



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 decline to authorise the leave. Head teachers are required to be proactive in discouraging absence.

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 have a legal responsibility to make sure your children get a suitable education (as set out in the **Education Act 1996**). For the majority, this means making sure your child is registered at a school and that they attend regularly during term time. If your child fails to attend school regularly you are committing an offence and could be issued with a Penalty Notice or prosecuted, which could result in a fine of up to £2500 or imprisonment for failing to ensure your child regularly attends school. Magistrates can also impose a Parenting Order, which would mean you having to attend parenting classes. The Local Authority can also apply for an Education Supervision Order.

Requesting a Leave of Absence in term time

- Families choosing to request 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
- Where families are in different schools, perhaps one sibling in primary and the other in secondary, the head teachers will discuss the request between themselves before coming to a collective decision about the request

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. Unauthorised Leave of Absence may result in a Penalty Notice being issued to parents/carers by Wiltshire Council if it totals 10 sessions or more in the previous 6 months (with 1 session being any morning or afternoon period).

Penalty Notice

This is **£60 per parent, per child**, (where the child resides with both parents) if the fine is paid within 21 days. Otherwise, this will increase to £120 per parent, per child. If you do not pay the fine within 28 days, we have no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £1000 per parent per child.

For more information please see Wiltshire Council leaflet '**Penalty Notice Code of Conduct**'

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, Kington St Michael CE, Sutton Benger CE, St Nicholas's, Derry Hill, Sheldon, Hardenhuish and Abbeyfield schools