

## Holidays During Term Time

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013. The amendments make clear that Principals may **not** grant any leave of absence during term time unless there are exceptional circumstances.



**This means that holidays during term time cannot be authorised.** Please take your children away during the school holiday periods.

Please do not ask your children to lie to the school about having been on holiday. This puts an unreasonable pressure on children and does not teach them the values of honesty and respect.

## Penalty Notices

The school may request the Local Authority to impose a fixed penalty notice (fine) for the parents of a child who has more than ten sessions (or five days) of unauthorised absence in any period of 35 school days.

Fines are currently £60 (per parent, per child), rising to £120 if paid after 21 days but within 28 days.

Children do not enjoy being late to school and they can be distressed if they are left at the end of the day waiting for their parents.



## Times for the school day



8.55am - Bell sounds for the start of the day

10.30am - Breaktime

12.00pm - Lunch time

1.00pm - Registration, and start of the afternoon lessons

3.15pm—School ends

From 8am there is an optional morning activity club.



## WHAT TO DO IF YOUR CHILD IS ILL

We understand that children are sometimes unable to attend school due to illness and we would not want any child who is unwell to be in school.

**Please telephone the school by 9.15am if your child is not going to be in school for any reason.**

The school will contact you if we have not heard from you to check the reason for any absence.

If your child has sickness or diarrhoea they cannot return to school until at least 48 hours after the symptoms have passed.

Telephone 01536 770366



# Attendance Matters

This leaflet is a summary of the main points in our School Attendance Policy.

A copy of the full policy is available on our website or from the school office – please ask if you would like a copy.

ATTEND TODAY  
ACHIEVE TOMORROW



The 1996 Education Act places a duty on parents to ensure regular attendance.

**There is no legal entitlement to absence in term time.**

We expect all children to attend school every day that they are fit and well. We aim to work with you to ensure that children feel safe and secure about coming to school and know the routines clearly.

We hope this leaflet provides useful information about what to do if your child is unable to attend school and how the school will respond if your child is not able to attend or their attendance rate is causing concern.

**Why is it important for children not to miss school?**

Most parents want their children to get on well in life. It is important to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly.

**If children do not attend school regularly they may:**

- Struggle to keep up with school work and therefore make less progress. In a busy school day it is difficult for schools to find the extra time to help a child catch up.
- Miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.

**Parents can help their children reach good attendance by:**

- Ensuring their child attends every day and is on time, in line with their legal obligations
- Only booking holidays in academy holiday times and avoiding any fines
- Making dental appointments outside of academy hours
- Notifying the academy by 9.15am on the first day of any illness absence (the academy will follow up any uninformed absence and take any safeguarding action necessary).

**ATTENDANCE MATTERS**

100-95%	Very Good– Best chance of success. Gets your child off to a flying start.
94-90%	Worrying– Less chance of success. Makes it harder for your child to make progress.
85% or below	Serious Concerns–Your child will find it incredibly difficult to make progress. May result in court action.

**Attendance Meetings**

The **school** will monitor the attendance of all children and will regularly review any cases where attendance is a concern.

An attendance meeting will be requested if we are concerned about your child's attendance.

The Principal or Assistant Principal will attend the meeting to discuss any concerns and agree a plan for improving the child's attendance. In more serious cases the Brooke Weston Trust Education Welfare Officer will also attend or make contact with parents.

When a child is absent from school we will record the absence as authorised or unauthorised.

**Authorised Absences**

Examples of authorised absences are:

- ✓ Your child is ill and unable to attend
- ✓ A close family bereavement
- ✓ A religious observance
- ✓ An **Unexceptional** special occasion

**Unauthorised Absences without the Principal's permission**

Examples of unauthorised absences are:

- ⇒ Holidays in term time
- ⇒ An absence with no explanation
- ⇒ An absence where the school is dissatisfied with explanation
- ⇒ **Unexceptional** special occasions e.g. birthdays.

**Broken Weeks**

Broken weeks are defined as a week in which one or more sessions of school have been missed. Research shows that multiple broken weeks can hinder a child's progress.

The school will monitor the number of broken weeks for each child and contact you if we are concerned.

**LATENESS**

All children arriving late should go to the school office, where this will be recorded as late. Frequent lateness is a cause for concern and will be followed up by the school.