals this number of days absent which is approximately this many weeks absent which means this number of lessons missed

90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Yours sincerely



Mr Ricketts, Acting Principal

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