



Attendance Policy

Review Date	Reviewer	Approved by	Date approved	Implementation
September 2022	C Bartley	Head of School	14 July 2022	September 2022
September 2023	C Bartley	Head of School	July 2023	September 2023
September 2025				



Revision History

Issue No	Date	Description
2	September 2020	P5 - Reference to LA guidance in relation to COVID 19 for Academic year 2020-21
		P7 -Reference to self-isolation/ quarantine requirements in relation to COVID 19 -Reference to staggered school day due to COVID 19 restrictions
		P8 - Reference to self-isolation/ quarantine requirements in relation to COVID 19
		P12-13 additional codes for registers linked to COVID 19
3	July 2022	P4 – Reference to DFE document ‘Working together to improve school attendance’ May 2022
		P5-6 Additional Roles and Responsibilities of the Local Authority
		P7 – Additional Roles and Responsibilities of the Attendance Officer
		P12 – Persistent and severe absence
		P13 – Addition to Legal sanctions
4	July 2023	No changes.

Issue No:	4	Quality Document Type:	Policy
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Aim

“We recognise that the relationship between the attendance and achievement of our students is inextricably linked”

This policy is supported by our policies on safeguarding, bullying, behaviour, and inclusive learning.

We believe that all students benefit from the education we provide, and therefore from regular attendance. The aim of the Academy’s attendance policy is to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at the Academy is crucial to maximise pupil progress and enjoyment of learning, and for this reason the Academy is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of other students.
- Action is taken where necessary to secure an improvement in attendance.

It is recognised that:

- The majority of students want to attend the Academy to learn, to socialise with peers, and to prepare themselves fully to take their place in society.
- Students and their families may need to be supported at some stage in meeting attendance obligations and responsibilities.
- Students who attend and / or make significant improvements need to be rewarded and recognised.
- It is the responsibility of parents / carers to ensure their children’s attendance at the Academy as required by law (ref: Section 7, 1996 Education Act).

We encourage full attendance by:

- Consistent, clear communication with parents and students about the importance of regular, prompt attendance.
- Setting targets for improved attendance and sharing these with students and parents.
- The accurate completion of registers at the start of each morning and afternoon session, and at the beginning of each teaching class.
- Contacting parents on the first day of absence if no reason has been received.

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Where a pattern of non-attendance is emerging:

- The Attendance Officer will investigate.
- Parent will be invited to a meeting to discuss concerns and plan a resolution.
- Where intervention is not successful, parents and students may be referred to Durham County Council's attendance improvement team for further investigation.
- Where intervention attempts have failed consideration will be given to the issue of a FPN (fine) or prosecution at magistrates Court under section 444 of the Education Act 1996

Legal framework

This policy meets the requirements of the [Working together to improve school attendance](#) and [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

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The Education Act 1996 states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

- a) to his age, ability and aptitude, and
- b) to any special educational needs, he may have,
- c) either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- a) when he attains the age of five, if he attains that age on a prescribed day, and
- b) otherwise at the beginning of the prescribed day next following his attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year —

- a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- b) if he attains that age on that day, or
- c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

The North East Learning Trust and the Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this Attendance Policy accordingly.

Roles and responsibilities

Local Academy Council

As part of our Academy approach to maintaining high attendance, the Local Academy Council will:

- Ensure that the importance of attendance is made clear by promoting the relevant Academy policies and guidance directed at parents and staff.
- Annually review the Academy's attendance policy and ensure that all provisions are in place to allow staff, parents, and students to implement the policy effectively.
- Ensure that the Academy is implementing effective means of recording attendance and organizing that data, including for children who are educated off-site.
- Have a **School Attendance Support Team** to provide the following core functions
 - Communication and advice: regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
 - Targeting Support Meetings: hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.

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- Multi-disciplinary support for families: provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
 - Legal intervention: take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- Monitor and improve the attendance of children with a social worker through their Virtual School.

Many local authorities will need time to transition to meet these expectations, including those that need to revise or bring to an end models of trading or service level agreements. Therefore, whilst local authorities should meet these expectations as far as possible for academic year 2022-2023, the School Attendance Support Team should be available to all schools free of charge (and free from any service level agreement) by no later than September 2023.

