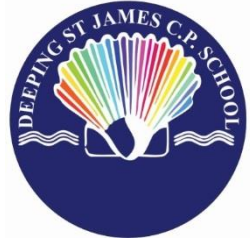


Deeping St James Community Primary School

Hereward Way
Deeping St James
Peterborough
PE6 8PZ
Tel: 01778 342314
Email: enquiries@dsj.school
<http://www.deeping-st-james.lincs.sch.uk>



Headteacher: Mr Richard Westley

Dear Parent/Carers,

Following the amendments to The Education Regulations in 2013 any request for Leave of Absence may not be granted for the purpose of a term time holiday unless deemed by the Headteacher to be an exceptional circumstance; such exceptional circumstances are extremely rare.

If you wish to seek approval for any request for Leave of Absence for your child(ren) from School, then you must complete a Leave of Absence Request form well in advance of the requested absence. Any exceptional circumstance must be clearly explained in the Leave of Absence Request form which will be given to the Headteacher to consider. You will be notified in writing if this is not authorised.

If you choose to take your child(ren) out of School during term time and it is not deemed to be exceptional circumstance and has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice may be issued for the period of absence. Fixed Penalties are issued by Lincolnshire County Council.

A Fixed Penalty Notice is issued 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 student 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 of either £60.00 or £120.00

Deeping St James Community Primary School believes that all students should attend School at every opportunity and would encourage you to follow the government's latest guidance in accordance with legislation in connection with attendance.

If you have any concerns regarding this, please contact me. We appreciate your co-operation in this matter.

Yours Sincerely,

R Westley

Richard Westley
Headteacher