

# ST OSWALD'S CATHOLIC ACADEMY TRUST

## Christ Be Our Light

Our Catholic family of schools is committed to living and promoting Gospel values. Through mutual support and co-operation, we strive to foster the spiritual, physical, emotional and academic development of young people entrusted to our care where each person is valued as an individual. We aim for excellence in all we do.



**St. Gabriel's  
Catholic Voluntary Primary Academy**  
Allendale Road, Ormesby  
TS7 9LF  
01642 315538  
schooladmin@st-gabriels.rac.sch.uk

**St. Margaret Clitherow's  
Catholic Voluntary Primary Academy**  
St. Margaret's Grove, South Bank  
TS6 6TA  
01642 835370  
stmargaretclitherows@smc.rac.sch.uk

**St. Mary's  
Catholic Voluntary Primary Academy**  
Tennyson Avenue, Grangetown  
TS6 7AD  
01642 455309  
schooladmin@st-marys.rac.sch.uk

**St. Peter's  
Catholic Voluntary Academy**  
Normanby Road, South Bank  
TS6 6SP  
01642 453462  
office@stpeters-sch.com

(available to download from [website](#))

**CONTACT INFORMATION**



## SCHOOL ATTENDANCE

## LEAVE OF ABSENCE IN TERM TIME

## INFORMATION FOR PARENTS

## THE LAW

The Education (Pupil Registration) (England) Regulations 2006 (as amended) sets out the law in respect of leave of absence for a pupil during term time.

**Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

**An application for leave of absence should be made to the Head Teacher, by a parent with whom the pupil normally resides, giving at least one month's notice. Application forms are available from each academy office or downloadable from the academy website.**

A Penalty Notice can be issued by the Local Authority where leave of absence is not granted, but taken.

A Penalty Notice is a fine of £60 payable within 21 days, if unpaid increasing to £120 payable within 28 days.

A separate Penalty Notice will be issued to each parent for each child who has not been granted leave of absence.

**A parent is defined under section 576 of the Education Act 1996 as:**

- all natural parents, whether they are married or not
- any person, although not a natural parent, has parental responsibility for a child or young person
- any person, who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

## "IS SAVING MONEY MORE IMPORTANT THAN YOUR CHILD'S EDUCATION?"

**As few as 19 missed days over the school year reduces your child's chances of success. Their SAT or GCSE results could drop by one grade across all subjects.**

**Taking leave of absence at critical times such as during exams or at the start of a new school year seriously interrupts your child's education.**

**This is how Ofsted rates your child's school attendance**

100%-99%	<b>OUTSTANDING</b>
98%-97%	<b>GOOD</b>
96%-95%	<b>SATISFACTORY</b>
94%-91%	<b>INADEQUATE</b>
90%-86%	<b>CAUSE FOR CONCERN</b>
85% & below	<b>SERIOUS CONCERN</b>

**The Academy expects every child to have at least 97% attendance at any one time throughout the school year**

## THE PROCESS

When considering an application, the Head Teacher will have regard to exceptional circumstances which will focus on:

- a recent serious illness/bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Evidence of the exceptional circumstance will be requested.

**The Head Teacher's decision is final.**

Each parent will be notified in writing of the Head Teacher's decision.

When the decision is made not to grant leave of absence in term time and the leave is taken without prior approval, or without application, the Academy will refer the matter to the Local Authority to consider the issue of a Penalty Notice.

In making its recommendation, the Academy will have regard to the Penalty Notice Code of Conduct drawn up by the Local Authority which sets out measures to ensure consistency in the issuing of penalty notices. Details available at: [www.redcar-cleveland.gov.uk/attendance&welfareservice](http://www.redcar-cleveland.gov.uk/attendance&welfareservice)

Where leave of absence is taken without application, this will be investigated in accordance with the Academy's safeguarding and child missing from education procedures and may involve referral to the Local Authority Children's Services and the police. Fines may be issued.