



Term Time Absence and Punctuality

Government legislation with regards to absence requests for children in term time.

From 1st September 2013, the reference in law to Head Teachers being able (at their discretion) to agree up to 10 days of leave of absence for holidays or similar will be removed.

Instead, the legal reference will be amended and will mean that schools should not authorise leave of absence unless both of the following apply:

- The Head Teacher/Principal considers that there are exceptional circumstances relating to the application AND
- An application has been made in advance by the parent.

You will need to request a meeting with the Head Teacher to discuss a leave of absence.

No absence will be authorised unless the meeting has been requested and taken place. Please be aware the school can only authorise absence for exceptional circumstances even if your child's attendance is good.

Where it is not possible to obtain a leave of absence i.e. it is necessary to travel at very short notice, leave of absence may be agreed retrospectively. It will only be agreed retrospectively, if the leave of absence is considered by the head and chair/vice chair of governors as for exceptional reasons.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19 August 2024

- Penalty Notice fines will be issued to each parent, for each child who was absent. For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.
- Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.
- Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.
- The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. (No option to pay at £80 level)
- The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

- If your child has an absence of 20 days or more, the Local Authority has advised that a Penalty Notice is unlikely to be issued, and the matter is likely to proceed to the Magistrates' Court for prosecution action instead. The Local Authority has advised that where a parent is found guilty, or where the case is proven against the parent, that this is likely to result in a fine and the parent receiving a criminal record. This is because parents have a legal duty to ensure their child attends school where they are on roll regularly.

If the school has reason to believe a child was absent and had been away/on holiday etc, where this information is from a third party (e.g. from the child or other children in the class, or neighbour), the school will confirm to the parent/s in writing that they understand the child was on holiday and therefore, they may be issued with a Penalty Notice (per parent for each child) or, their case will be referred by the Local Authority directly to the Magistrates' Court. (If a parent doesn't come back at that point to challenge the information and prove the child wasn't taken away on holiday, the letter sent can be used as evidence in court.)

Please do not book any flight tickets until you have received confirmation from school that the leave of absence has been authorised

Name of student:	Class:
First day of Absence:	Date returning to school:
Date of request/ form submitted to school	

I request authorised leave of absence for my son/ daughter for the following reason

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Full Destination Address:

Date you plan to travel	
Date you plan to return	

We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact:	Address:
Telephone number:	Mobile:

I confirm that I have read and understood the information above

Signed.....parent/guardian with parental responsibility

Print

Date.....

<u>School to complete</u>	
<u>Date form received</u>	<u>Leadership member</u>

Punctuality

The school day begins for most of our children at 9 am. We believe that late children not only miss valuable learning, but also disturb the learning of other children in the class.

From Monday 24th February 2015 the school will issue an unauthorised mark for children arriving after 9.15 am unless the lateness is for a valid reason. The expectation is for a parent/carer to do all they can to ensure their child is in school on time and any medical appointments will need proof, e.g. an appointment card.

Parents who have children coming to school consistently late will be asked to meet with the Educational Welfare Officer and continued lateness could lead to penalty notices.