



Chippenham Partnership of Schools

Absence Policy

Principles

Any absence has a detrimental impact on a child's education. Absence can and should be avoided. 90% attendance is the equivalent of missing half a day of school every week. Children are required to attend for 190/365 days per year. If parents request leave during term time, head teachers are expected to uphold government guidance, and are required to be proactive in discouraging absence. Head teachers are not permitted to authorise holiday leave in term time.

This policy has been written collaboratively by all Chippenham Partnership schools and associated Governing Bodies in line with Wiltshire local authority guidance. Schools within the Partnership will adhere to this policy, ensuring consistency and clarity of information to parents.

Parents of registered pupils have a legal duty under the Education Act (1996) to make sure that children of compulsory school age attend school on a regular and full time basis; children become of statutory school age the term after which they become 5 years old. Parents do not have an automatic entitlement to any absence during term time.

Requesting a Leave of Absence in term time

- Families wishing to request a Leave of Absence must complete and submit a request form at least two weeks prior to the event. At the point of request parents must provide all supporting evidence. Any evidence offered at a later stage may not be considered.
- Any application for Leave of Absence will not be considered more than 9 months in advance.
- Leave of Absence can only be requested by the parent/carer with whom the child resides.

Authorisation

Only in **exceptional circumstances** are head teachers able to authorise Leave of Absence during term time. It will be necessary to discuss circumstances with the head teacher who will follow the government guidance in granting or declining a request.

Unauthorised Leave of Absence

Where Leave of Absence is declined by the school it will be recorded as a 'G' (unauthorised holiday) and may result in a Penalty Notice being issued to parents by Wiltshire Council if it totals 10 sessions or more of unauthorised Leave of Absence in the previous 6 months (with 1 session being any morning or afternoon period).

Where Leave of Absence has not been authorised and parents/carers proceed in taking their child out of school then the local authority may issue a fixed penalty notice. This is **£120 per parent, per child** where the child resides with both parents (reduced to £60 if paid within 21 days).

Please see Local Authority leaflet entitled 'PENALTY NOTICES FOR HOLIDAYS TAKEN DURING TERM TIME, s444A and s444B Education Act 1996, Information for Parents and Carers'.

Frogwell, Ivy Lane, King's Lodge, Charter, St Mary's, St Peter's, St Paul's, Redland, Monkton Park, Queen's Crescent, Langley Fitzurse CE, Christian Malford CE, Lacock CE, By Brook Valley CE, Stanton St Quintin, Kingston St Michael CE, Sutton Benger CE, St Nicholas's, Sheldon, Hardenhuish and Abbeyfield schools