



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

25 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 6<sup>th</sup> 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

Karen McAndrew  
Service Manager – Education Welfare Service