

What happens if you take your child out of school without permission?

If you decide to go ahead without authorization, this will be recorded in the registers as an unauthorised absence and the Local Authority will consider whether a penalty notice is to be issued.

The penalty is £60 per child for each parent.

If you simply remove your child from school without informing staff as to why, this may be referred to the Education Welfare Department under the *Children Missing Education* guidelines.

Home Farm Primary School

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CO3 4JL

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Information for parents considering a leave of absence

Holidays in term time

Did you know...?

One school year at 90% attendance = four whole weeks of lessons missed.

90% attendance = 1/2 day missed every week.

The Government regards 95% as the minimum satisfactory attendance for children.

A two week holiday will immediately reduce attendance to less than 95%.

Two-thirds of all children who have attendance of 89% or less struggle to achieve their target grade or level.



Our policy

On 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 changed the rules about term-time holidays.

Schools are no longer allowed to authorize any time off for holidays during term-time unless there are exceptional circumstances.

It is not possible to define these circumstances precisely. At Home Farm, we feel that any time away from school must be of unique and significant value to the child in order to outweigh the loss of teaching time.

Examples may include:

- Service personnel returning from a tour of duty;
- Death or funeral of a close relative;
- When it is company policy for an employee to take leave at a specified time (please note that evidence would be required to demonstrate this).

Each decision will be made on a case-by-case basis.

How to apply

If you feel you do need to take your child out of school, you must send a letter to Mr Potter. The letter must provide details of the dates and should explain why you want to take your child out of school during term-time, including full details of any exceptional circumstances that you believe there to be.

Please return your letter to the school office. You may be contacted by school staff to ask for additional information.

Once Mr Potter has considered your request, you will receive a letter telling you whether the school is willing to authorise your child's absence.

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