

21st April 2022

Dear Parents/Carers,

As the spring arrives and Covid-19 restrictions are starting to lift, I would like to take this opportunity to discuss leave of absence during term time.

Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:

- For service personnel and other employees who are prevented from taking holidays outside of term-time if the holiday will have minimal disruption to the pupil's education, evidence of this circumstance will need to be provided directly by the employer; and
- When a family needs to spend time together to support each other during or after a crisis, (this matter would need to be discussed with the Headteacher).
- For a religious observance by the religious body to which the parent belongs to.

Our Lady of Lourdes Trust will not agree a 'leave of absence' in circumstances such as;

- Availability of cheap holidays
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action.

- Schools within Nottingham City Council, a Penalty notice will be requested if an unauthorised holiday is taken of 5 continuous days (10 sessions)
- Schools within Nottinghamshire County Council, a Penalty Notice will be requested if an unauthorised holiday is taken in excess of 3 days/6sessions (over a 6-week rolling period)

Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter May be enforced at the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.



Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion in discussion with the Education Welfare Officer and is **not a parental right**.

In accordance with government guidelines, the application must be made 12 days in advance by completing a leave of absence form.

If you would like to request leave of absence during term time, you will have to complete a leave of absence form for consideration. These can either be collected from your school office or can be found on the schools website to be completed online and emailed back to your school.

If parents take pupils on holiday during term-time, Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

Yours Sincerely,

Amy Bradshaw

Education Welfare Officer – Our Lady of Lourdes Catholic Multi Academy Trust.

