



## Absence in Term Time - Information for Parents



### What is good attendance?

As you know at Malmesbury Park we make school attendance a priority so that we can ensure your child is receiving the very best opportunity to achieve their full potential. The school's expectation is for all children to achieve a good attendance level of **96% and above**.

### What does the law say?

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if:

He/she is too ill to attend.

You have advance permission from the school.

### When will absence requests be granted?

Permission for absence will only be granted in 'exceptional' circumstances.

The Headteacher will consider each absence request individually and decide whether to grant the absence.

The Headteacher will also decide how many days your child can be taken away from school if the absence is granted.

#### Exceptional Circumstances

It is at the school's discretion to decide which circumstances are 'exceptional'.

Examples of circumstances that are not exceptional may include:

- Cheap holidays/flights or holidays/flights that have already been paid for.
- Relatives visiting or visiting relatives.
- Days off for birthdays and shopping trips.
- Absence that coincides with important school events such as the start of term.

### What if I take my child on an unauthorised absence?

If you take your child out of school without authorisation (except where he or she is unwell) and their attendance falls below 96%, the school will report this to our Education Social Worker who may work with BCP Council to take legal action. This could involve:

A warning letter.

A fixed penalty notice of £60 per parent, per child if paid within 21 days, or £120 per parent, per child if paid within 28 days.

A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason.

### Why is attendance important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education. For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You will not need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child will not miss activities at the start and end of term, which are often fun and a chance to develop and sustain friendships.

Having read these notes, if you still wish to apply for a leave of absence for your child please complete the school's Leave of Absence Form. The form should be returned to the school as far in advance of any requested absence. A letter will be sent to you to confirm if your request has been authorised or unauthorised absence prior to the intended absence period. The original signed and completed forms will be retained with pupil's records.

If you have any concerns or wish to discuss your child's attendance, please do not hesitate to contact the school office (Tel: 01202 291227, Email: [office@malmesburypark.bournemouth.sch.uk](mailto:office@malmesburypark.bournemouth.sch.uk) ).

*Please help your child not to miss any valuable time of their education.*