



Forest Glade  
Primary School

Head Teacher: Ms J Gibby  
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### Term Time Absence

Please be aware of the important amendments to legislation surrounding holidays in term time. The amendments (which came into effect from 1<sup>st</sup> September 2013) made it clear that Head Teachers may not grant **any leave of absence** during term time unless there are **exceptional circumstances**.

This will mean that we are unable to authorise **any holidays in term time** unless there are exceptional circumstances surrounding them. **“Exceptional”** circumstances are being referred to as unique and/or **one off** situation's **which are unlikely to arise in the future**.

Please see the flow chart overleaf for our schools term time absence guidelines.

At our termly Full Governing Body meetings we currently report on issues affecting levels of attendance in school. In addition to this, we are now required to report on extended levels of unauthorised absence. At our Autumn Full Governors meeting it was agreed that we would follow the Nottinghamshire County Council Code of Conduct for the issuing of Fixed Penalty Notices for unauthorised holidays in term time.

Local Authorities are able to issue Fixed Penalty Notices to parents for taking their child on holiday during term time without the schools consent. Please note that a Penalty Notice may also be issued for other unauthorised absence, not just holiday absence. Please see the flow chart overleaf for guidance on the fining system.

Obviously, in cases of genuine illness, children should be absent from school and current systems for reporting illness should be followed. We may ask parents/carers to produce a doctor's note in cases of extended absence.

Please do not hesitate to contact me if you require any further information on this matter.

Yours sincerely

JM Gibby  
Head Teacher

## Term Time Absence Flow Chart

Requests for term time absences (holidays and none holidays) in 'exceptional circumstances' must be made in writing to the Head Teacher at least four weeks prior to the event. The application will be considered by the Head Teacher and a response given within 5 working days.

If the time off is deemed 'exceptional circumstances' by the Head Teacher and is agreed, your child will be given authorised leave and no further action is required.

If your request is not deemed 'exceptional circumstances' by the Head Teacher and you wish to appeal against the decision you should put your case in writing within 10 working days to be addressed to the Chair of Governors. A final response will be issued within 10 working days.

Unauthorised absences will be recorded on your child's on-going record and will be passed on to their next school.

### **Unauthorised absences of less than 25% in any six week period\***

If your child's unauthorised absence is less than 25% your child will be given unauthorised absence marks but no fine will be incurred. This is reviewed weekly so future unauthorised absences could result in a Penalty Notice being issued where a child has 25% or more unauthorised absence in any six week period.

### **Unauthorised absences of more than 25% in any six week period\***

Where a child has 25% or more unauthorised absences in any six week period the Head Teacher will request that Nottinghamshire County Council issue a Fixed Penalty Notice on behalf of the school. The penalty is set at £120, reduced to £60 if paid within 21 days. Fines are issued per parent per child for a 6 week period.

\* A six week rolling period is defined as a six week period of time from any given date.

\* Unauthorised absences are absences not agreed by the Head Teacher. Illness/medical absences are usually agreed absences but we may require a doctor's note or appointment card as proof.