

Holidays in Term Time

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.

It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

If the absence is unauthorised and the leave is still taken, the case will be referred to the Local Authority, who may issue a penalty notice of £60.00 to each parent for each child, if paid within 21 days. If paid after the 21st day but before the 28th day the Penalty notice raises to £120.00. If the Penalty Notice remains unpaid, the Local Authority may institute legal proceedings in the Magistrates Court.



If you would like to discuss any issues you may have with your child's attendance and punctuality please contact the school office in the first instance.

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Attendance and Punctuality

An information leaflet for parent's and carers

For all children to gain the greatest benefit from their education it is vital that they attend all sessions available to them and be at school, on time, unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and could affect their learning.

We aim to work in partnership with parents/carers so that they are aware of their own child's attendance and punctuality record and the impact that this is having on their education.

ECS Pupil Attendance Ltd. working in partnership with Fawbert & Barnard's Primary School
Unlocking Children's Potential





What should I do if my child is absent from school?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately and on each day if your child is absent. If the absence is due to illness you must provide the full nature of the ailment. Please note, you may be required to provide medical evidence to support the absence.

The school office should be informed in writing of absences known in advance such as dental appointments, however please make these appointments outside of school hours where possible. If you wish to request a longer absence, please use a Leave of Absence form available from the school office at least 2 weeks prior to the proposed leave.

Understanding different types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and it is a legal requirement.

Each half-day is known as a 'session'

Authorised absences are morning or afternoons sessions from school for a genuine reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where attendance concerns have been highlighted, you may be required to provide medical evidence for these absences to be recorded as authorised.

Unauthorised absences are those which the school and the governors, following Government guidelines, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and/or direct referral to the Magistrates Court.

Unauthorised absence includes:

Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;

truancy before or during the school day

absences which have never been properly explained;

children who arrive at school too late to get registered;

shopping trips;

looking after other children or children accompanying siblings or parents to medical appointments;

their own or family birthdays;

day trips;

holidays in term time.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised

Punctuality

Pupils arriving late to school causes disruption to their learning as well as others, which is unacceptable and can be upsetting for them and their classmates.

All pupils on roll at our school are expected to arrive at school no later than 8:50 am ready to start the school day. Children arriving after 9:20 am are marked using a 'U' code which marks them as present for safeguarding purposes but is counted as an unauthorised session.

Should we become concerned due to your child's punctuality, you will be invited to a meeting which you will be expected to attend. During this meeting we will establish if there is any support that needs to be put in place in order for your child to fully access their education.

From September 2023 our start time will be 8:45 am

