

*understand. They are uncertain of what has happened whilst they have been away and are then always trying to catch up.*

*As parents you sign our Home School Agreement which states that you will endeavour to send your child to school regularly.*

**Q. Why is full attendance important?**

*A. If your child has 90% attendance this may seem good, but it is the equivalent of your child being absent across the year for half a day a week. One year at 90% attendance means 4 whole weeks of missed schooling.*

*In one week your child will miss 5 hours of maths, 5 hours of literacy and 15 hours of all the other subjects regularly covered.*

**Q. What are the effects of taking holidays during term time?**

*A. If a child misses school for 17 days every year they will miss the equivalent of a whole year's schooling by the time they reach Year 11.*

*There is also a lot of disruption to the rest of the class and for the class teacher.*

**Q. What do I need to do if my child has to be absent in term time?**

*A. You must complete and return a Leave of Absence Request form for all absences*

*other than medical this includes such things as music exams and visits to secondary schools as well as holidays. Forms must be submitted at **least 4 weeks** in advance and you may be given an appointment time to see either the Headteacher or a Governor to discuss it.*

*Holidays taken in term time can only be granted under exceptional circumstances. They will be recorded as unauthorised*

**Q. What happens next?**

*A. Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly.*

*Absences are very carefully monitored by the Education Welfare Service and the Local Authority has the power to impose Penalty Notices on parents. Fines can be imposed per parent, per child every time a child is taken out of school.*

St Nicholas CE Primary School  
Hurst



*Attendance  
and  
holidays in term-time  
guidelines  
for parents and carers*

Dear Parents/Carers,

As a parent or carer it is your responsibility to make every effort to ensure that your child achieves full attendance and attends school on a regular basis. This leaflet is intended to answer any questions you may have with regard to attendance. If you have any further questions please do not hesitate to ask.

*D McGrail*  
Headteacher

## DAILY ATTENDANCE

**Q. What time should my child arrive at school?**

**A.** School starts at 8.45 a.m., so children should arrive between 8.35 a.m. and 8.45 a.m.

The children can go straight to their classrooms as soon as the gate is unlocked at 8.35 a.m.

**Q. What happens if my child is late?**

**A.** Punctuality is very important and is a good habit to develop – lateness is disruptive to the class and may mean that your child misses out on important information.

Registers close at 8.55am. Any child arriving after this time will be recorded as late. Late arrivals must be taken to the school office and signed in by the adult who has brought them to school.

**Q. What if my child is ill?**

**A.** Naturally, if your child is ill he or she should stay at home. A child should not be returned until 48 hours after a bout of sickness or diarrhoea has ceased.

*A child who is unwell does not gain anything from being in school and may pass on his or her illness to the rest of the class (including the teacher!).*

***If your child is ill please make sure that you let the school know by telephone, email or in person before 9.00 a.m. on each day of absence.***

**Q. What is the difference between an ‘Authorised’ and an ‘Unauthorised’ absence?**

**A.** Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours – these are called ‘**authorised**’ absences.

Things that could be done outside school time – holidays, days out, leaving school early to miss the traffic, birthday treats, routine dental appointments or having a lie-in because of a late night are not permitted and are all considered ‘**unauthorised**’ absences.

## HOLIDAYS DURING TERM TIME

**Q. Can I take my child on holiday in term time?**

**A.** There has in the past been a misconception that families are ‘allowed’ up to ten days holiday in term time during a school year.

There is **no entitlement** to holidays in term time.

**Q. Why are holidays during term time discouraged?**

**A.** It is very disruptive to a child’s education for them to miss classroom time.

Illnesses are beyond everyone’s control and unfortunately sometimes a child has to miss school for a number of days due to illness.

Being away during term time means a child can miss important “building blocks” which can impact on them for the rest of their lives.

When a child knows that they are going away on holiday during term time they may feel isolated as they know they are going to miss out, and they are usually very distracted the week before they go away and find it difficult to concentrate.

The week after they return they may feel worried as there are gaps in their learning and there may be things they do not