

TREDINGTON PRIMARY SCHOOL

HOLIDAY / ABSENCE FORM

REQUEST TO TAKE A SCHOOL CHILD OUT OF SCHOOL DURING TERM-TIME

Guidance for Parents

Each year a number of children are absent because their parents take them away on holiday during term time. A pupil's absence can seriously disrupt the continuity of their learning. Not only do they miss the teaching on the days they are away; they are also less prepared for lessons when they return. As a consequence there is a risk of under achievement, which everyone wants to avoid. Some parents try to mitigate the impact of term time holidays by asking for time at the beginning or end of the term – the start of a term is a key learning time when many new concepts are introduced and also new friendships can be established. The end of a full term may be a less pressured time but many assessments are carried out during this period.

Time off school for family holidays is **not a right**. Schools have discretion in 'exceptional circumstance' to authorise a holiday or absence if they believe there is a genuine reason. Parents can be given a Penalty Notice or prosecuted for periods of unauthorised absence.

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 increased the current amounts of penalty notices payable by parents from 1 September 2012. These will apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason.

The amounts stated on the penalty notices are £60 for those who pay within 28 days; and £120 for those who pay within 42 days. **From September 2013 these timescales will be reduced to pay £60 within 21 days or £120 within 28 days.**

Who is authorised to issue penalty notices?

A police constable, local authority officer, headteachers and those authorised by them (deputy and assistant head only). All state schools can use penalty notices including maintained, academies, Free Schools, alternative provision and pupil referral units in England. The local authority must publish a local code of conduct which sets out how the penalty notice scheme will work for all schools in the area.

Tredington School Governing Body Attendance Procedures

Parents will be aware that we are working very hard to improve attendance in school. We expect children to aim for 100% attendance. Our principle goal is to reduce the number of unauthorised absences. An unauthorised absence occurs when a child is kept off school for an unsuitable reason e.g. sibling illness or birthday, shopping expedition, parental appointment, term time holiday, to name a few. Unauthorised absences are allocated at the discretion of the Headteacher dependent upon the reason given for absence. If no reason is received the absence will automatically be deemed unauthorised. To this end the Governing Body have agreed the following procedures will be put in place:

1. When a child has an unauthorised absence parents are informed in writing.
2. When a child has 10 unauthorised absences (5 days) and below average attendance (less than 95%) a warning letter is sent home. A referral may be made to the Education Entitlement & Inclusion Team.
3. When a child has 20 continuous (10 days) unauthorised absences or 28 unauthorised sessions and poor attendance the process of proceeding towards prosecution or a fixed penalty notice will be initiated.

What You Need to do Now

If you wish to take your child out of school during term-time, except for Medical Appointments, then we require all requests to be submitted by email to head@tredington.gloucs.sch.uk. no less than 2 weeks before the planned absence. Please provide as much information as possible regarding the reason for the absence. Your request will then be considered by the Headteacher who will respond with a decision.