

26 September 2022

Dear Parent/Carer

Leave of absence during term time

This is an important update about school attendance for the 2022/23 academic year. North Birmingham Academy is working in partnership with parents and the Local Authority to improve school attendance.

The Headteacher will not be able to grant any leave of absence during term time, for any purpose, unless there are exceptional circumstances. It is your legal responsibility to notify the school of any leave requests using the Leave in Term Time request form available from the Attendance Office.

If a parent/carer decides to take a holiday in term time and it has not been authorised, they will receive a Fixed Penalty Notice (FPN) and have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.

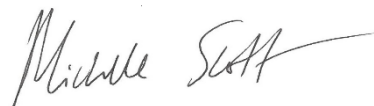
If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with health and council teams who may also be able to help if needed.

If you have concerns about mental health; domestic abuse; parenting; bereavement; finance; problems with drugs and alcohol; you can find help and support from the 'From Birmingham with Love' webpage: [From Birmingham with Love](#)

Additionally, Birmingham City Council provides online information and guidance to parents on school attendance which you can access here: [School Attendance Information for Parents](#)

We wish you and your child/children all the best for the new academic year.

Yours sincerely



Michelle Scott
Headteacher

