



The Gem Federation

School attendance and punctuality Information

Excellent attendance and punctuality are expected of all pupils. They are essential for children to fulfil their potential at school.

Pupil absences must be explained either by letter, telephone or in person by a responsible adult. Unexplained absences are classed as unauthorised and are followed up. If a child is late for school on a regular basis a late letter is sent to keep the parent/guardian informed – this will come from the office. Persistent lateness will be followed up by the school.

Leave of absence for pupils during term time for any reason is actively discouraged. Requests for such absences must be made in writing to the Headteacher and permission will only be given in very exceptional circumstances.

Penalty Notices FAQ

Q: Can't parents just take their child on holiday during term time if they want to?

Remember school attendance isn't just a rule – it is the law. The fine is issued as an alternative to prosecution – in theory, the LA could skip the fine and prosecute straightaway, which could mean much higher financial penalties and a criminal record. Parents have to get permission from the head teacher if they want to take their child out of school during term time. They can only do this if:

- They make an application to the headteacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

Q: What are exceptional circumstances?

The Headteacher may only grant leave of absence for exceptional circumstances.

Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term



time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher can agree to consult with the governing body prior to any authorisation being given to the parent. Evidence would be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils).
- 2) Year six transition day (for pupils in year six).
- 3) Year six SATs week (for pupils in year six).

When considering exceptional term time leave requests, the following factors may help to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child.
- Whether it falls within any key stage national tests or exams;

Q: What is not exceptional?

Examples of circumstances NOT considered as exceptional

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Holidays taken in term time due to lower cost/parental work commitments.

Q: What if the LA issue a PN and they parent appeals?

There is no right of appeal against a Penalty Notice. If this is not paid, the Local Authority can proceed to prosecution or withdraw the notice.

Q: What if fine isn't paid?



The £60 fine jumps to £120 if not paid within 21 days of the fine being issued. If it remains unpaid after 28 days they parent/carer will be invited to an interview under caution and may be taken to magistrates' court under the Education Act 1996. If found guilty they could end up with a criminal record and face a fine of up to £1,000 court costs.

Q: So what exactly IS the letter of the law?

In England, Section 444 of the Education Act states it's an offence to fail to make sure your child goes to school 'regularly'

Q: What does 'regularly' mean?

In 2017 The Supreme Court ruled 'regularly' means in "accordance with school rules".

The Department for Education believes 'regular' means a child going to school every single day, except for authorised absences such as illness.

Q: Why did the Supreme Court rule on the issue?

Isle of Wight resident Jon Platt battled for two years against the fine he'd received for taking his daughter out of school for a term-time holiday – he argued that his daughter had still attended "regularly" as she'd had very high attendance.

Q: What if a parent, despite the Supreme Court ruling, won their case?

It's possible that in light of the Supreme Court ruling, a council could try to apply to have a case reopened. It could try this if it believed magistrates made a fundamental error in law, though it would have to apply to the High Court to do so.

Q: Are there any educational consequences to taking a child out during term time?

The Department for Education is adamant there are. It says: 'It is irresponsible to take a child out of school without good reason. Every extra day of school missed can affect a pupil's chance of gaining good GCSEs, which has a lasting effect on their life chances. Following our reforms there are now 200,000 fewer pupils regularly missing school compared with five years ago. **A child who takes a week's extra holiday each year at school will have missed at least 70 days – or the equivalent of more than three months of teaching – by the end of their time at school.**

Q: Any long-term solutions?

Parents could accept that their child's classroom education is far more important than a week in Europe, no matter how many museums they visit. That's especially true for young children: the evidence is unanimous that early-years education is vital for future attainment.



Parents/Carers must ask permission for their child to be absent during term time, and it is at the Head Teacher's discretion to decide whether or not the absence will be authorised.

The Head Teacher may authorise leave during term time for **exceptional circumstances only**; for example a funeral. Parents will be asked to provide evidence of the exceptional circumstance.

If leave is taken without permission, or no application is made, parents/carers risk being issued with a Penalty Notice or being prosecuted upon their return.



Keyworth Primary School
Application for Leave During Term Time

| | | | |
|---------------------|--|--------------|--|
| Child's Name | | Class | |
|---------------------|--|--------------|--|

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|---|--|----------------------------------|--|
| Reason for request: | | | |
| Date of first day absence from school: | | Date of return to school: | |

| | | | |
|--------------------------|--|--------------|--|
| Parent Signature: | | Date: | |
|--------------------------|--|--------------|--|

This form should be completed and returned to the office 2 weeks before the proposed leave.

| School Use Only | |
|--|-------------------------------------|
| Attendance % | |
| Will the child miss any national tests? | |
| Other leave in the last 12 months? | |
| Total number of school days missed? | |
| Number of days approved: | Number of days not approved: |
| Reasons: | |
| Headteacher signature: | |
| Date parent informed: | |