

Essex County Council

# Stebbing Primary School

Stebbing Dunmow Essex CM6 3SH

Headteacher Miss Lucy Mawson

Telephone 01371 856260

Fax 01371 856091



Wednesday 3rd July 2019

## Application for Leave of Absence during Term Time

There will be times when your child may be unavoidably absent from school, for example when they are ill or have a medical appointment. If this is the case can you please telephone the school office on the first day of absence explaining the reason why. A telephone call or letter is also required in advance of any medical appointments.

All schools are required to submit termly absence figures to the Local Education Authority. The school is then required to meet the attendance targets set out by the LA. Any absences are also discussed with the Education Welfare Officer if this is felt appropriate.

The current law does not give entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits a Headteacher granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. This does mean that following due consideration I may not be able to agree to a request for leave of absence if the reason provided is not considered exceptional.

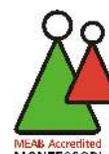
I must warn you that if you do take your child out of school and the absence has not been authorised, the Education Welfare Service may issue a penalty notice to each parent for £60 for each child to be paid within 21 days. If the penalty is not paid within this time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly. The matter will also be recorded on your child's school record.

Headteachers are being pressurised to lower the amount of absences from school. The number of holidays being taken in this area is on a rapid increase. As a result Headteachers are coming under increasing pressure to follow the Essex Guidelines more stringently. I understand that a number of schools in the area have already issued penalty notices.

Please find attached a copy of the Guidelines and refer to them before you consider booking any holidays as I really do not want to have to issue penalties to any parents at our school.

Miss Lucy Mawson  
Headteacher

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