

Dear Parents and Carers,

Please find below an update on our school's attendance policy, these changes came into effect last academic year but we are keen to ensure that our families stay informed.

On September 1st 2013 changes were made to the current legislation on school attendance. **It is no longer legal for parents to take a child on holiday during term time.** Parents can no longer take their children out of school during term time without the head Teachers permission. This is not a school decision; it is a change in the legislation.

Any request to remove a child from school for a holiday during term time will not be authorised.

Any absence requests for the purpose of visiting family abroad or attending family occasions or celebrations (including religious celebrations) will not be authorised.

The school recommend in **all circumstances** that trips can be taken during school holiday time. Please see our school diary for further information.

Unauthorised Absence

Once an unauthorised absence has been taken, the parent has committed a **criminal offence** under section 444(1) of the Education Act 1996.

If the pupil is absent for up to 5 days of school time parents will be issued with a fine by the local authority. Parents will be required to pay a penalty of £60 per parent, per child, per absence (£120) to avoid prosecution.

If a pupil is absent for more than 10 consecutive days of school time, the school may instruct local authorities to prosecute families for this absence. Families could also be prosecuted if children have a history of long term absence, these prosecutions will be initiated at the school's discretion based on prior absence records.

Children who are missing from school for more than 5 consecutive days are reported as Missing in Education (CME) and after a short time will be removed from the school register.

If parents are prosecuted they can be charged with an offence under Section 444 the Education Act 1996 for those absences. If found guilty, the punishment for such an offence is a fine of up to £2,500 and/or 3 months imprisonment.

If your child is removed from the school register, they will need to be registered with the local authority to apply for a school place.

We understand that for many of our families, this letter will hold no significance as attendance for many children is excellent and families have never requested absences during term time.

Please sign below to show that you understand the school's attendance policy. If you do not understand any aspects of the law on attendance, please contact the school so that we can discuss this with you.

Pupil's name _____ **Class** _____

Parent's signature _____ **Date** _____