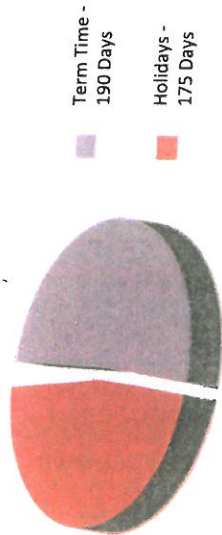


HOLIDAYS ARE FINE - JUST NOT IN TERM TIME!

There are 365 days in a calendar year. Your child is expected to attend just 190 days at school.

This means that there are 175 days for holidays, birthday treats, special events, family events, and non-urgent appointments. If you choose to take your child out of school for 10 days during term time, your child can achieve no more than 94.7% school attendance for the academic year.

The Academic Year



NB - Throughout this leaflet reference made to parent(s) should be understood to include carer(s).

Further information available:
www.gov.uk/school-attendance-absence



Parent Information Leaflet

Absence from school in term time

Education Welfare Service
Wokingham Children's Services
Brambles Area Team
Budges Gardens
Wokingham
RG40 1PX

Email: education.welfare@wokingham.gov.uk
Phone: (0118) 908 8011

July 2014

Designed and printed by WRC Digital Solutions July 2014 .pmi

TERM TIME IS SCHOOL TIME

Information for Parents/Carers

Children of school age who are on roll at a school must, by law, attend that school regularly and punctually.

Regular attendance is important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of under achievement, which Head Teachers and parents will both wish to avoid.

There may be occasions when a child has to miss school – for example, if unwell. Any other absences should be kept to a minimum. In particular, parents should avoid taking children out of school during term-time in order to go on holiday.

What the Law says:

The regulations make it clear that parents **DO NOT** have any automatic right or entitlement to take a child out of school. Indeed, it is likely that in most cases Head Teachers will refuse to authorise the absence.

The regulations state that Head Teachers cannot grant a leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers there are **EXCEPTIONAL CIRCUMSTANCES** relating to the application.

How Head Teachers deal with requests for absences during term time

All schools in Wokingham Borough have an attendance policy. Their policies strongly discourage parents from requesting absences during term-time and state that such requests for leave will not be granted unless there are exceptional circumstances. However, it is the decision of the Head Teacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis.

It is recognised that on occasions there may be extenuating or compassionate reasons for an absence to be authorised.

Issues Parents need to be aware of:

If the absence request is not authorised by the school and the absence is still taken this will remain unauthorised.

Should leave be granted but the child remain absent for longer than agreed, then this extra time will be recorded as an

unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll in line with legal guidance. Parents would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence that has not been authorised may be referred to the Education Welfare Service. This may result in the issue of a Fixed Penalty Notice or prosecution proceedings.

A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carries a penalty of £60 per parent per child, rising to £120 if not paid within 21 days (e.g. 2 parents with 2 children could incur a total cost of £480). If the matter proceeds to court this carries a maximum penalty of £1,000 per parent per child and a criminal conviction, which may affect your current and/or future employment.