



Introduction of Aspire Attendance Policy – September 2019

Leave from school during term time

Dear Parents,

Aspire Academy Trust is committed to ensuring your children are given the greatest opportunity to achieve their potential. This can only be achieved when children are in school and supported by high quality teaching and learning opportunities. We have recently reviewed the Trust Attendance Policy to ensure a greater level of consistency that will be put in to place from September 2019.

We recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely ill, has a medical appointment that cannot be made outside school hours, or a request for leave has been granted in “exceptional circumstances”.

However, the Government does not support parents taking children out of school unless there are “exceptional circumstances”. Any request for leave should be made in writing to the Head of School using the school’s leave request form.

Truro Learning Academy will be notifying the Local Authority Education Welfare Service of any unauthorised leave which is taken from school if your child has ongoing attendance issues. As a result of this, the Education Welfare Service may issue a penalty notice. Each situation will be scrutinised carefully by school leaders before making this difficult decision and any mitigating circumstances will be considered.

If the Education Welfare Service issues a penalty notice, this carries a fine of **£60 if paid within 21 days**, increasing to **£120 if paid within 28 days**. The penalty notices are issued to each parent/carer for each child. If the fines are not paid, then this may result in legal action being taken against you. The Council may also apply for the costs incurred in taking the matter to Court.

The Department for Education states that **penalty** notices are one way of deterring pupils from being out of **school** without permission. **Fines** are issued and collected by local authorities, and any **money** gleaned must be reinvested in education.

Leave requests which have been submitted prior to this letter will be dealt with in line with our current attendance policy. All new requests will be subject to consideration of penalty notice by the Local Authority.

You are welcome to contact the school to discuss any concerns you may have regarding this letter or if you feel you would like more advice and support in helping your child attend more regularly. We are committed to working with parents to ensure all our children achieve their maximum potential.

Yours sincerely

A handwritten signature in black ink, appearing to be "David Baker".

Head of School