



Banks Road Infant and Nursery School

Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881
Fax: 0115 917 9882
office@totonbanksroad.notts.sch.uk
head@totonbanksroad.notts.sch.uk

Banks Road
Toton, Beeston
Nottingham, NG9 6HE
www.banksroadschool.co.uk

Dear Parents/Carers

Term Time Absence

Please be reminded of the important amendments to legislation surrounding holidays in term time. The amendments (which came into effect from 1st September 2013) made it clear that Head Teacher may not grant any leave of absence during term time unless there are **exceptional circumstances**.

As you are aware, we are unable to authorise **any holidays in term time** unless there are exceptional circumstances surrounding them. **“Exceptional”** circumstances are being referred to as unique and/or a **one off** situation which is unlikely to arise in the future.

Please see the flowchart overleaf for our schools term time absence guidelines.

At our termly Full Governing Body meetings we currently report on issues affecting levels of attendance in school. In addition to this, we are now required to report on extended levels of unauthorised absence. At our Strategic Development meeting Summer 2015, it was agreed that we would follow the Nottinghamshire County Council Code of conduct for issuing of Fixed Penalty Notices for unauthorised holidays in term time.

Local authorities are able to issue Fixed Penalty Notices to parents for taking their child on holiday during term time without the schools consent. Please note that a Penalty Notice may also be issued for other unauthorised absence, not just holiday absence. Please see the flow chart overleaf for guidance on the fining system.

Obviously in the cases of genuine illness, children should be absent from school and current systems for reporting illness should be followed. We may ask parents/carers to produce a doctor's note in cases of extended absence.

Please do not hesitate to contact me if you require any further information on this matter.

Yours sincerely

Mrs Carole Clemens

Head teacher

Term Time Absence Management Procedure

1. If a Parent wishes to take their child out of school during term time they must complete a **Request for Leave of Absence form during term time**, which are kept in the school office.
2. The completed Leave of Absence Form is returned to the Office staff.
3. Head teacher to consider whether request will be approved or declined and complete the appropriate part of the '**Result of Application for Leave of Absence from School During Term Time**' Form using application form, Leave of absence form and any supporting evidence.
4. Result of application Form to be returned to office staff where a copy is filed in the Absence file (Schools office) and the original is sent to the Parent/Carer.
5. The dates absent to be entered onto the register on SIMS using the correct codes and the Leave of Absence form to be filed in the 'Holidays and Late sessions'. (At close of academic year all leave of absence forms filed in child's personal file held within the school office).
6. In the event that a parent takes their child out of school for unauthorised holiday, office staff to check their attendance for the previous 6 weeks.
7. If the child's absence is above 25% during that period the head teacher is to be notified and a **Leave of Absence letter** issued.
8. Head Teacher to notify LA of absence to issue fixed Penalty notice
9. Penalty Notice issued by Notts LA
10. Notts LA responsible for recovering and retaining the fine.