



## ABSENCE IN TERM TIME



## Know the facts before your request a leave of absence

It is strongly advised that you do not take your child out of school for ANY REASON during term time.

### Why shouldn't I take my child away during term time?

It is important that pupils attend school regularly if they are to benefit from the learning opportunities provided. Students who are absent from school for an extended period in term time miss out on important learning. The time teachers have to help pupils catch up after an absence is limited.

Educational experiences in school that are missed as a result of an absence cannot be re-captured later. If your child does not attend school regularly, he/she will not be able to keep up with their work from multiple subjects. This will have a serious impact on opportunities later in life.

### What the law says:

**THERE IS NO LONGER AN ENTITLEMENT IN LAW FOR PUPILS TO TAKE TIME OFF DURING THE ACADEMIC YEAR TO GO ON HOLIDAY**

The Education (Pupil Registration) (England) regulations 2003 have been amended from September 2013. All references to family holiday and extended leave have been

removed, together with the right for parents/carers to apply for up to 10 days holiday in term time.

The amendments specify that Headteachers may not grant any leave of absence during term time unless there are “exceptional circumstances”.

The regulations state that Headteachers cannot grant leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

### At West Hatch High School “exceptional circumstance” will be:

...evaluated on a case by case situation.

### We will not authorise any absence during term time...

- at any time in September. This is very important as your child needs to settle into their new year as quickly as possible.
- During assessment periods as detailed in the school calendar.
- When a pupil's attendance record already includes any level of unauthorised absence or they have

already been granted leave of any length within that academic year.

- Where a pupil's attendance rate (in the last 12 school weeks) is already below 95% or if it will fall below that level as a result of taking leave.

### **How does West Hatch consider and deal with requests for absence during term time?**

West Hatch High School has an attendance policy, this policy "strongly urges parents to avoid booking family holidays during term time. Leave for such holidays will not be granted"

All other requests for absence will be considered but it is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

### **What happens if the school does not authorise the absence? Issues parents need to be aware of:**

If an absence request is not authorised and the absence is still taken this will remain unauthorised. This record of attendance forms part of your child's school file and is used for references for post 16 applications.

Any leave of absence that has not been authorised may be referred to the Education

Welfare Service. This can result in the issue of a Fixed Penalty Notice or prosecution proceedings.

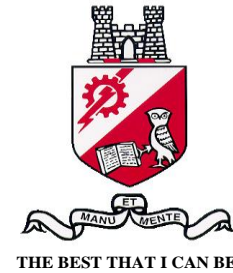
A Fixed Penalty notice will be issued to each parent/carer of each child of statutory school age and carries a maximum penalty of £120 per 5 days. (E.g. two parents with two children would incur a Penalty of £480 for a 5 day absence). If this matter proceeds to court this carries a maximum penalty of £1000 per parent per child and a criminal conviction, which may affect your current, and/or future employment.

**OUT OF 365 DAYS A YEAR, YOUR CHILD IS EXPECTED TO ATTEND 190 DAYS IN SCHOOL.**

**5 DAYS ABSENCE = 30 HOURS LOST = 2.5% of their total time in school that year.**

**WOULD YOUR CHILD BE ABLE TO CATCH UP HAVING MISSED OUT ON ALL THAT LEARNING?**

**RESEARCH SUGGESTS THAT  
17 MISSED SCHOOL DAYS  
OR 91% ATTENDANCE LEVEL  
= A DROP OF A GRADE AT  
GCSE (DofE)**



**A COPY OF OUR ATTENDANCE POLICY CAN BE FOUND ON OUR WEBSITE:**

**[WWW.WESTHATCH.ESSEX.SCH.UK](http://WWW.WESTHATCH.ESSEX.SCH.UK)**

**SCHOOL ATTENDANCE OFFICER:**

**MRS N BENDALL**

**[NBENDALL@WESTHATCH.ESSEX.SCH.UK](mailto:NBENDALL@WESTHATCH.ESSEX.SCH.UK)**

**WEST HATCH HIGH SCHOOL**

**HIGH ROAD, CHIGWELL**

**ESSEX, IG7 5BT**

**TEL: 0208 504 8216**

**School Absence Line: 0208 504 8216**

If your child is unable to attend school for any reason, you must ring the absence line before 0830hrs **EVERY DAY FOR THE DURATION OF THEIR ABSENCE.**

