# **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.

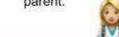


1 parent & 1 child = £80 if paid within 21 days

Increases to £160 if paid between 21 and 28 days

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

Increases to £320 if paid between 21 and 28 days



# For a family of 2 parents & 2 children









£80



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**