

## *Information for parents/carers/guardians*

### **Nunnery Wood Primary School's attendance target for the Year is 96%**

Government regulations introduced in 2013 make it clear that planned absence during term time can only be authorised by head teachers in exceptional circumstances. Exceptional circumstances do not include family holidays, weddings or extended overseas visits.

Parents, carers and guardians are entitled to make an application for absence for leave during term time, however, before doing so you should consider the implications of absence from school. The example below illustrates how absence can accumulate:

A child with an attendance rate of 90% may be considered to have good attendance. However, 90% equates to a child having one morning or afternoon away from school every week. Over the course of the academic year (190 days) this adds up to 19 days' absence – nearly four weeks away from school.

Were this pattern to be consistent across a child's entire school career, from Reception to Year 6, the child would miss 28 weeks of school, more than half a calendar year, over two thirds of an academic year (38 weeks).

If, after having read this guidance, you wish to make an application for planned absence during term time, you should do so by completing the form overleaf as fully as possible. Please return it to the school office. On receipt of the form, your application will be considered by the head teacher, who may wish to discuss the application with you. The absence will then be marked accordingly on Arbor.

Please note, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non-attendance. As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first- time absence.

If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days. The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance. Failure to make payment of penalty notices issued may lead to court proceedings.

Our school has no desire to seek to issue penalty notices and fine parents. We do not receive any money from the fine. We want all children in school as much of the time as possible.