



Holme Community School

North Road, Holme, Carnforth, Lancashire, LA6 1QA
Headteacher: Mr Craig Dewar-Willox, BA (Hons) QTS, SLE



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Dear Parents/Carers,

SCHOOL ATTENDANCE POLICY

Please refer to our school attendance policy. In line with the attendance and safeguarding regulations from Westmorland & Furness Council and the Department for Education.

Attendance at Holme Community School is generally very good and we see a direct correlation between a child's progress and their attendance. We appreciate the support that you give us in these matters.

Our term dates for the next academic year are available on our website and we ask for your cooperation in ensuring that leaves of absence are avoided within this time. However, in truly exceptional circumstances, please complete an 'application for leave of absence' form.

Time lost by children and young people due to leave in term time can be disruptive to their education. Wherever possible, absence from school should be avoided as it can have a serious effect on your child's educational progress and can create difficulties for them on their return to school.

Medical Appointments

If your child has a medical appointment during the school day, please let the office know in advance and provide proof of the appointment (appointment card or letter). If your child attends a GP appointment, please bring evidence from the GP that your child has had an appointment, if at all possible.

Holidays in Term Time

From September 2024 new guidance came into place which removes the ability for parents to take their child out of school for an authorised term time holiday. There are new codes for the school register which make it clearer as to the reason for the absence. The registers are legal documents and schools must use the codes correctly.

G – Term Time Holiday

C – Leave of absence for Exceptional circumstance

C1 – Leave of absence for the purpose of participating in a regulated performance, e.g. show, modelling

J1 – Leave of absence for attending an interview, employment, or an education establishment

P – Approved sporting activity

R – Religious observance

NB: The maximum number of fixed penalty notices that can be issued to a parent in respect of a child is two within a rolling three-year period. Should a further offence be committed in this time the LA will be required to consider alternative legal measures, including prosecution.

Should you wish to discuss requests for absence or the school attendance policy, then please arrange an appointment with me through the school office.

Thank you, in anticipation of your ongoing support.

Craig Dewar-Willox
Headteacher

"Happy Children Succeed..."

APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

Please give at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised.

Child's name:			
Class:			
Destination/description of leave:			
First day of absence		Date back in school:	
Number of school days missed:			
Explanation why leave MUST be taken during term time (instead of holiday periods)			

DECLARATION

I understand that if the absence request is unauthorised, the Local Authority may be notified and a penalty notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. I also understand that failure to pay a penalty notice will result in prosecution, except in limited circumstances.

Please include name(s) of all parent/carer(s) making application

Full name:			
Signed:		Date:	
Full name:			
Signed:		Date:	

SCHOOL SECTION:

Date application received:		Number of sessions requested:	
Pupils % attendance:		Unauthorised sessions this year to date:	
Leave request approved?	Yes	No	
Reason(s) for approval?			
Headteacher signature:		Date:	
Refer to Local Authority	Yes	No	

3 July 2024

Our reference: CS/EI/IAE/SW

Dear Parent

Working together to improve school attendance – National Framework for penalty notices

As you are aware, it is very important that your child attends school every day, on time, if they are able to do so. Regular attendance helps children to get the most out of their school experience, including their achievement, wellbeing and wider life chances. There are only a few circumstances in which a child is able to miss school, such as illness or if permission has been given because of an exceptional circumstance.

If your child misses school without a good reason, the local authority can intervene and you may be issued with a fine. From September 2024, the Department for Education has introduced a new national framework which means that the same rules apply to all schools and local authorities when considering whether to issue a fine. Under the new framework, all schools are required to consider a fine when a child misses 10 or more sessions (five days) for unauthorised reasons. In many cases, schools and local authorities will offer support to try to improve your child's attendance first, but if this is not effective, or the absence is for an unauthorised holiday in term time, you could be issued with a fine.

From August 2024 the amount of the fine is increasing to £80 if paid within 21 days or £160 if paid within 28 days. If a second fine is issued for the same child within a three year period the amount will be £160.

The number of fines you can receive for each child is capped at two within a three year period from the date of the first fine. If this limit is reached, other action, such as a parenting order or prosecution, will be considered. Fines are issued separately to each parent.

Please see attached sheet with details of the National Framework for fixed penalty notices.

I hope this clarifies the legislation that schools and the local authority are required to follow in relation to unauthorised absence in term time.

Yours sincerely

Sarah Wright

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CHANGES TO FINES FOR TERM TIME HOLIDAYS

With the introduction of the new National Framework for penalty notices, the following changes will come into force for penalty notice fines issued for unauthorised holidays recorded by schools **after 19 August 2024**.

National threshold

There will be a single, consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to five school days) of unauthorised absence within a rolling 10 school week period.

For example: a five day holiday would meet the national threshold.

The 10 school week period can span different terms or school years.

Who may be fined?

Penalty notice fines are issued to each parent who allows their child to be absent from school.

For example: three siblings absent for term time leave would result in each parent who allowed the holiday receiving three separate fines.

First offence

The first time a penalty notice is issued for an unauthorised term time holiday, the fine amount will be:

**£80 per parent, per child if paid within 21 days,
increasing to £160 if paid between days 22-28.**

Second offence (within three years)

The second time a penalty notice is issued for unauthorised absence, the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

Third offence and any further offences (within three years)

The third time an offence is committed, a penalty notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. **This**

may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500 and/or a term of imprisonment not exceeding three months.