

FAMILY ABSENCE IN TERM TIME

Children of school age, must, by law attend school regularly. The law says that Headteachers **may not** grant any leave of absence without exceptional circumstances. Parents/Carers who need to take their child out of school during term time for exceptional reasons should contact the school immediately and, certainly, before booking travel for holidays, as permission may not be granted.

Absence during term time will not be authorised except in **very** exceptional circumstances, and **never** at the following times:

- KS1 & KS2 SATS assessments
- Beginning of KS3 as pupils find it difficult to settle
- Year 9 assessments
- KS4 due to examination preparation
- If the pupil should be taking external examinations including any module examinations
- If attendance is under 90%
- If there would be more than 10 days holiday in any academic year

If the MNSP Trust School does not agree with your request, your child's absence will be marked as "unauthorised" in the school register. The absences may even be mentioned in references provided by the school to new schools, colleges, potential employers or universities. Where a request for leave of absence has been made by a parent with whom the child resides, any estranged parent with parental responsibility except where there has been an order made by a court restricting the sharing of information with that parent. In such cases it is the responsibility of the parent to provide documentary evidence of the order and will be advised of the request for leave. The school will not become involved in disputes between parents over permission surrounding the request. If the parent on receipt of the notification does not agree with the absence then he/she may put in writing to the Headteacher notification to that effect. This will be given consideration should a Penalty Notice be requested for the absence.

If you choose to take your child on the proposed leave once the school has refused to authorise the absence, the school will contact the Child Missing Education Service and a fixed penalty fine may be issued.

Payment of Penalty Notice

The penalty notice is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority. Parents can be prosecuted if 28 days have expired and full payment has not been made. There is no right of appeal by parents against a penalty notice.

Below is listed some common reasons that are NOT exceptional circumstances and would not be authorised.

- Family celebrations/ special birthdays
- Late booking for holidays
- Holidays given as a present

- Unable to afford a holiday except during term time
- Booked wrong weeks
- Work commitments