Academy Leadership Team

As part of our Academy approach to maintaining high attendance, the Academy Leadership Team will:

- Be active in their approach to promoting good attendance to students and their parents.
- Ensure that the Academy’s teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Coordinate with the Local Academy Council to monitor the implementation of the attendance policy and its effectiveness, with an annual full policy review.
- Ensure that all staff are up to date with the Academy’s attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Support the Attendance Officer in ensuring that government legislation on attendance is complied with and that they (the leadership team) are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job.
- Report to the Local Academy Council each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

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The Attendance Officer

As part of our Academy approach to maintaining high attendance, the Attendance Officer will:

- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Reports concerns about attendance to the Head of School/ Head of Pastoral Care and log on CPOMS
- Works with The Local Authority Attendance Improvement Team to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Refer appropriate cases to Local Authority Attendance Improvement Team who issue fixed-penalty notices. Records kept on CPOMS.

Teachers and support staff

As part of our Academy approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance to students and their parents, which include forming honest, open relationships with families.
- Ensure that the Academy's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own personal progression and achievement.
- Ensure that the Attendance Officer is kept fully aware and up to date with any concerns relating to the student that may impact on their attendance.
- The Attendance Officer will ensure the Academy complies with all relevant government legislation and that they will work professionally with parents, carers, students and relevant agencies to secure improvements in attendance via appropriate support or sanctions.
- Ensure that they fully understand and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

Parents and carers

As part of our Academy approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at the Academy.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the Academy procedure for reporting the absence of their child and include an expected date for return.

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- Do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside of school hours.
- Work with the Attendance Officer when required to secure an improvement in attendance.
- Keep the Academy informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at the Academy about the importance of attendance.
- Do not take their children out of the Academy for holidays during term time. Parents do NOT have the right to remove their child from education without prior permission from the Principal. If parents would like to make a special request for a Leave of Absence due to exceptional circumstances, they may do by following the Leave of Absence procedures (as detailed in section 4). The Principal has the right to refuse requests for any Leave of Absence in accordance with Local Authority Guidelines.

Students and families will be monitored and supported on an individual basis, considering the student and family needs, environmental factors, agency involvement and any other concerns. Support and / or sanctions will be determined by these factors.

Categories of absence and procedure for reporting absences

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
 - Attending an approved off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstances
 - Unable to attend due to self-isolation/ quarantine in relation to COVID 19 monitoring criteria
-
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment.

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See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school **by 8.20am** on each school day.

The register for the first session will be taken at **8.30am** and will be kept open until **9.00am**

The register for the second session will be taken at **1.05pm** and will be kept open until **1.35pm**.

Unplanned absence and illness

Parents must notify the Academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00am or as soon as practically possible (see also section 6). This can be done either by phone call, text message or email to the Academy.

For students with attendance above 95% absence due to illness will be authorised unless the Academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or the student's attendance is below 95%, the Academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

Parents are expected to notify schools if the family/ child are in quarantine due to COVID and provide information to support if required.

Medical or dental appointments

Parents should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, children should attend the Academy for as much of that day as possible.

Authorised absences

There may be some instances where the Academy will authorise absence such as for a family bereavement. All authorised absences other than medical appointments or illness require a Leave of Absence form to be completed. These can be collected from reception.

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Exclusion

Exclusion is treated as an authorised absence. These will be dealt with in line with the Academy's Behaviour and Reward Policy.

Family holidays and extended leave

We do not permit absence for holiday periods. However, it is within the principal's power to grant an authorised leave of absence for exceptional circumstances examples of exceptional circumstances could include overseas family issues / emergencies, health related issues and associated recovery, exceptional opportunities that would enhance the life experiences of the student. (The circumstances will be considered individually before a decision is made).

NO authorisation is possible without a completed leave of absence form. (Available from reception). We ask parents to give at least a month's warning.

All requests for authorised absence will be responded to in writing and will outline the details of any possible sanctions. All information regarding leave of absence will be passed to the Attendance Officer who will follow Local Authority procedures for unauthorised absence. Parents should contact the Academy immediately if there will be a cause for delay from the stated date of return.

Religious observance

The Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. These absences will be verified by the Attendance Officer in conjunction with Durham County Council as they hold the official record for dates of religious observance.

Parents will be aware of these dates and should give the school written notification in advance.

