

New attendance rules



There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise.

1 I'm a parent and I want to take my child out of school for a half or full day, or a holiday

Make sure you complete an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests will not be authorised. If your child will miss 5 school days in any 10 week period, a penalty notice will be issued. **The fine is £80 per parent, per child, if you pay it in 21 days, otherwise it is £160.**



For each child a penalty is given...

+ £80 + £80 + £80 + £80
4 children & 1 parent = £320
 Doubled to £640 if not paid in 21 days

For a family of 2 parents & 2 children

+£80 +£80
£160 x2 = £320
 Doubled to £640 if not paid in 21 days

What happens if school suspects children are actually on holiday?

- Photos on Facebook?
- Foreign mobile dial tone?
- Other children talking about your holiday?
- Amazing sun tan?
- Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

2 What about subsequent absences? Is it still the same penalty amount?

No, not anymore. If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance, which is unauthorised then...

2nd TIME
2 parents and...
 1 child = £320
 2 children = £640
 3 children = £960
 4 children = £1280
NO DISCOUNT FOR EARLY PAYMENT

3rd TIME
 School will not issue a penalty notice. Instead, a referral will be made to the Legal Intervention Team for consideration of prosecution. A magistrate can fine each parent £2500 for each child.

3 What about irregular attendance? Could I get a penalty notice?

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to issue penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks (across years or terms). If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

YES

4 What are typical reasons given that won't be authorised?

Examples of unauthorised absences

- A family member or child's birthday
- Shopping for uniforms
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport
- Visiting relatives abroad
- Holidays are cheaper in term time / family holiday
- Sickness of parent or sibling
- Sibling's school closed
- Refusing to attend, but able to
- Poor family organisation
- No absence request completed
- Non-essential appointments



Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless confirmation by a Medical Professional is shown to school.

EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW