

**If your child falls below 90% attendance they will become a 'persistent absentee', which may result in a referral being made to the Educational Welfare Officer.**

**How does absence from school affect YOUR child's GCSE results?**

GCSEs may seem a long way off for you and your child but all absence at any stage leads to gaps in your child's learning. This in turn can:

- mean that they fall behind in work,
- affect their motivation,
- affect their enjoyment of learning,
- lead to poor behaviour,
- affect their desire to attend school regularly,
- affect their confidence in school,
- mean they miss out on the social life of school and extra curricular opportunities and experiences,
- affect their ability to have or keep friendships,
- poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable.

**A child who is absent a day of school per week misses an equivalent of two years of their school life.**

**90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.**

**If you need further advice please contact our Attendance Officer, Miss Sewell who will be happy to help and support you.**

**Contact Details:**

**Tel:** 0116 2858518

**Email:** [admin@queensmeadacademy.org](mailto:admin@queensmeadacademy.org)

# Holidays in School Time & Term Time Absence

## Information for Parents & Carers



### Moments Matter Every Academy Day Counts!

*If you wish to request time off  
You Must*

*Complete a 'Special Leave of Absence Form' at least 7 days  
before your date of absence.*

**FAILURE TO DO SO WILL RESULT IN THE ABSENCE BEING  
RECORDED AS UNAUTHORISED**

**If your child has a medical appointment (in school time) you will  
need to provide an appointment letter where possible.  
Children are expected to attend school every day unless there is  
an acceptable reason for them to be absent, (i.e. acceptable in  
the school's view).**

**NO HOLIDAY REQUESTS WILL BE AUTHORISED**

## Attendance – The Law

The Law says that parents do NOT have the right to take their children out of school during term time for holidays.

In exceptional circumstances, however, school can give permission for parents to take their children out of school.

If you take holiday or leave **without** the school's permission or if a child fails to return on the agreed date this will be recorded as unauthorised absence and noted on the child's attendance record.

## Penalty Notices

These are processed after a child has been absent due to taking an **unauthorised holiday** or **unexplained and unaccounted** for prolonged or repeated absence.

**For unauthorised absence**, Penalty Notices will be £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3 year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level.

A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3 year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

## THERE ARE 175 HOLIDAY DAYS AND WEEKENDS FOR:

- Family Holidays
- Shopping
- Birthday Treats
- Non-Urgent Dental and Medical Appointments

These are not to be taken during school time.

## Every Academy Day Counts

We recognise that it is expensive to have holidays during school breaks and that some parents may ask for term time leave for their children.

However, cost pressures **CANNOT** be used as a valid and permitted exceptional circumstance.

It is important that parents carefully consider the implications of taking their child out of school during term time.

There are only 190 days where children **MUST**, by law, be in school. This means that if a child misses just 8 days - they are out of school for more days than they are in school.

**There are 175 days of breaks & weekends.**

**190 days - 8 days out = 182 days in school**

**175 days + 8 days = 183 days out of school.**

## Good Attendance = Higher Grades

% Attendance	Attendance Days	Absence
100%	190	None
95%	180	2 weeks
90%	171	4 weeks
85%	161	6 weeks
80%	152	1/2 term
75%	143	9 weeks +