



**Nottingham City Council
Education Welfare Service
Loxley House
Station Street
Nottingham
NG2 3NG**

10th July 2017

Dear Parent/Carer

Leave of absence in school term time

Nottingham City Council changed the procedure regarding leave of absence penalty notices after the Isle of Wight High Court case. However following the Supreme Court Judgment on the 6th April 2017, this letter is to inform you that we in partnership with the Local Authority will be reinstating them from September 2017.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance. Only the Head Teacher or his/her designate (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing/on a form provided by the school.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, School will request a penalty notice to be issued by the Local Authority. The penalty notice will be issued to each parent of the individual child.

We are advising all parents/carers to consult our school website and attendance policy which clearly explains the process of leave of absence in school term time.

Yours faithfully

**Jenny Brown
Head of School**