

All Saints Bedworth C of E Academy & Nursery
The Priors, off Mitchell Road, Bedworth, Warwickshire
CV12 9HP

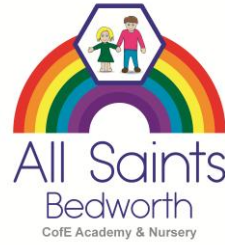
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Headteacher: Mrs Kerry O'Grady

Part of the Diocese of Coventry Multi Academy Trust: <https://www.covmat.org/>



“Learning and growing together to be the best that we can be”.

September 2025

Dear Parents and Carers,

We'd like to take this opportunity to remind you of our school's attendance policy, particularly in relation to requests for leave of absence during term time.

As a school, we are committed to supporting every child's academic progress and personal development. Good attendance is a key part of this. Children who attend school regularly are more likely to:

- Keep up with their learning
- Build strong friendships
- Develop good routines and habits for future success
- Feel confident and settled in school life

Leave of Absence – Government Guidance

The law is very clear that children must attend school every day they are required to do so. The Supreme Court ruling (Platt v Isle of Wight, 2017) confirmed that any unauthorised absence, including holidays taken during term time, may be considered an offence under Section 444 of the Education Act 1996.

Schools may only grant leave of absence in exceptional circumstances, and this must be requested in advance. Each application is considered individually, and the school may ask for further information or supporting documents.

Please note: Holidays or absences for leisure purposes do not usually meet the criteria for exceptional circumstances.

Only the resident parent (the parent with whom the child normally lives) can make a request.

If a request is refused, any absence taken will be recorded as unauthorised.

Unauthorised absences may be referred to the Warwickshire Attendance Service, and could result in a Penalty Notice.

Penalty Notice Updates – Effective from September 2024

- Penalty Notices are issued to each parent for each child.
- First offence: £160 per child (reduced to £80 if paid within 21 days).
- Second offence within 3 years: £160 per child (no reduction).

- Third offence within 3 years: No Penalty Notice issued – case referred for criminal prosecution.

We understand that family circumstances can be complex, and we are always happy to discuss any concerns or support needs you may have. Our shared priority is your child's progress – academically, socially, and emotionally.

Please find enclosed the full guidance from Warwickshire Local Authority in relation to leave of absence in term time, along with a data protection statement below.

If you have any questions about attendance, or would like to discuss a potential leave of absence, please contact the school office.

Thank you for your continued support.

Yours sincerely,

Mrs K. O'Grady

Headteacher

Data Protection Statement

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that All Saints Bedworth C of E Academy keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- *Pupil's full legal name (and if appropriate, their preferred name).*
- *The name, address and contact details of every person known to the school/academy who is a parent* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).*
- *The name, address and contact details of any additional parent*.*
- *Any other emergency contact details.*

In order to gather this information, every year we send out data collection forms (either paper-based or via the MCAS portal). Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

All Saints Bedworth C of E Academy requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

*N.B. *The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.*