



CTC Kingshurst Academy, Cooks Lane, Kingshurst, Birmingham, B37 6NU
w: <http://www.ctckingshurst.academy> | e: info@ctckingshurst.academy | t: 0121 329 8300 | f: 0121 770 0879
Principal: Damon Hewson



Dear Parent/Carers,

In light of any recent confusion, I write to confirm the current arrangements with CTC Kingshurst Academy (and all Solihull schools) and Solihull Local Authority for requesting term time leave.

Recently, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 of the 2006 Regulations to prohibit the Principal of a school to grant leave of absence to a pupil except where an application has been made in advance and the Principal considers that there are **exceptional circumstances** relating to the application. This means that if the Principal deems that the leave applied for can reasonably be taken outside of term time, the request for leave of absence will not be authorised.

If the Principal does not grant the leave of absence request but parents/carers still decide to go ahead, absence will be marked as unauthorised. Unauthorised absences may be referred to Solihull MBC and result in a Penalty Notice being made payable of up to a £120 fine for failure to comply with the law. Section 444 of the Education Act 1996 states that: 'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.

CTC Kingshurst Academy will consider all applications for leave of absence requests but must comply with the current stipulations of granting leave in exceptional circumstances only.

Yours sincerely

Mr D Hewson
Principal
CTC Kingshurst Academy

