

ENGLISH MARTYRS CATHOLIC VOLUNTARY ACADEMY

A MEMBER OF THE ST THOMAS AQUINAS CATHOLIC MULTI ACADEMY TRUST



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Artsmark
Silver Award
Awarded by Arts
Council England



Head Teacher: Mrs Gosia Brown

Accredited School
ROUTE TO RESILIENCE
IN SCHOOL | AT HOME | FOR LIFE



Healthy Schools

From 19th August 2024, the new **National Framework for Penalty Notices** came into force. Attendance is the essential foundation to positive outcomes for all pupils and only exceptional circumstances warrant granting a leave of absence. An absence will not be granted unless it has been applied for in advance. Parents should plan their holidays around school breaks and avoid seeking permission from school to take their children out of school during term time unless it is unavoidable. **Failure to ensure your child's regular attendance at school is an offence under Section 444 of the Education Act 1996.**

If the headteacher has not authorised the absence, then the Local Authority may take legal proceedings against you. This may result in:

- **First Offence - A Penalty Notice** requiring payment of a penalty of £160 per parent per child, reduced to £80 per parent per child if paid within 21 days.
- **Second Offence (within 3 years) - A Penalty Notice** requiring payment of a penalty of £160 per parent per child (no option to reduce).
- **Third Offence and any further offences (within 3 years) – a Penalty Notice will not be issued – the case will proceed to the Magistrates' court.** Magistrate fines can be up to £2500 per parent per child.

Please note that you may not be issued with Penalty Notice as the Local Authority may decide that it is appropriate to prosecute you without first offering an alternative.

I request permission to take (name of child) _____

out of school from _____ until _____

inclusive because _____

Signed (by parent or guardian) _____ Date _____

Dear Parent

Date:

Your request to take _____ out of school during term time has on this occasion been **granted / declined**. If you would like to discuss this further, please contact the school office.

Yours sincerely

For office use only: ☐ Permission granted

☐ Permission denied

'We grow and learn with the gifts we have been given, following in the footsteps of Jesus'

St Thomas Aquinas Catholic Multi Academy Trust. Registered address: Unit 5, Charnwood Edge Business Park, Cossington LE74UZ.

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