Occupational purposes

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the pupil is attending educational provision

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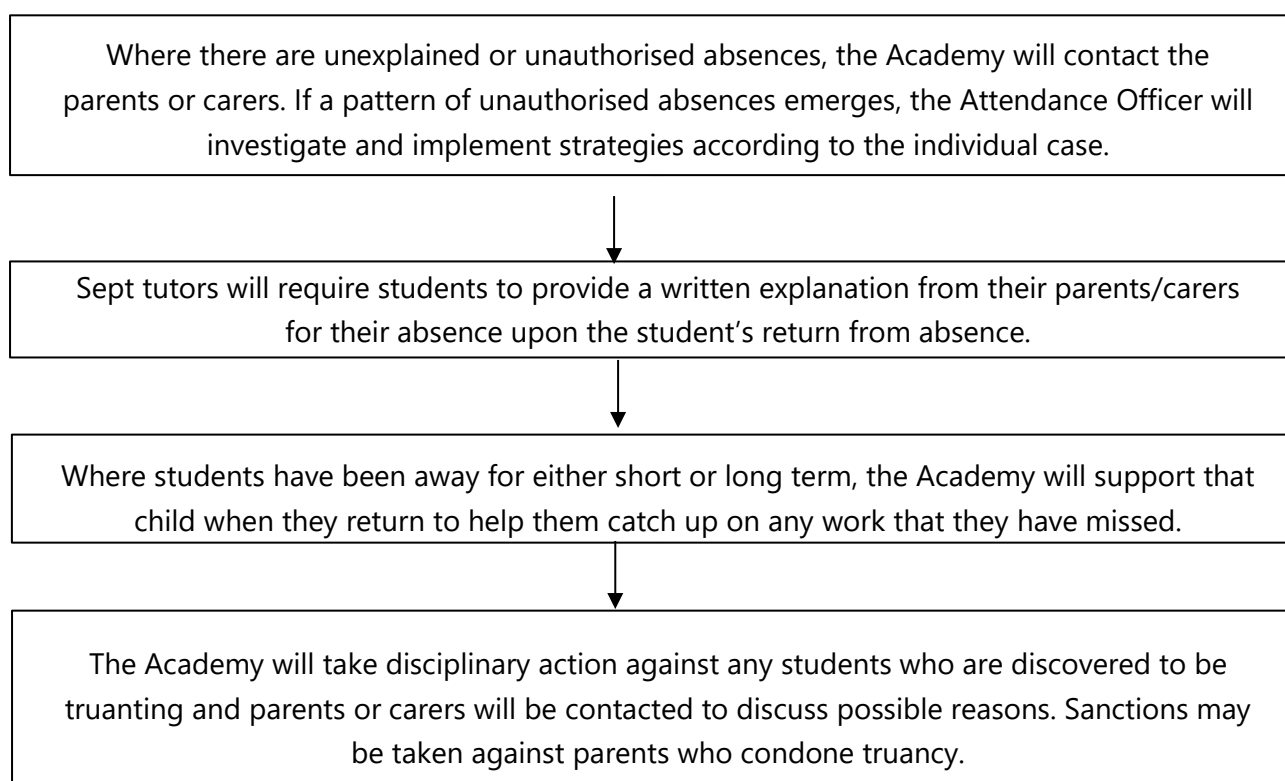
Late arrivals

Registration begins at 8.30am Students who arrive after this time but within the registration period will be marked as late. The registration period ends at 8.45am

Students who arrive after 8.30am should go straight to reception to sign in and give a reason for their lateness. Any unjustifiable reason for lateness will be marked as unauthorised. It is vital that students sign in at reception to ensure that appropriate health and safety regulations are followed and that all students are accounted for.

Persistent lateness may result in disciplinary action in accordance with the Academy's Behaviour and Reward Policy. The Attendance Officer will also investigate any concerns and may need to follow legal proceedings to secure regular and punctual attendance.

