



Caistor Church of England & Methodist Primary School,
Southdale, Caistor, Market Rasen Lincoln LN7 6LY
Telephone 01472 851396 email enquiries@caistorprimary.co.uk

November 2024

Dear Parent/Carer

I am writing to inform you that The Education (Pupil Registration) Regulations 2006 have been amended and came into force on 19th September 2024. 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 school, then you must apply in writing to the Head Teacher, at least four weeks in advance of the requested 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 receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school 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 Notice. For further information please follow this link:**
https://www.caistorprimary.co.uk/statutory_information/policies/our_policies.html

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- **Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice.**

If you have any concerns, please do not hesitate to contact me; I appreciate your cooperation in this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Z. Hyams'.

Mrs Z. Hyams
Head Teacher