

### Penalty notices for unauthorised absence

You could be issued with a penalty notice if your child is absent from school without permission. Penalty notices can be issued by:

- Local councils
- Head teachers (including deputy head teachers authorised by them)
- The police

This can include parents who take their children on holiday during term time without getting authorisation from the school. The penalty is £60, rising to £120 if not paid within 28 days. If you fail to pay a penalty fine within 42 days you will be prosecuted.

### PLEASE NOTE

Registers close at **9.30am** each morning. Children must be at school for 8.55am to give them time to get into class and be ready to start at 9am. Children arriving after **9.30am** will be marked as an unauthorised absence for that half day session. Children who arrive after 9am but before the register closes will be marked as present but will receive a late mark.



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Upperby Primary  
School

Attendance Policy  
Information

## **Regular School Attendance - why it's so Important**

Going to school regularly is important to your child's future. For example, children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in anti-social behaviour or crime.

## **Preventing Your Child From Missing School: What you can do**

You can help prevent your child skipping school by:

- Making sure they understand the importance of good attendance and punctuality
- Taking an interest in their education - ask about school work and encourage them to get involved in school activities
- Discussing any problems they may have at school - inform their teacher or head teacher about anything serious
- Not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work

Arranging appointments and outings after school hours, at weekends or during school holidays will help prevent disruption to your child's education and to the school. Under normal circumstances, you should not expect the school to agree to your child going on holiday during term time.

## **Holidays During Term Time - what the law says**

You should not normally take your child on holiday in term time - it can be disruptive both to your child's learning and to the school. School's will only consider holidays in term time when both:

- The application is made to the head teacher in advance of the holiday by a parent the child normally lives with
- There are special reasons for needing to take the holiday, like the inflexibility of the parents' holiday leave.

Applications should be made as far in advance of the holiday booking as possible and you should speak to the school before you book. School's will only agree to more than 10 school days of absence in any school year in exceptional circumstances.

**If you have any concerns about attendance please contact the office, who will direct you accordingly.**

## **How Do Schools Consider Term Time Holiday Requests?**

Schools will judge each holiday request individually, taking into consideration:

- The time of year for the proposed trip
- If it's close to any exam dates
- Your child's overall attendance record
- Any holidays already taken in the school year
- The age and stage of education of your child
- The ability of your child to catch up with the work that they have missed
- The reason why you are taking the time off during term time

While absence may be granted for a holiday during term time, it is entirely the school's decision and is not a parental right.

**Please note**—holidays during term time should be avoided. Any requests for holidays during school time must be made in writing stating clearly reasons for taking your child out of school at that time.

Remember - any requests must be made well in advance of any booking made.

**Holidays will not be authorised for any child during May and June due to assessments and SATs taking place in school.**