Follow up absence flow chart



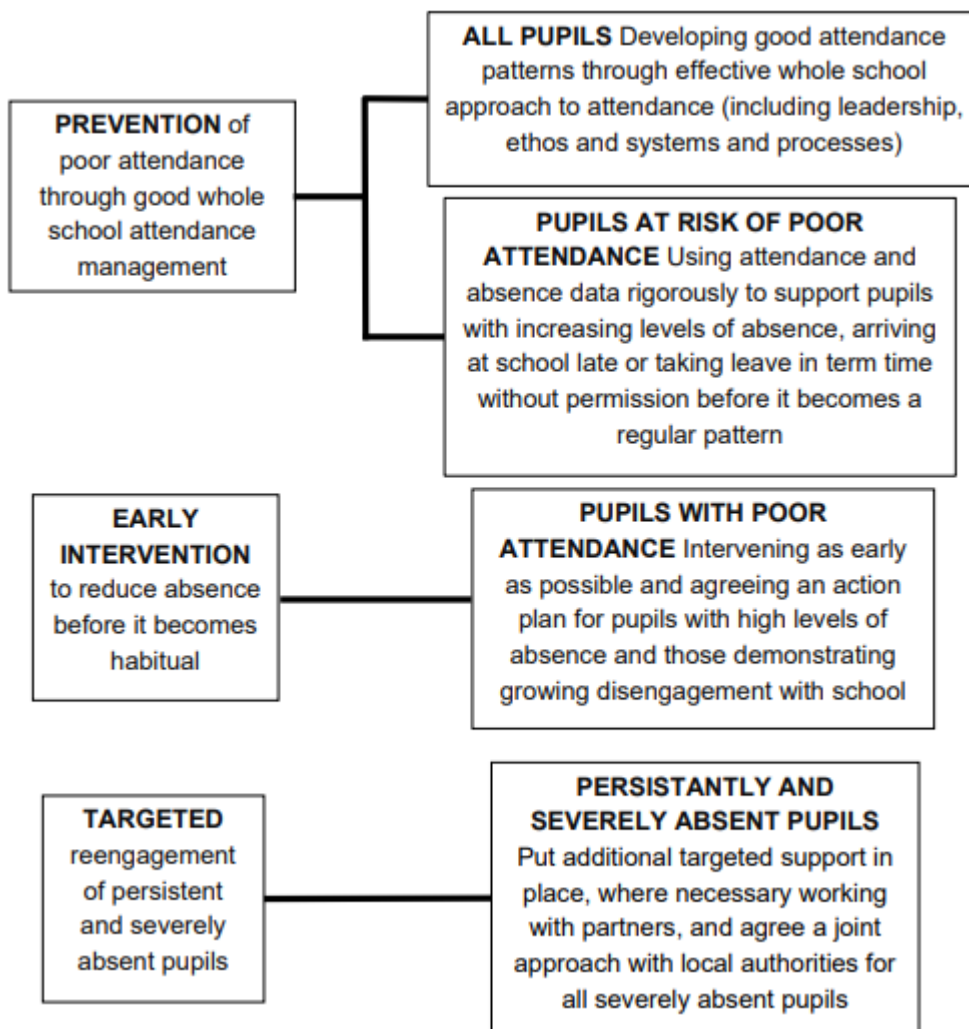
Attendance monitoring for students at risk/ vulnerable

All students are monitored closely including all students who are currently recorded as vulnerable or at risk. Full and contemporaneous evidence is gathered and all causes for concern are recorded / reported / acted upon immediately with appropriate staff and external agencies. Safeguarding procedures and agency referral procedures are followed. Vulnerability and risks include safeguarding, young carers, risk of criminality, youth

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offending service, substance misuse, CSE, mental health, parental mental health and parental learning disabilities and those missing from education. This list is not exhaustive.

Persistent (less than 90%) and severe absence (less than 50%)

