



**Head Teacher:** Mrs. E. Watson  
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The Avenue Primary School, The Avenue,  
Nunthorpe, Middlesbrough, TS7 0AG

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Monday 24th June 2019

Dear Parent/Carer

As you know, The Avenue Primary School is part of the James Cook Learning Trust. As a Trust, we are beginning to stream line many of the things that happen in our schools in order to have a consistent approach no matter which school your child attends.

**From the 1<sup>st</sup> September 2019**, the Avenue Primary School will be following Local Authority **penalty notice procedures** for **unauthorised leave of absence taken in term-time**. This decision has been discussed at length and made by the **Trust Board**.

Applications for leave of absence in term-time must be submitted to school **at least four school weeks prior** to the leave being taken. All applications will be managed by the Education Welfare Officer and will be considered by the Head Teacher following government and local authority guidance. You will be informed of the decision by post prior to the leave being taken.

Leave of absence in term-time will only be authorised in **exceptional circumstances**. Please refer to the school attendance policy for further guidance. Supporting evidence must be submitted with the leave of absence application. **Leave of absence in term-time to take a family holiday is not exceptional circumstances.**

Please be aware that should leave of absence be taken **without the permission** of the Head Teacher, then the **absence will be unauthorised** and you may be **issued with a penalty notice following local authority procedures**.

For your information the **penalty is £60 per parent, per child** if paid within 21 days of receipt of the notice, rising to £120 per parent, per child if the penalty is paid after 21 days but within 28 days of receipt of the notice.

If the penalty is not paid in full by the end of the 28 days, then the local authority must either prosecute under Section 444 of the Education Act 1996 for the offence to which the notice applies or withdraw the notice.

**Leave of Absence taken without submitting an application form will be unauthorised and subject to penalty notice procedures.**

**Holidays booked prior to Monday 1<sup>st</sup> July 2019** will not be subject to penalty notice procedures, **however** evidence of the booking will need to be submitted with the leave of absence application.



**JAMES COOK  
LEARNING TRUST**



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Further information is available at:

<https://www.gov.uk/school-attendance-absence>

If you would like to discuss the content of this letter, please make an appointment to speak with Mrs Pickersgill, Education Welfare Officer.

Your cooperation in this matter will be appreciated.

Yours sincerely,

Mrs E Watson  
The Avenue Primary School