



Belton Lane

Primary School

Belton Lane Community Primary School, Green Lane, Grantham, NG31 9PP

Date 19/04/23

Dear Parents/Carers,

From 1st September 2013 the government amended the schools holiday legislation removing the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence.

As a result, a request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be exceptional circumstances.**

If you wish to seek approval for any request of absence for your child(ren) from the School, then you must apply in writing to the Head teacher, at least four weeks in advance of the request for absence. You should only then remove your child(ren) if the absence has been authorised, and notified to you in writing by the School. Any exceptional circumstances must be clearly set out in the written request to the Head teacher who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is **not** deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child received efficient full-time education by regular attendance at school/Academy or otherwise.**
- **Where a child is a registered pupil at a school/academy and the parent fails to ensure that child's regular attendance at the school/academy 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 Fixed Penalty of either £60.00 or £120.00.**

If you have any concerns regarding this please do not hesitate to contact us.

Yours sincerely

J Mason
Head teacher

Headteacher: Mr J Mason Tel 01476 247724

Email: admin@belton-lane.lincs.sch.uk