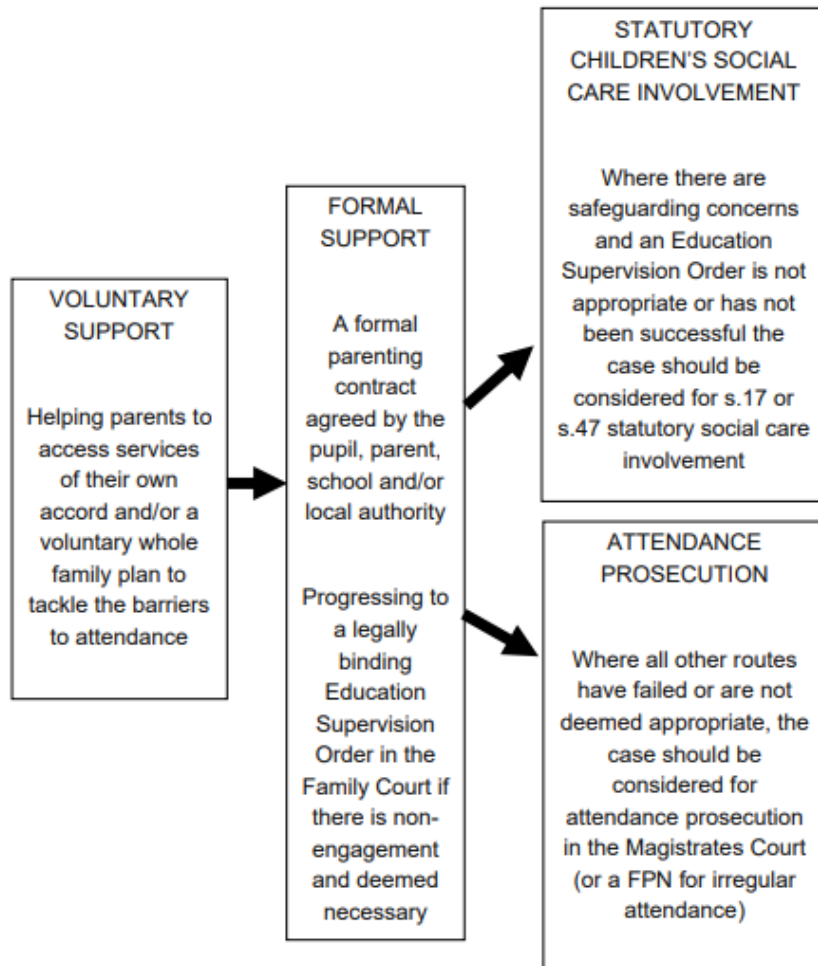


Missing children

The LA procedures to safeguard missing children states that the Attendance Officer (where a school does not buy the service of an EWO) should be responsible for the check and contacting the CME officer at Durham County Council. Procedures should be followed and removal of a child from roll ONLY in strict accordance with regulation 8(h)(iii) of the (Pupil Registration Education) Regulations 2006.

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THIS ONLY applies to children who have moved from the area to an UNKNOWN location, and the school at which the child is currently registered has not been informed of a new address or new school. It must NOT be used if an address or location IS known. Evidence must be gathered to prove reasonable enquiries have been made to establish the whereabouts of the child and family. **Legal sanctions**



- The Academy and LA will make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:
 - o Parenting contracts
 - o Education supervision orders
 - o Attendance prosecution
 - o Parenting orders
 - o Fixed penalty notices 91.

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Local authorities can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

A referral to the Local Authority will be made dependent on criteria being met. This may take into account:

- Several unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Strategies for promoting attendance

- Regular communication with parents
- Weekly displays of attendance by week and to date in assembly to ensure continuous whole school focus.
- Online facilities for parents to see student attendance
- “Pink slip” system for students with persistent absence to complete missed work and minimize impact on learning
- Back to school interviews to identify if further support is required for reintegration
- Lunchtime queue jumpers for sept groups with 100% for 1 week
- Other intervention strategies are used throughout the year.

Attendance monitoring

The Attendance Officer monitors pupil absence daily.

Parents are expected to call the Academy in the morning if their child is going to be absent due to ill health (see section 4).

If a pupil’s absence goes above 2 days, we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil’s absence continue to rise, we will consider involving the Local Authority Attendance Team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee and a referral to the Local Authority Attendance Team will be made.

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Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

Links with other policies

This policy should be read in conjunction with the following Trust and Academy policies:

- Safeguarding Policy
- Behaviour Management Policy
- Exclusion Policy
- Children Missing in Education

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Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Self-isolation/ quarantine	Pupil is unable to attend for up to 14 days per incident or until a negative result is received. Also following return from travel where isolation is required.

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Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
7	Confirmed positive for COVID 19	Pupil is confirmed as positive case for COVID 19. LA/ PHE/ DFE will be notified.
Unauthorised absence		

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up, but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

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Appendix 2: Attendance monitoring stages

Colour	Percentage	Action Taken.
Green	97-100%	Rewards system / recognition
Yellow	92%-96.9%	Reward system / recognition
		Target monitoring
Amber	90%-91.9%	Reward system / recognition
		Target monitoring
		Referral system for failing attendance
		IAP monitoring
		Referral to Attendance Officer
		Contact with parents
Possible fine or legal sanctions for parents		
Red	Less than 90%	Rewards system / recognition for improvements
		Target monitoring
		Referral system for failing attendance
		IAP monitoring
		Contact with parents
		Possible fine
		Possible court action / legal sanctions

Green – well done. Keep up the good work. This attendance will have a positive impact on your education.

Yellow – there is some work that needs to be done to help you to improve your attendance. You may be given targets and you will be monitored to help avoid your attendance becoming worse.

