

FREQUENTLY ASKED QUESTIONS

If children are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Irregular attendance has a significant impact on pupil achievement as children get behind with their work and lose out on friendships.

What is good attendance?

Our advice is to aim for 100%! A typical pupil attends for 98% of the academic year. Anything below 90% is a real cause for concern as this amounts to over 100 missed lessons and many other opportunities. We will contact you if we have concerns about the attendance level of your son/daughter and report and record attendance.

When can your child miss school?

- You can only allow your child to miss school if either:
- they're too ill to go in (the sort of illness that warrants a day off and not a minor ailment)
 - you've got advance permission from the school for exceptional circumstances

Can our family take holidays in term time?

The Government has recently amended key legislation relating to school attendance which comes under the Education (Pupil Registration) (England) Regulations 2006. The important changes are effective from 1 September 2013. The Government is insisting that schools across England and Wales take a much firmer stand against parents who remove their children from school to take holiday during term time.

As of 1 September 2013, the amendments to the law states "Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances". As a result of the change to this law, the school can apply to the Local Authority for a Fixed Penalty Notice to be issued where it is satisfied that a parent has removed a child from the school during term time to take or extend a holiday.

Leave request based on the availability of cheap holidays or holidays that overlap term time are not considered to be exceptional circumstances.

You have to get permission if you want to take your child on holiday during term time. You can only do this if:

- an application is made to the Headteacher, using the tear off section on this form, in advance of the holiday by a parent the child normally lives with
- there are exceptional reasons for needing to take the leave of absence,

What should the school do if my child can't attend for health reasons?

We have a Safeguarding Officer who is the person responsible for pupils who can't go to school for extended periods for health reasons who will write a care-plan, oversee re-integration, keep you and your child informed about school and encourage regular contact with other pupils.

Can a school fine a parent for taking their child on holiday during term time?

Yes. Parents have a legal duty to make sure that their child aged 5-16 attends that school regularly. If taking an unauthorised term time holiday is grounds for issuing a penalty notice according to the local authority's code, and if the leave of absence for holiday was not authorised by the school, either the school or the local authority may issue a penalty notice.

What is the legal action to enforce school attendance?

Schools and academies can use various legal powers if your child is missing school without a good reason. These range from parenting orders, penalties of £120 and fines of up to £2,500.

APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you want to take your child out of school during term-time for any reason, including going on holiday. This form cannot be filled out retrospectively and in that event it will be marked as unauthorised.

After completing the form, please return it to the Headteacher not less than two weeks before the date when you want the period of leave to start.

Parent/Carer action

I wish to apply for permission for (name of child) Class

from Turvey Primary School to be absent from school from to (inclusive)

Do you have a child at middle or upper school? Yes / No

Name of sibling/s school/s:

Please give details for requested absence:

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Signed (Parent/Carer) Date

Print name

AUTHORISATION

School action

Previous holidays checked Class teacher informed/consulted

% of attendance Headteacher notified

To Parent/Carer

Name has / has not* been granted permission to be absent from school for days. Reason

from to (inclusive)

Signed (Headteacher) Date

* Delete as applicable. Additional information (as required)