

Compassion, Joy, Perseverance, Respect

Dear Parents/Carers,

TERM TIME ABSENCE

I would like to clarify the school's position regarding holiday or leave of absence in term time. From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday.

Requests for holidays in term-time will not be authorised as the Regulations only allow us to authorise absence (leave) in 'exceptional circumstances'. Permission for absence in exceptional circumstances can only be considered where the child:

- Has attendance of 96% or above at that time.
- Is not likely to fall behind with their work.
- Has not requested any other leave of absence in the last 12 months.
- Does not have any statutory tests at that time.
- There is an acceptable exceptional reason for this request.

Taking holidays in term time means children quickly fall behind with their work and may require extra support to catch up, and as such holidays cannot be permitted in term time.

ATTENDANCE MATTERS!			
ATTENDANCE DURING ONE SCHOOL YEAR	EQUALS APPROXIMATE DAYS ABSENCE	WHICH IS APPROXIMATELY WEEKS ABSENCE	WHICH IS APPROXIMATELY LESSONS MISSED
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11 ½ weeks	230 lessons
65%	67 days	13 ½ weeks	270 lessons

Please be aware that, as per regulations, Penalty Notices (issued by the council) are issued to each parent of each child, and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. If we are not informed where a child is in school time the child is classed as 'Missing In Education'.

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Headteacher
Mrs. Anita Makey BA (Hons) PGCE

Deputy Headteacher
Mr. Ed Ming BA (Hons)

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At Hunton CEP School we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

I hope this explains how the school will deal with requests for leave and any holidays taken in school time.

Our attendance policy can be found on our website.

Kind Regards,

A handwritten signature in black ink, appearing to read 'A. Makey'.

Mrs Makey
Headteacher

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