



Mrs A D Thorpe
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Through following Jesus, we aim to be a caring, happy school, where everyone is valued and appreciated and can reach their true potential. We hope to act justly, love tenderly, and walk humbly with our God.

READY, RESPECTFUL, SAFE

January 2024

Leave of Absence – Holiday Requests

It has long been recognised that academic success is built upon a sound foundation of good attendance. As a school and a parent, we have a shared legal responsibility to ensure that your child attends school regularly.

Regular and punctual school attendance is the best way for your child to make progress and missing school will always have an impact on your child's educational progress.

The policy of the school regarding holidays during term time is that requests for family holidays can only be authorised by the Head Teacher and they will not be authorised unless there are exceptional circumstances.

It is a parent/carer's responsibility to inform school, in writing, of a holiday in term-time. This should be done using the Absence Notification form, which can be obtained from the school office. If we do not have this information from you, and your child is absent without explanation, we will refer to our **safeguarding procedures** in order to establish the whereabouts of your child. Home Visits will be carried out and we will try to establish contact with other relatives using the emergency contact details that you have supplied to us. Please note that this may also include contacting other agencies such as Housing, Health, Children's Social Care, and/or the Police.

The Local Authority updated its Code of Conduct for Fixed Penalty Notices in September 2017, which removed the limit on the number of penalty notices that can be issued in a year for unauthorised holidays taken in term time. The Local Authority can also issue warning letters.

Please note **ALL** cases of holiday absence will be referred to the Local Authority for consideration of a Fixed Penalty Notice. There is extensive up to date information about fines and penalty notices on the Newcastle website <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/parent-information/school-attendance-and-absence>

Did you know?

90% attendance sounds good but means that your child misses on average:

- One half day every week.



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- Nearly four weeks every school year.
- Over one school year in a school career.

2 weeks holiday in term time every year with no other absences means that your child:

- Can only ever achieve 95% attendance
- Will miss about two terms in a school career

Being just 5 minutes late every day adds up to missing about 3 days of school every year.

Legal action to enforce school attendance

Councils and schools can use various legal powers if your child is missing school without a good reason. We can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice')

You can be given one or more of these, and we don't have to do this before prosecuting you.

Parenting Order

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If we think you need support getting your child to go to school and you're not co-operating, we can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. We can do this instead of prosecuting you, or as well. You may be guilty of an offence if you persistently fail to comply with reasonable directions - the maximum fine is £1,000.

School Attendance Order

We can give you a School Attendance Order if we think your child isn't getting an education. You'll have 15 days to provide evidence that you've registered your child with the school listed in the order or that you're giving them [home education](#). If you don't, you could be prosecuted or given a fine.

Fine

We can fine you £60, which rises to £120 if you don't pay within 21 days. If you don't pay the fine after 28 days, you may be prosecuted for your child's absence from school. You can [pay the fine](#) online, by phone or in person at a PayPoint outlet.

Prosecution

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

If you would like to discuss this further, please contact me on 0191 2672233.

Kind regards,

A D Thorpe

Mrs A D Thorpe
Head teacher