Amber – you will be closely monitored. You may receive an action plan to improve your attendance. The Attendance Officer will be involved in monitoring you.

Red – your attendance is a real cause for concern. There may be genuine reasons for absence, and we would expect to know about these. You will be monitored each week by the Attendance Officer who may visit your home, have a meeting with parents and offer support. Information may have to be sent to Durham County Council who may prosecute your parent or carer for poor attendance. Parents and carers can be fined or given a court sentence such as probation service work or even prison.

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Appendix 3: Leave of Absence during Term Time Applications

Academic Year 2020/21

Dear Parent / Carer,

Leave of Absence Application Form:

Please find overleaf an application form for leave of absence during term time. You should complete parts A and B, leaving part C blank for Academy use only.

New Regulations around Leave of Absence:

When making an application for leave of absence during term time, please be aware that from 1st September 2013, Head Teachers are not able to grant any leave of absence during term time unless there are exceptional circumstances. This is because of a change in the regulations, which is fully explained in the 'Frequently Asked Questions' page attached to the back of the application form overleaf.

The application form attached therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.'

Leave of Absence Authorisation:

Following the submission of your application, you will be notified as soon as possible of the Academy's decision. Please note that leave of absence authorisation is entirely at the Head of School's discretion, and if authorisation is granted, the number of days to be authorised will also be determined by the Head of School.

Parents / carers should be aware that if your requested leave of absence is not authorised, but you still take the child out of the Academy, or you keep your child away from the Academy for a longer time than agreed / authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. Fines will be issued to each person with parental responsibility for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form overleaf explains the circumstances where enforcement action may be taken more fully.

If you have any queries please contact Mrs. E. Marriott, Attendance Officer on 01915180222

Yours Sincerely,

Ms A Hook

Head of School

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Appendix 4: Application for LOA

Application for Leave of Absence during

A. Pupil Details			
Name:		DoB:	
Address:			
Reg group:			
B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the exceptional circumstances for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

C. For School Use	
Current attendance %:	
Previous LOA this academic year:	

Does the LOA request time coincide with assessments / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?		YES	NO
If YES - Number of days to be authorised for this LOA application:			
Signature of Head of School:		Date:	
*Register Code to be used for this LOA:			

Holidays in Term Time: Frequently Asked Questions

Why did the rules on Holidays in Term Time change? / Why has my child's school told me that they will not authorise term time holidays unless there are exceptional circumstances?

In July 2012, Charlie Taylor (the Government's expert advisor on behaviour at that time) was asked by Michael Gove (Secretary of State for Education) to conduct a review of school attendance.

Mr. Taylor stated in his report that if children are taken away for a two-week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.

Mr. Taylor's report recommended that changes were made to strengthen the rules on term time holidays, and that whilst head teachers should continue to have some discretion over the issue, holidays in term time should be the exception rather than the rule.

In his response to the report, Michael Gove endorses this recommendation, stating that more needs to be done to discourage term time holidays and that the rate of these absences in primary schools is double that of secondary schools. He comments that the expectation will be that schools only give permission for absence where there are exceptional circumstances that warrant it.

Head Teacher's Associations welcomed the recommendation to strengthen rules on term time holidays, recognising the disruption that holidays can cause to a pupil's education. Following consultations, the law around term time holidays was then changed from 1st September 2013.

What does the law say about Holidays in Term Time?

It says that from 1st September 2013, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

If my child's school refuses to authorise my term time holiday request, will I receive a fine (Fixed Penalty Notice) and can I be prosecuted?

Durham County Council's Fixed Penalty Notice Protocol acknowledges that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

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Approved by HOS:	13/07/23	Originator of this document is:	J Barker

Circumstances where a Penalty Notice might be issued include unauthorised holidays in term time, but only where the holiday absence amounts to seven days or more in any period up to a maximum twelve rolling school weeks. You can be prosecuted if you receive a fine and it is not paid.

Under the Education Act 1996, parents commit an offence if they fail to ensure their child's regular school attendance. Taking a child out of school for a holiday without permission, and where the absence amounts to ten days or more of unauthorised absence is viewed as failing to ensure your child's regular attendance at school.

Payment of a Penalty Notice, where offered, is an alternative to prosecution. If unpaid, prosecution for the Education Act offence may therefore ensue. A fine will be issued to each person with parental responsibility for the child / children who is deemed liable for the offence / offences.

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