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 there are 175 days for holidays, birthday treats, special events with families 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. This figure is lower than expected for all pupils in Cheshire West and Chester.

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

Further information:

www.education.gov.uk

OUR LADY STAR OF THE SEA
CATHOLIC PRIMARY SCHOOL

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Ellesmere Port
CH65 7AQ

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Parent Information Leaflet

LEAVE OF ABSENCE FROM SCHOOL

Our Lady Star of the Sea

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 underachievement which Headteachers 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 an absolute minimum.

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, in most cases headteachers will not authorise the absence.

The regulations state that Headteachers cannot grant a leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

In consultation with governors, examples of exceptional circumstances constitute:

i) Where a parent or grandparent is seriously/ terminally ill and the holiday proposed is likely to be the last.

ii) A significant sporting and educational event that your child has been asked to attend organised by an external body (up to 1 day)

iii) A close family member's wedding or funeral can be authorised for up to 2 days only

iv) Armed forces holidays where a parent has been granted leave.

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 remains absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Currently at Our Lady's 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 (FPN).** This would be issued to each parent of each child of statutory school age and, **in the first instance**, currently carries a maximum penalty of £160 (eg. Two parents with two children could incur a total cost of £640). See separate FPN information sheet.

What you should do now

The school must be informed of any intended leave of absence during term time. Parents should submit an 'Absence Form' which can be downloaded from our website or obtained from the school office.