

## Holidays in Term Time (Unauthorised Leave of Absence)

**There is no entitlement in law for pupils to take time off during the term to go on holiday.**

The law specifies that Headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

Exceptional circumstances are considered on a case-by-case basis.

If you feel that your request for leave of absence is exceptional, please complete the 'Leave of Absence Request Form' and give it to the school office for the attention of the Headteacher.

You will be invited into school, to discuss the matter and be informed in writing of the outcome.

**The Department for Education has introduced a new statutory national Framework, that all schools in England must follow.**

\*There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.

\*If a Penalty Notice is issued for an offence of unauthorised absence, the first will attract a fine of up to £160 per pupil, per parent (£80 if paid within 21 days).

\*A second offence in three years will attract a fine of £160 per pupil, per parent.

\*On the third offence, the case will be referred to the Magistrate's Court for consideration, where a parent can receive a criminal record and a fine of up to £2500.

## Understanding different types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and is a legal requirement.

**Authorised absences** are mornings or afternoons away from school for a good reason like illness, medical or dental appointments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

**Unauthorised absences** are those which the school and the governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions in the form of penalty notices and/or legal proceedings.

Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained;
- children who arrive at school too late to be registered
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- day trips;
- holidays in term time, including any arranged by other family members or friends.

If you have not contacted the school on day 1 or 2 of your child's absence, we will undertake a home visit and or contact the police and request a welfare check.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.



## What should I do if my child is absent from school?

By law, schools must record absences and the reasons given.

You are therefore required to contact school, immediately, if your child has to be absent, using the details provided.

If your child is absent due to illness, any evidence to support their inability to attend school, due to ill health, that you are able to provide, will be recorded and assist the Headteacher in deciding whether they can authorise the absence or not.

The Headteacher via the school office, should be informed in writing of absences known in advance, such as medical/hospital appointments, providing a copy of the appointment letter.

If you want to request a longer absence – which may or may not be authorised (see overleaf) – please use a Leave of Absence form available from the school office.

## Reporting an absence

When your child is absent with prior permission, please contact the school office:



0208 856 8315

or message through My Child at School app



or email:



[kbcontact@compassps.uk](mailto:kbcontact@compassps.uk)



# Kidbrooke Park Primary School



## Attendance Information for Parents/Carers

'Kidbrooke Park Primary School believes that positive behaviour and good attendance are central to raising standards of pupil attainment.'

Regular school attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.'

