



HALLAM FIELDS JUNIOR SCHOOL NEWSLETTER

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School Attendance Policy

Please find attached a copy of the updated school attendance policy which is effective from today. As a school, working with the governing body, we have compiled guidance to accompany the policy as to what will be seen as exceptional circumstances when deciding upon term time leave of absence for children.

The list of exceptional circumstances is not exhaustive and we would urge parents to discuss any request for leave of absence with us before booking, and ensure that all information is provided to help support your application.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

A copy of the school absence request form is attached as appendix 2, and is available in the reception area outside the school office.

You will find a copy of the policy on our school website, along with a copy of the absence request form and a copy of Derbyshire County Council's Penalty Notices Advice for Parents and Carers.

Please note in the advice document it clearly states there is **NO RIGHT OF APPEAL** once a penalty notice has been issued. 'Each case will be considered on its own merits and the decision of the Headteacher is final.' As such we ask you to discuss with us before booking any travel arrangements as we are required to send details of all unauthorised leave to the local authority who are likely to proceed in issuing a penalty notice.