



**Executive Head Teacher:** Andrew Smith B.Ed (Hons), M.Sc, NPQH  
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## **Market Rasen Church of England Primary School (VC)**

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**Learning Together for Life**

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September 2017

### **ATTENDANCE UPDATE INCLUDING TERM-TIME HOLIDAYS**

In our school, we believe that 'Every Day Matters'. Good attendance is essential if your child is to fulfil their potential and achieve their goals. From September 2015, the government changed their guidelines around school attendance. If a child's attendance falls below 90% they will be classed as a persistent absentee. All it takes is for one day's absence, every 2 weeks, to fall into this category. With this change in mind, we want to take this opportunity to remind you of the procedures for reporting absences to the school.

#### **Leave of Absence requests/Term-Time Holidays**

**Parents/Carers do not have the right to withdraw a child from school to go on holiday or for any other reason during term-time.** The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1<sup>st</sup> September 2013. The amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days. (i.e the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence). As a result, a request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be exceptional circumstances.**

If you wish to seek approval for any request of absence for your child(ren) from school, then you must apply in writing (using the Leave of Absence Request Form) to the Head Teacher in advance of the requested absence. You should only then remove your child(ren) if the absence has been authorised and notified to you in writing by the school. Any exceptional circumstances must be clearly set out in the written request to the Head Teacher who will consider each case upon its merits.

If you choose to take your child(ren) out of school during term time and it is **not** deemed to be exceptional circumstances and/or it has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice may be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child received efficient full-time education by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty Notice of either £60.00 or £120.00.**

We welcome your support in this matter and should you wish to discuss this further, please do not hesitate to contact myself or Mrs Allerston. If you would like to view our ensuring excellent attendance policy it can be found on the parents' page of our school website.

Yours sincerely

Andrew Smith  
Executive Headteacher

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**Our Key Values: Caring, Honesty, Commitment to Achieve, Fairness, Co-operation, Respect**



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