



## Attendance Matters

Our school's target for attendance is at least 95%.

We rely on close partnerships with parents and carers to make sure that this is achieved.

It is essential for pupils to attend school regularly and punctually to ensure continuity and progress in their learning; promote social inclusion; and enable them to take full advantage of the educational opportunities available to them. By law, parents and carers of children of compulsory school age (between 5 and 16) are responsible for making sure that a child who is registered at school attends regularly and punctually.

Examples of attendance levels and their impact					
100%	95%	90%	85%	80%	75%
No days lost	10 days lost	19 days lost	29 days lost	38 days lost	47 days lost
190 school days each year	180 days at school	171 days at school	161 days at school	152 days at school	143 days at school
Best chance of success!		Makes it harder for your child to progress		Not fair on your child – possible legal action	

### Request to remove a child from school during term-time

- There are 175 non-school days in which holidays can be taken. Under the Education (Penalty Notices) (England) Regulations 2007 (Amended 2012), Headteachers can only grant leave under exceptional circumstances.
- Requests to remove a child from school during term-time must be made at least two weeks before the requested absence using the **Request to remove a child from school during term-time** form which is available from the school office.
- Please be aware that there are specific times during the school year when a child's attendance at school is of paramount importance, i.e. the weeks before and during the week of Year 2 and Year 6 SATs exams.
- It is for the Headteacher to determine whether or not a request is exceptional and to state the number of days granted. Exceptional circumstances are **not** considered to be cost; seasonal work; "once in a lifetime" holidays; or work commitments (exception given to armed forces on active service). This is not a definitive list. Each request will be judged on a case-by-case basis but it is usual that the Headteacher will be sparing in their use of this discretion.
- Parents/carers have the right to appeal against the Headteacher's decision to the Attendance Appeals Committee of the Governing Board. Requests for an appeal should be made in writing to the Chair of Governors.

- In the case of an unauthorised holiday, the school will notify the Education Welfare Service and they will decide whether to issue a Fixed Penalty Notice.

### **Fixed Penalty Notices**

Under Section 23 of the Anti-Social Behaviour Act 2003, the Local Authority has the right to issue Fixed Penalty Notices to parents whose children fail to attend school regularly. The Education Welfare Service is responsible for deciding when a Fixed Penalty Notice shall be issued. They will make this decision in consultation with schools and, when appropriate, other agencies, such as the police.

A Fixed Penalty Notice may be issued when:

- A pupil is taken out of school during term time for a holiday which has not been authorised by the school.
- A truancy patrol carried out by the Education Welfare Service has found a pupil absent from school and the absence has not been authorised by the school.
- A child's school attendance has been poor and his/her school believe that the issuing of a Fixed Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents fail to address the situation).
- The Fixed Penalty Notice is a fine of **£60 per parent, per child** if paid within 21 days, which increases to £120 per parent, per child if paid within 28 days. If not paid within 28 days, parents could face prosecution and a fine of £2,500 and a possible prison sentence of up to 3 months.
- When a Fixed Penalty Notice is issued, it is issued on a per parent, per child basis. This means that if a mother and father have two children and take both children out of school without permission, they may be issued with a total of four Fixed Penalty Notices - one to each parent for each child.