

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance.

Legislation and Guidance

This Parent Guide meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This Parent Guide also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.



Alverton Primary School



TERM-TIME ABSENCE

Parent Guide

Number 30

Granting Approval for term-time absence

With effect from September 2013 headteachers may no longer grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

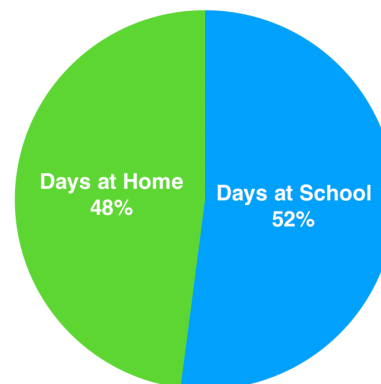
Guiding principles for term-time absence approval

- It is not possible to write a definitive list of occasions which may be classed as 'exceptional circumstances'. However, these may include religious observance, attendance at a funeral or to visit a seriously ill family member.
- Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Headteacher will rightly prioritise attendance, and it is unlikely that **holidays** taken in term time will be deemed to fall into the definition being 'exceptional circumstances', and are therefore likely to be classed as unauthorised.
- The default school policy should be that absences will not be granted during term-time and will only be authorised in exceptional circumstances.
- The decision to authorise a pupil's absence is wholly at the head teacher's discretion based on their assessment and merits of each request.
- If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'.

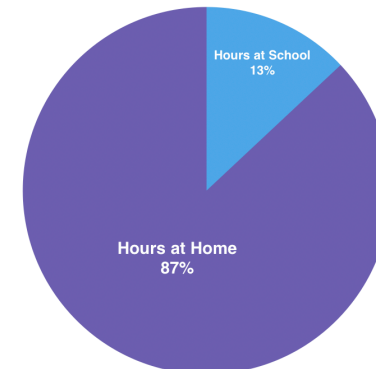
The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

A copy of the Parental Request for Leave of Absence during Term Time form is available from the office

Days spent at Home and at School in a Year



Hours spent at Home and School a Year



Legal sanctions

Alverton School may complete a referral to the EWO for consideration of a fixed penalty notice to be imposed via the Local Authority in the following circumstances:

- A. Where there have been 10 unauthorised absences within the previous 100 sessions.
- B. Where a child's attendance has a history of being categorised as poor, and where the child is of compulsory school age,
- C. Where a child's attendance places them in the DfE persistent absentee category, and where the child is of compulsory school age.
- D. Where an unauthorised absence has been incurred as a result of a term-time holiday, and where any one of the previous points applies (A,B or C above), or will apply as a result of that absence.
- E. Where an excluded pupil is found in a public place during school hours without a justifiable reason

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority; the school does not receive any financial gain from this process.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices.