



# Attendance rules

These are the rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise.

## 1 I'm a parent and I want to take my child out of school for a half or full day.

Any absence must be recorded on an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests will not be authorised. If your child will miss 5 school days, they will be given a penalty notice fine. The fine is **£80** per parent, per child, if you pay it in 21 days, otherwise it is **£160**.

For each child a penalty is given...

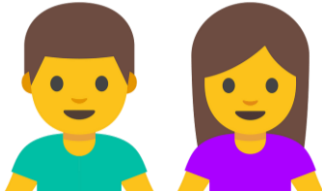


+ £80 + £80 + £80 + £80

**4 children & 1 parent = £320**

Doubled to **£640** if not paid in 21 days

## For a family of 2 parents & 2 children



+£80 +£80

**£160 x2 = £320**

Doubled to **£640** if not paid in 21 days

## What happens if school suspects children are actually on holiday?

Photos on Facebook?  
Foreign mobile dial tone?  
Other children talking about your holiday?  
Amazing sun tan?  
Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

## 2 What about subsequent absences? Is it still the same penalty amount?

**No, not anymore.** If in any period of not more than 3 years, your child has a 2<sup>nd</sup> and 3<sup>rd</sup> leave of absence OR pattern of irregular attendance, which is unauthorised then...

### 2<sup>nd</sup> TIME

**2 parents and...**

1 child = £320

2 children = £640

3 children = £960

4 children = £1280

**NO DISCOUNT FOR EARLY PAYMENT**

### 3<sup>rd</sup> TIME

A penalty notice fine **will not** be given. Instead, your case may be taken forward for prosecution. A magistrate can fine each parent £2500 for each child.

**1 parent & 2 children = £5,000**

**2 parents and 2 children = £10,000**

## 3 What about irregular attendance? Could I get a penalty notice?

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to issue penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks (across years or terms). If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

**YES**

## 4 What are typical reasons given that won't be authorised?

### Examples of unauthorised absences

A family member or child's birthday  
Shopping for uniforms  
Inadequate clothing for school  
Child being used as a carer  
Problems with transport  
Visiting relatives abroad

Sickness of parent or sibling  
Sibling's school closed  
Refusing to attend, but able to  
Poor family organisation  
Family holidays  
No absence request completed  
Non-essential appointments



Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a medical professional is given.

**EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW**