



4<sup>th</sup> December 2023

### **Local authority and school attendance policy**

Dear Parents and Carers

I would like to clarify the school's position regarding holiday or leave of absence in term time.

Authorising absence is a policy decision. I have to work within the policy adopted by the Local authority and school. All school absence is a serious matter monitored by the LA, Education Welfare department and Ofsted and all school procedures are checked regularly.

Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity.

Holidays should be taken in holiday time of which we have plenty of weeks available. These include a 1 week Autumn half term, 2 weeks at Christmas, a 1 week at Spring half term, 2 weeks at Easter, a 1 week Summer half term and 6 weeks in the summer.

Taking holidays in term time means children quickly fall behind with their work and may require extra support to catch up.

**Parents taking holidays during term time will result in fixed penalty fines being issued. This is also the case where parents do not inform or discuss with the school, an intended term time holiday.**

**Fines are £60 per child and parent rising to £120 per child and parent if not paid in 28 days.**

**If we are not informed where a child is in school time, the child is classed as missing.**

Parents may request leave of absence for exceptional circumstances. A form needs to be filled out and submitted to the Headteacher, with as much notice as possible. A response will be given.

Permission for a request of leave of absence will only be considered where the child:

- a) Has attendance of 96% or above at that time.
- b) Is not likely to fall behind with their work.
- c) Has not requested any other leave of absence that year.
- d) There is an acceptable exceptional reason for this request.



e) Does not have any statutory tests at that time.

In addition to holiday absence, we have a very small number of children who persistently have time off. If a child's attendance falls below 90%, the Early Help Team will be notified. Parents may also be subject to a penalty fine.

I hope this explains how the school will deal with requests for leave and any holidays taken in term time. Our attendance policy can be found on our website.

Yours sincerely

Mr JJ Primrose

Headteacher & Statutory School Attendance Manager (RBKC)