

ABSENCE REQUEST GUIDANCE

Absence requests forms must be completed by a person with Parental Responsibility and be the parent with whom the child normally lives. Watling Park School will only consider requests from that parent. Permission must be sought at least 10 days before the proposed absence and before any holiday is booked.

When deciding whether to authorise term time leave, we will consider: the time and duration of the leave, your child's record of attendance, and learning that will be missed.

WARNING: If the request is refused and the child is still taken out of school, this will be **unauthorised absence** and could result in a fine for each parent for each child. Please contact the head teacher if you wish to discuss this.

<p>Absence from school is likely to be authorised if it is for the following reasons and evidence is provided:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments that cannot be made out of school time ▪ Days of religious observance ▪ Exceptional circumstances, such as bereavement (for a reasonable number of days for the circumstances) ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Absence from school will not be authorised:</p> <ul style="list-style-type: none"> ▪ For any type of shopping ▪ Looking after brothers, sisters or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives <p>Advice from the Department for Education states: Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.</p>
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HOLIDAYS IN TERM TIME GUIDANCE

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
<p>We recognise it can be expensive to take a holiday during school breaks and so some parents may ask for term-time leave for their child. It is important parents carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on the course work they have missed.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their peers.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> • Closeness to tests. [Phonics check Year 1, Standard Attainment Tests (SATs) in years two and six.] • During the first year at a new school. • At the beginning of a new school term. <p>If request for term-time leave is refused or parents fail to request permission, and a child is taken out of school, this will be recorded as unauthorised absence and you may receive a fine.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>In exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The absence request for leave must come from a parent that the child normally lives with, and must be for a family holiday.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 20 days or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Education states: Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.</p>

Information for Parents:

Parents can be issued a maximum of 3 penalty notices each in respect of the same child in any calendar year.

Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, rising to £120 up to the 28th day. If the notice remains unpaid the Local Authority prosecutes the parent in the Magistrates' Court for a non-attendance offence under The Education Act 1996, section 444, not for non-payment of the penalty notice. If found guilty, parents have a criminal record, are liable to a fine of up to £1000, and may have to pay costs to the Local Authority.