

**If your child falls below 90% attendance they will become a 'persistent absentee', which may then result in a referral being made to our Educational Welfare Officer**

*If you wish to request time off  
You Must*

- ♦ *Complete a 'Special Leave of Absence Form' at least 7 days before your date of absence.*

***FAILURE TO DO SO WILL RESULT IN THE  
ABSENCE BEING RECORDED AS  
UNAUTHORISED  
NO HOLIDAY REQUESTS WILL BE  
AUTHORISED***

How does absence from school affect YOUR child's GCSE results

GCSEs may seem a long way off for you and your child but all absence at any stage leads to gaps in your child's learning. This in turn can:

- mean that they fall behind in work.
- affect their motivation.
- affect their enjoyment of learning.
- lead to poor behaviour.
- affect their desire to attend school regularly.
- affect their confidence in school.
- mean they miss out on the social life of school and extra curricular opportunities and experiences.
- affect their ability to have or keep friendships.

**A child who is absent a day of school per week misses an equivalent of two years of their school life.**

**90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.**

If you need any further advice please contact our attendance officer, Miss Sewell who will be happy to help.

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**Holidays in School Time & Term Time Absence**



**Every  
Academy  
Day Counts!**  
**Information for  
Parents & Carers**



**QUEENSMEAD  
PRIMARY ACADEMY**

# Attendance The Law!

Together Everyone Achieving More

## The Law

The Law says that parents do NOT have the right to take their children out of school during term time for holidays.

In exceptional circumstances, however, school can give permission for parents to take their children out of school.

If you take holiday or leave **without** the school's permission or if a child fails to return on the agreed date this will be recorded as unauthorised absence and noted on the child's attendance record.

## Penalty Notices

These are processed after a child has been absent due to taking an **unauthorised holiday** or **unexplained and unaccounted** for prolonged or repeated absence. If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case will be referred by the Local Authority directly to the Magistrates' Court

All requests for absences should be completed using a form from the school office.

If your child has a medical appointment (in school time) you will need to provide an appointment letter where possible.

## Every Academy Day Counts

We recognise that it is expensive to have holidays during school breaks and that some parents may ask for term time leave for their children. However, cost pressures **CANNOT** be used as a valid and permitted exceptional circumstance.

It is important that parents carefully consider the implications of taking their child out of school during term time.

There are only 190 days where children **MUST**, by law, be in school. This means that if a child misses just 8 days - they are out of school for more days than they are in school! There are 175 days of breaks & weekends.

190 days - 8 days out = 182 days in school  
175 days + 8 days = 183 days out of school.

**THERE ARE 175 HOLIDAY DAYS AND WEEKENDS FOR:**

- Family Holidays
- Shopping
- Birthday Treats
- Non-Urgent Dental and Medical Appointments

**These are not to be taken during school time**

## Attendance

**Good Attendance = Higher Grades**

% Attendance	Attendance Days	Absence
100%	190	None
95%	180	2 weeks
90%	171	4 weeks
85%	161	6 weeks
80%	152	1/2 term
75%	143	9 weeks +