



The Glapton Academy  
A L.E.A.D. Academy

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Headteacher: Mrs C Hurst BA(hons) PGCE NPQH NLE

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

Tuesday 1<sup>st</sup> September 2020

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 6<sup>th</sup> April 2017, this letter is to inform you that we in partnership with the Local reinstated 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

Mrs Hurst  
Head Teacher

Mrs Pye  
Attendance Officer

Karen McAndrew  
Service Manager  
Education Welfare Service

Registered no. 08296921

