Key things to remember

- You can only allow your child to miss school if he or she is ill, or if you have advance permission from the school
- Absence request can only be granted in exceptional circumstances
- You could be fined for taking your child out of school without advance permission from the school
- Unexplained absences may result in a missing in education

Openness and honesty enables the school to work together with parents, without putting the children in an awkward position of explaining absences.

Please don't hesitate to contact the school if you have any questions.

Puriton Primary School

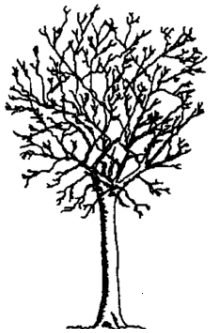
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PURITON PRIMARY SCHOOL

Term-time leave of absence



Aspire, Believe, Achieve

Tel: 01278 683630

What does the law say?

The government changed the rules on term-time absence in 2013.

Under the new rules, you can only allow your child to miss school if:

- He or she is too ill to go in
- You've got advance permission from the school

How do I request permission for an absence?

You must submit a request to the school **before** you arrange for your child to have time away.

If you wish to take your child out of school during term, you should speak to your child's teacher and submit a formal request to the head teacher via the school office.

You can download a form from the school website or obtain one from the office.

When will absence requests be granted?

Permission for absence will only be granted in **exceptional circumstances.**

The head teacher will consider each absence request individually and decide whether the absence can be granted.

The head teacher will also decide how many days your child can be away from school if the absence is granted.

What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission (except when he or she is unwell), you could be fined.

This could involve:

- A fixed penalty notice of £60 within 21 days, or £120 within 28 days
- A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason

Exceptional circumstances

It is at the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are <u>not</u> exceptional are:

- Cheaper holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional circumstances usually apply only to immediate family.

Absence requests related to extended family or friends are likely to be refused.

Why is it important?

Missing a couple of weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing important lessons
- Your child won't miss out on special activities at the start and end of term, which are an important time to develop friendships

You can find out more about the rules for term-time absence on:

- https://www.gov.uk/school-attendance-absence/overview
- https://www.legislation.gov.uk/uksi/2013/756/regulation/2/made