

# Attendance Rules

There are updated rules for unauthorised absences, whether this is due to holiday, irregular attendance or otherwise. Don't get caught out!

## I'm a single parent of one child and I want to go on holiday for 5 days or more.

Let the school know before you book anything and make sure you use the absence request form. A holiday **will not** be authorised. If your child misses at least 5 school days, you'll receive a penalty notice fine. This fine is per child, per parent.



**1 parent & 1 child = £80 if paid within 21 days**

*Increases to £160 if paid between 21 and 28 days*

**1 parent & 2 children = £160 if paid within 21 days**

*Increases to £320 if paid between 21 and 28 days*

## For a family of 2 parents & 2 children



£80



£80



**£320 if paid within 21 days**  
*Increases to £640 if paid between 21 and 28 days*



£80



£80

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

Photos on Facebook? Foreign mobile dial tone? Home visit shows no-one is at home? Amazing sun tan?

Children talking about your holiday?



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

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

**No!** If you have a second holiday in a rolling 3-year period you will receive a higher fine of £160 per child per parent. If you have a third holiday in a rolling 3-year period there is an immediate referral for prosecution.

### 2nd TIME

**2 parents and ...**

1 child = £320

2 children = £640

3 children = £960

*No discount for early payment!*

### 3rd TIME

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

*1 parent & 2 children = £5000*

*2 parents & 2 children = £10000*

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

**Yes!** If your child is absent for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notice / prosecution



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

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

### Examples of unauthorised absences

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

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

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



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