

Information for Parents

THE LAW and School Attendance

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013. They can be found on the **Department for Education website**:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Term-time holiday – The Education (Pupil Registration) (England) Regulations 2006 allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers were also in a position to grant extended leave for more than ten school days in exceptional circumstances. However, amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The 2013 amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Subsequently, Headteachers within the Trust will now determine the number of school days a child can be away from school if any such leave is granted.

This means that holidays taken during term time will be recorded as **unauthorised** in the register, unless there are exceptional circumstances, for which the Headteacher must be contacted by letter to explain the circumstances involved. The decision rests with the Headteacher, and families have no “right” to such leave. The application for leave must be made in advance by the parent with whom the pupil normally resides and must clearly state the special circumstances they wish to be taken into account.

Absence during Term Time

The Governors recognise the recent change to the law and that pupil absence during term time can seriously disrupt a pupil’s continuity of learning. **Parents are therefore strongly urged to avoid booking a family holiday in term time to avoid breaking the law which came into force on September 1st 2013.** Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. Such permission can only be granted where the Headteacher agrees that there are “special circumstances” to be taken into account.

Applications for absence must be received at least 12 school days prior to the planned absence. When application is made for authorised absence during term time and it is agreed that there are “special circumstances”, the Headteacher then also gives consideration to:

- The nature of the proposed absence and the “special circumstances” that are presented
- The attendance pattern in the present and previous academic years.

Penalty Notices

Penalty Notices for Absence from school can be issued by the Attendance and Behaviour Service based on requests from schools and the police.

The following circumstances are considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy, including truancy sweeps
- Parentally-condoned absences
- Holidays/Family events in term time where no exceptional circumstances were agreed
- Excessive delayed return from Holidays/Family events whether or not exceptional circumstances were agreed beforehand by the Headteacher
- Persistent lateness after the register has closed
- Allowing a child to be in a public place within the specified timescale when excluded from school

The absence of a pupil from school in any of these circumstances will result in a Penalty Notice being considered.

Request for leave in exceptional circumstances

Name of Pupil:	Class:
Leave requested from: _____ to: _____ (inclusive)	
Date of return to school: _____	
Reason for term time leave request:	
(Please provide supporting documentation)	
Name of Parent /Carer:	
Signature:	Date:

For School Use:	
Attendance to date: _____ %	Authorised: YES/NO* Please delete _____
Number of days Leave this Academic Year: _____	Signature : _____

175 non-school days a year						
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments						
190 School days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence	
	180 Days of Education	171 Days of Education	161 Days of Education	152 Days of Education	143 Days of Education	
100%	95%	90%	85%	80%	75%	
Good Best chance of success. Gets your child off to a flying start		Worrying Less chance of success. Makes it harder to make progress	Serious Concern Not fair on your child. May result in court action!!			

Arrange to meet with parent/carer: Yes No	Headteacher's Signature: _____
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Please return this form to Reception

PTO – Please read Important information overleaf