

ABSENCES DURING THE TERM

HOLIDAYS

Current legislation states that children should not be taken on holiday during the school term. As a result of this we do not authorise leave.

LEAVE OF ABSENCE

Leave of absence can be granted only in exceptional circumstances.

These may include:

- i. Genuine illness of the pupil
- ii. Hospital, dental or doctor's appointment for the pupil
- iii. Bereavement
- iv. Major religious observances
- v. Visits to a new school
- vi. External exams or educational assessments
- vii. Events related to the Armed Forces, such as welcoming returning service personnel from long postings abroad.

Requests for absence should be made by letter. Please give full details of the reason for the request to allow us to give it proper consideration.

UNAPPROVED ABSENCES

Unapproved absences are marked as 'unauthorised' and are recorded on a child's record of attendance.

FIXED PENALTY NOTICE

The 2006 regulations on attendance permit West Sussex Education Welfare to issue parents with a fine called a fixed penalty notice. This occurs when a Headteacher has not authorised a request for absence, but it has occurred anyway, and where there have been ten sessions of unauthorised absence in a ten week period. (*Please note that a morning and an afternoon constitute two separate sessions.*)

Parents who have not sought permission from the Headteacher before taking their child out of school in term time may also be issued with a fixed penalty notice. Fixed penalty notices can also be issued for persistent lateness where your child arrives at school after 9.00am.

The cost of a Fixed Penalty Notice is £60 within 21 days or £120 within 28 days, thereafter the local authority will commence prosecution.