

There are **190** days in a school year which leaves **175** days to spend on holidays, family time, shopping, appointments and other things



Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at Magistrates Court.

What is a Fixed Penalty Notice?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice Fines to parent/carers of pupils who have unauthorised absences from school.

A Penalty fine can be issued

For two reasons

- ◆ If a holiday is taken during term time without the permission of the Headteacher.
- ◆ If a pupil has unauthorised absences from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation

What are the fines?

£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice fine.

Our school Attendance Officer is Mrs Nicki Dervishi. If you wish to discuss your child's attendance, please pop into school to talk to Nicki.



**GET YOUR
CHILD TO
SCHOOL ON
TIME**

**Their future is in your
hands**

Aim for 100% attendance for a better
future

School Matters!



Get your child to school on time every day.

There is a link between good school attendance and high levels of attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring their child attends school on time every day.

Medical Appointments

Where possible, all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. School may not authorise the time off school if medical evidence is not provided.



Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat) as over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have a diarrhoea or vomiting bug.



If you are unsure how long your child should be absent with an illness, speak to the school office, your doctor or your pharmacist for advice.

Unauthorised Leave in Term Time

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods; there are 175 non school days a year.

Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made using the Application for Exceptional Leave of Absence form.

Fines of £120 per parent/carer, reduced to £60 if paid within 21 days, may be issued where unauthorised leave has been taken during term time.

Absence during Term Time

Children must not be absent from school for:

Daytrips Shopping Birthdays
Parent/carer or sibling illness

Reporting Absence

It is a parent/carer's responsibility to notify school if their child is absent. A reason must be provided. Please call the school **before 9am**, 01342 832626 or email absence@lingfield.surrey.sch.uk.



Routine

The easiest way to ensure your child attends school on time every day is to establish a **GOOD EVENING AND MORNING ROUTINE**.

If mornings are hectic in your household, prepare as much as possible the night before.

Punctuality

It is important that your child attends school every day and on time. Arriving late to school is unsettling for children and they may miss out on the initial lesson input and not know what to do. It is also extremely disruptive for the rest of the class.

Did you know?

10 MINUTES LATE

every day = **33** hours

lost learning each year.

CAN YOUR CHILD AFFORD TO MISS OUT?