

September 2015

Dear Parent/Carer,

Leave during term-time

As a result of the Government changing the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013, Head Teachers/Principals can no longer allow any leave of absence during term time unless there are exceptional circumstances for which verification should be provided. This means that holidays in term time will not be authorised and will be recorded as an unauthorised absence on the register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act (1996) which means that you will be fined for your child's absence.

Payment of a Penalty Notice, if paid within 21 days, is £60 per parent per child. Should you be unable to pay within 21 days, the Penalty Notice increases to £120 per parent, per child with a further 7 days to submit full payment. **Non-payment of a Penalty Notice within the 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act (1996).**

The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Principal's discretion. Should your child be absent for any reason such as illness, you may be required to provide the Academy with evidence of the absence such as a medical appointment card or prescription. This is common practice amongst School's and Academies across the City.

The South Leeds Academy is fully committed to working with Parents/Carers and Students in order to offer any necessary support. Therefore, should you be experiencing any difficulties which may be affecting your child's attendance, please do not hesitate to contact the Academy's attendance team on 0113 212 7162 in the first instance.

Yours sincerely,



Marc Doyle
Principal