

ENGLISH MARTYRS CATHOLIC VOLUNTARY ACADEMY

A MEMBER OF THE ST THÉRÈSE OF LISIEUX CATHOLIC MULTI ACADEMY TRUST



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Head Teacher: Mrs Alison Chambers



From September 2022, the **Working Together to Improve School Attendance** document replaces all previous guidance. Attendance is the essential foundation to positive outcomes for all pupils.

Leave of absence granted by the school. 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.

Fixed Penalty Notices These are served on parents as an alternative to prosecution where they have failed to ensure their child of a compulsory school age regularly attends the school where they are registered. Fixed Penalty notices can be used where the pupil's absence has NOT been authorised by the school and the absence constitutes an offence. The penalty is **£60 per child, per parent** if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be made directly to the local authority

I request permission to take (name of child) _____

out of school from _____ until _____

inclusive because _____

Signed (by parent or guardian) _____ Dated _____

For office use only

Permission granted

Permission denied

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ENGLISH MARTYRS CATHOLIC VOLUNTARY ACADEMY

Dear Parent

Dated:

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

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

St Thérèse of Lisieux Catholic Multi Academy Trust. Registered address: Suite 4, The Lawn, Union Road, Lincoln, LN1 3BU.

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