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**Absence in Term Time - Information for Parents**

**What is good attendance?**

As you know at Malmesbury Park we make school attendance a priority so that we can ensure your child is receiving the very best opportunity to achieve their full potential. The school’s expectation is for all children to achieve a good attendance level of 96% and above.

**What does the law say?**

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if: He/she is too ill to attend or you have advance permission from the school.

**When will absence requests be granted?**

Permission for absence will be only be granted in ‘exceptional’ circumstances. The Headteacher will consider each absence request individually and decide whether to grant the absence. The Headteacher will also decide how many days your child can be taken away from school if the absence is granted.

**Exceptional Circumstances:**

It is at the school’s discretion to decide which circumstances are ‘exceptional’.

Examples of circumstances that are not exceptional may include:

**• Cheap holidays/flights or holidays/flights that have already been paid for.**

**• Relatives visiting or visiting relatives.**

**• Days off for birthdays and shopping trips.**

**• Absence that coincides with important school events such as the start of term**

**What if I take my child on an unauthorised absence?**

If you take your child out of school without authorisation (except where he or she is unwell) and their attendance falls below 96%, the school will report this to our Education Social Worker who may work with BCP Council to take legal action.

This could involve: Involvement with our schools Educational Welfare Officer as well as a fixed penalty notice of £80 per child, per parent if paid within 21 days, or £160 per child, per parent if paid between 22 and 28 days.

**Why is attendance important?**

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child’s education. For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child’s whole time in school.

**Having read these notes, if you still wish to apply for a leave of absence for your child please complete the school’s Leave of Absence Form overleaf. The form should be returned to the school as far in advance of any requested absence.**

***Please help your child not to miss any valuable time of their education.***

**Malmesbury Park Primary School**

**Application for Absence in Term Time**

|  |  |
| --- | --- |
| **Child’s Name:** | **Class:** |
|  |  |
| **I request permission for my child to be absent from school.** | |
| **First Day my child will be absent from school:** | **Date my child will return to school:** |
|  |  |

**Please carefully read the ‘Absence in Term Time – Information for Parents’ overleaf.**

**Please state the reasons for which you are applying for an authorised absence and the circumstance which make your application exceptional; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school.**

**I am requesting permission for my child to be absent during term time because…………………………**

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**I have read the ‘Absence in Term Time- Information for Parents’ and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.**

**SIGNED …………………………………………………………… DATE…………………………………...**

**Please note – The school day is divided into 2 registration periods, for example if your child is absent for one day this is equal to 2 sessions (AM and PM).**

If you have any concerns or wish to discuss your child’s attendance, please do not hesitate to contact the School’s Attendance Officer (Miss Segouini)

Tel: 01202 291227, Email: office@malmesburypark.bournemouth.sch.uk