



South Nottinghamshire Academy

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Head of School: Mr M Siviter  
Executive Headteacher: Mr D Philpotts

To whom it may concern,

Student Name: ..... Year: .....

I would like to apply for my child to be absent from school between the following dates for the reason stated below.

Date of **first** day of absence from school: .....

Date of **return** to school: ..... Total number of school days missed: .....

Reason for absence from school:

.....  
.....  
.....  
.....  
.....

I understand that if this is not agreed, the absence will be treated as an unauthorised absence on the school register and a penalty notice will be requested from the Local Authority for each parent/carer per child.

Name of parent/carer making application: .....

Address of parent/carer making application: .....

.....

Signed: .....

Date: .....

Having read the all of the information on this letter and overleaf, if you still wish to apply for leave of absence then please complete the application and return it to reception, giving at least **4 weeks' notice**. You will be informed of the school's decision whether the absence will be authorised or not in writing.



The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'. Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. This means that "The law states that you do not have the right to take your child out of school for holidays during term time. If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance"

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues. Therefore, your child's irregular attendance could result in one of the following actions:

- A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
- Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment

**There are 175 Non School Days a year – that is plenty of time to take a holiday.**

175 days to spend on family time, visits, holidays, shopping and appointments.

The following information shows how school attendance can affect your child's future progress.

Above 97%: less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to better prospects for work, college or university.

95%: less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and have good opportunities for work, college and university.

90%: 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their best.

85%: 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and do their best.

80%: Pupils with this attendance are missing a year of school over the five years of secondary education, it will be almost impossible to keep up with work. Parents of pupils with this attendance could be issued with a Penalty Notice.