



Goldenhill Primary Academy



Head teacher: Mr. S Martin BA (Hons).NPQH

"Everyone shines at Goldenhill"

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Friday 7th October 2022

Dear Parents / Carers,

In January 2019, a new code of conduct was passed by Central Government which allowed schools/academies to issue Penalty Notices for any unauthorised absences during term time.

This new code of conduct has been part of our Attendance Policy for some time, but due to the pandemic, we made the decision not to implement this part of our policy while the crisis was unfolding. However, it is now vital that we ensure that every child is in school every day in order for them to attain and achieve their educational goals. Not one day can be missed, particularly for a holiday, as children have already missed so much of their education over the last 2 years.

We have therefore made the decision that from Monday 10th October, if any leave of absence is taken in term time, the following process will be implemented:

- Parents to apply for a leave of absence in term time by filling out the appropriate paperwork. This can be obtained from the Academy office.
- Head Teacher makes the decision to authorise or not. **(Please note – The Head Teacher can only grant leave in truly exceptional circumstances)**
- Parents have the opportunity to discuss this matter with our Extended Services Manager/Traded Education Welfare Officer in school.
- Once leave is taken, the matter will be referred to the Local Authority in order for a Penalty Notice to be issued on behalf of the school.
- If no notice is given that a leave of absence in term time is to be taken or it subsequently comes to our attention that a leave of absence was taken, the matter will be referred to the Local Authority in order for a Penalty Notice to be issued on behalf of the school.

The Penalty Notice will apply to each parent for each child and is £60 if paid within 3 weeks of the date of issue. After 3 weeks, the amount doubles to £120 for each child for each parent and should it not be paid, the matter will be referred to the Magistrates Court under sections 444(1) and 444(ZA) of the Education Act 1996, where you may be liable for a fine of up to £2500 and/or 3 months in prison.

Please note, any leave of absence in term time forms that have already been received before the 10th October, even if they have not been authorised, will NOT be put forward for Penalty Notice.

Thank you for supporting with your child's attendance to ensure they have the best possible chance of achieving their potential.

Yours sincerely,
S Martin

Mr. S Martin
Head Teacher



Artsmark
Silver Award
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Council England

