

Billinghay Church of England Primary School

Fen Road, Billinghay, Lincoln LN4 4HU Tel/fax: 01526 860786

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Website: www.billinghayprimaryschool.co.uk

Head teacher: Mr Richard Allen



September 2024

Dear Parents and Carers

Attendance and Holiday Leave of Absence

Please see below a reminder about the procedures that should be followed if you wish to take your child/ren out of school for term time holiday.

All holiday leave of absence applications must be made in advance of the holiday. We expect them to be made as a minimum 2 weeks before the holiday. Any applications received after this date will be unauthorised. If you wish to apply for holiday absence for your child/ren you must complete an application form (available from the school office or on our school website under the Key Information and Attendance tabs) and return it to school. Applications can also be made via our online applications.

Leave of absence for holidays will only be authorised in **exceptional circumstances** and what amounts to "exceptional circumstances" is a matter for the discretion of the Headteacher and will be judged on a case by case basis. However it is extremely unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday abroad can only be afforded in term time or the parent is unable to take leave during school time (this is an issue between the parent and their employer).

Where an application is refused because it does not meet the criteria for exceptional circumstances, it will be communicated to the parent / carer by letter or email. We will then advise the parent / carer that we would request the Local Authority to issue a Penalty Notice, for holiday taken in term time, if the parent then takes their child/ren on the holiday.

In line with revised Lincolnshire County Council guidance, school also adopt the following procedures if no parental holiday request is received.

If no application for leave of absence is received from parents / carers in advance of the holiday, and where there are other factors which imply to the school that the family were away on holiday, the school can now apply for a Penalty Notice retrospectively. In other words, if school does not receive an application for leave and we have evidence to suggest that the family are on holiday, we will request the Local Authority issue a Penalty Notice, without having to formally issue a warning letter in advance of the holiday.

Please also be aware that Lincolnshire County Council have amended procedures with regard to Penalty Notices from 1st September 2024. For a first offence, if a parent pays the penalty notice within 21 days from the date it is served the sum due from the parent to discharge the penalty notice has increased to £80.



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The parent can still pay the notice after 21 days but the payment increases to £160 and this must be paid before 28 days have passed from the date of service. If a parent pays the notice within the times set out above then no further action will be taken against the parent.

For a further offence within a three-year rolling period, the payment will be £160. There is no discretion permitted for early payment.

Good school attendance is vital for all our children and we thank everyone who works towards this goal.

Kind Regards

Mr R Allen

Headteacher

