



Guilsborough C of E Primary School

Headteacher: Mrs K Shilliam

The Green
Guilsborough
Northampton
NN6 8PT
Tel: 01604 740307

Email: head@guilsborough-pri.northants-ecl.gov.uk
www.guilsboroughprimary.co.uk

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Request for absence during term time

Dear Parents/Carers,

Recently we have had a high number of parents requesting to take their children out of Guilsborough C of E Primary School during term time and many of which are for holidays. The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their class peers will receive. Children returning from a term time holiday are also unprepared for the lessons that build on the teaching they have missed. When teachers have to give more time to help individual children catch up on missed work, other pupils in the class may miss out on help, and under-achieve as a result. This is a situation that we all have a responsibility to avoid.

The Department for Education only allows a Headteacher discretion to consider an absence/holiday in term time in "special circumstances". Very few requests fall into this category, therefore is marked down as unauthorised absence. We have always had GOOD attendance at our school. However, this year we have dropped below 97% as a whole school, this is very sad for the parents who pride themselves on their children having good attendance.

Because our whole school attendance is now **below 97%**, Northamptonshire County Council will be notified of unauthorised absence/holiday taken and a Penalty Notice could be issued. This is clearly stated on our Request for Absence in Term Time form. Reporting term time absence to the County Council will involve sharing child and parent information securely to the County Council website. Information will be stored on a secure database for use by Learning, Skills and Education staff. Please note that a penalty could be issued to each parent, for each child taken out of school.

I hope you will support our efforts to raise attendance and attainment.

Yours faithfully,

Mrs Shilliam