

## **Main Changes to the Attendance Policy**

### **Authorised and Unauthorised Holiday Absences.**

From September 2015 all holiday absences will be marked as unauthorised absences unless:

- ✓ It is the first holiday absence of the academic year.
- ✓ The holiday is planned to coincide with a school holiday in order to minimise the number of school days lost.
- ✓ The pupil has an attendance rate of over 95%. *Where the holiday is taken in the autumn term, the overall attendance from the previous academic year will be considered.*
- ✓ The holiday form has been completed and sent to school at least two weeks before the holiday. *(This is important, as if the school is not aware that a child is on holiday, other policies kick into place and the school may have to go down the missing pupil route. This can include the involvement of the Local Authority and Social Services in tracking and finding pupils, so please keep the forms coming in if you are going on holiday during term time.)*
- ✓ The holiday absence requested is for one period of time up to maximum of ten days
- ✓ Holidays are not taken when pupils should be taking National Assessments in May and early June. *(Dates will be confirmed early in 2016)*

Parents will still required by law to make applications for holiday leave. This will support the monitoring and reporting of the reasons for unauthorised absences.

### **Fixed Penalty Notices**

In line with the School Attendance Policy, the Governors have agreed that the school will refer parents for a fixed penalty notice from September 2015 when the absence does not meet the LA criteria and at least one of the following statements are true:

- ✓ more than one holiday is taken during school time in any academic year
- ✓ the total number of school days lost to holidays exceeds the maximum of 10
- ✓ there is a regular pattern to holidays such as regular Fridays and Mondays
- ✓ a holiday request form is not received by the school prior to the holiday.