

1<sup>st</sup> February 2018

## **Term Time Requests for Leave of Absence – Change to current LEA Policy**

Dear Parent or Carer

This letter is for information and only relevant to any parent wishing to take their child out of school during term time. This letter clarifies the number of school days of absence which would contravene Cambridgeshire County Council's Policy and may lead to further action being taken, including a possible Penalty Notice. Thank you for taking the time to read the clarifying points below.

**UNAUTHORISED TERM TIME LEAVE (includes requests for additional holiday beyond scheduled term breaks):** Any parent who takes a child out of school for term time leave for six consecutive sessions (three whole days) or more over a four week period, not authorised by the school (under 'exceptional circumstances' rule), may receive a Penalty Notice. **Therefore Penalty Notices will be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register.** Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. (*The Supreme Court Judgement in the case between Isle of Wight Council v Platt (6<sup>th</sup> April 2017) clarified the meaning of regular school attendance in relation to Section 444 Education Act 1996. To attend school "regularly" means "in accordance with the rules prescribed by the school".*)

In order to support our parents with the legislation regarding school absence, please see:

- Term Time Holidays section of the Cambridgeshire County Council Website
- Absences and Admissions section of our school website

Please contact the Attendance Team here at Abbey College for more information or guidance prior to booking any holiday during term time if you would like to do so.

Your continued support is appreciated as we endeavour to maximise the potential learning time in school for everyone.

Yours faithfully

*Dr L Newman*

Dr L Newman  
Deputy Headteacher