

What do they mean for families?

1

'I'm a parent and I want to take my child out of school for a full or half day – what do I need to do? Will it be authorised?'

You must fill out an absence request form. This form allows us to decide whether an absence is valid for authorisation based on The Department for Education's guidance. Holiday requests will not be authorised.

2

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

- A family members birthday
- Shopping for uniform
- Child being used as a carer
- Issues with transport
- Sporting events
- Poor family organisation
- Visiting relatives abroad
- Family holidays
- Non-essential appointments
- Travelling before a weekend or authorised holiday



3

'If my absence request gets denied and I take my child out of school anyway, what will happen?'

If your child misses 5 school days, you will be given a penalty notice fine. The fine is **£80 per parent, per child** if you pay within 21 days. After 21 days the amount per parent, per child will double to **£160 per parent, per child**.

4

What happens if the school suspect my child has been on holiday and no absence form has been completed?

If you have phoned your child in sick, or have had their absence authorised and...

- Holiday photos from social media are brought to our attention
- We try to phone you and receive a foreign dial tone
- We conduct a home visit and you are not there

Your absence may be unauthorised.

5

'What happens if I get a penalty notice and then my child continues to have unauthorised absences?'

If in any period of not more than 3 years, your child has a 2nd or 3rd leave of unauthorised absence, **or** a pattern of irregular attendance, **the fines increase** without any discount for early payment.

2nd time charges with 2 parents

1 child = **£320**

2 children = **£640**

3 children = **£960**

4 children = **£1280**



3rd time

This time, a penalty notice will not be given. Instead, your case will be taken forward for prosecution. A magistrate can fine **each parent £2,500 for each child**.



6

Who do I speak to if I want more advice or information on attendance?

Our Headteacher, Mrs Hill, will be happy to speak to you.

Contact the Admin Office to arrange a time to speak to them.

