

Avoid leave of absence in term time

Children are in school for 190 days per calendar year and approximately 175 days where they are not required to attend school in a year. From September 2013, headteachers can only grant leave of absence in exceptional circumstances.

- Leave for the purpose of a family holiday is not considered exceptional.
- Applications must be made in advance by a parent/carer with whom the child resides. Retrospective consent will not be granted.
- A leave of absence application form can be obtained from the school office or website. Evidence must be provided at the time of application to support the request.
- Parents/carers will be issued with a penalty notice other legal sanctions when leave remains unauthorized.
- The timescale for payment of a penalty notice is £60 per parent/carer if paid within 21 days and £120 per parent/carer if paid within 22-28 days. Failure to pay within 28 days will result in legal proceedings in the Magistrates Court.

Who can I talk to for help in making changes and improving my child's school attendance?

- Contact the school and ask to speak to someone as soon as you suspect your child may be unhappy or missing school.
- You can ask the school to undertake an assessment so that they understand any needs you may have and so we can gain an understanding of what type of support you may require to assist in addressing your child's irregular school attendance.

Attendance Assistant: Ms T George Family Support Worker: Miss M Allcock
Learning Mentor: Mrs S Parker Deputy Headteacher: Mr T Sykes

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Crosby Primary School



School Attendance and Leave of Absence

Every day of school helps your child enjoy and achieve. Good attendance provides better chances and more choices.

The law states all children who are aged between 5 and 16 years are entitled to an appropriate, full time education (from the term after their 5th birthday until the last Friday of June in the year in which they become 16 years old).

Parents and carers are responsible for making sure that their children regularly attend school.

Why is school attendance important for my child?

- Most parents want their children to be happy and achieve.
- It is more important than ever for children to have a good education, to have choices and opportunities in life.
- Children only get one chance at school, and your child's chances of a successful future may be affected if they are not attending school regularly.

Why is it my responsibility to ensure my child attends school?

- As a parent/carer you are committing an offence if you fail to ensure your child attends school regularly.
- Failure to secure your child's regular school attendance can result in your prosecution.
- Prosecution can be through the Magistrates Court under section 444(1/1A) of the Education Act 1996 or by issue of a Penalty Notice under Section 23 of the Anti Social Behaviour Act 2003. There is no statutory right of appeal against the issuing of a penalty notice and penalty notices are issued to each parent/carer of each child and any person identified as having responsibility for ensuring the child attends school regularly.

Authorised and unauthorised absences

- The school is obligated by law to differentiate between authorized and unauthorized absence. A letter or telephone message from a parent/carer does not in itself authorise an absence. Only if the school is satisfied of the validity of the explanation offered will the absence be authorized.
- Where a number of absences have developed a pattern of concern, a parent/carer may be required to provide evidence to support the absence.
- There may be times when your child has to miss school because they are ill, in which case you should contact the school on the first day of absence before 9:20am to inform the school of the reason and expected return date.
Children may have to attend medical or dental appointments in school time, (always ask if appointments can be made after school). Most medical or dental appointments do not require a full day of absence from school.

A 90% attendance means your child is absent from school for the equivalent of half a day per week, missing up to 3 hours of lessons a week, which equates to approximately 100 hours of learning per year!

What difference does it make if my child arrives late to school?

Lateness = lost learning – minutes amount to days!

Minutes lost each day	5 mins	10 mins	15 mins	20 mins
Days per year of school	3 days	6.5 days	10 days	13 days

It is a legal requirement that your child is registered at both registrations- AM and PM

What if my child doesn't attend school regularly?

- Your child's school is responsible for reporting irregular school attendance to the Local Authority.
- Both the school and Local Authority can give you advice to address your child's school attendance issues and help you to meet your legal responsibilities as a parent/carer.
- Responsibility for ensuring regular school attendance of a child remains with the parents/carers.
- Where support and guidance has been offered to a family and school attendance doesn't improve, legal proceedings may be initiated against the parents/carers.
- The Local Authority will enforce regular school attendance if there is no improvement. Repeated failure to attend meetings will not prevent legal intervention. Fines can be imposed up to £2500, may include a parenting order, with a compulsory parenting course, other community order and/or imprisonment.

Don't let this happen – We are here to help!

