

Holidays/Leave of Absence

New legislation regarding school attendance came into force in August 2024.

The School Attendance (Pupil Registration) (England) Regulations 2024 sets out the statutory requirements for schools. Headteachers are prohibited from granting any leave of absence during term time unless there are 'exceptional circumstances' and they **do not** have any discretion to authorise up to ten days of absence each academic year.

There is no entitlement in law for pupils to take time off during the term to go on holiday, be absent for the purpose of leisure or recreation, or to take part in protest activity in school hours.

Please see the **Hamstel Attendance Policy** for an explanation of the different types of absence and examples of the types of absence that won't be authorised.

If you need to request time off for your child, a '**Leave of Absence Form**' should be completed and handed in to the school office at least one month before the leave is required. If the leave is not authorised, you will receive a letter from the Headteacher, which will include a warning that a penalty notice may be issued. Penalty notice fines are issued per parent, per child.

National Threshold

There is a single national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling period of 10 school weeks. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

First Offence

The first time a Penalty Notice is issued for an unauthorised absence the amount will be £160 per parent, per child if paid within 28 days - reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a penalty notice is issued for unauthorised absence the amount will be £160 per parent, per child to be paid within 28 days.

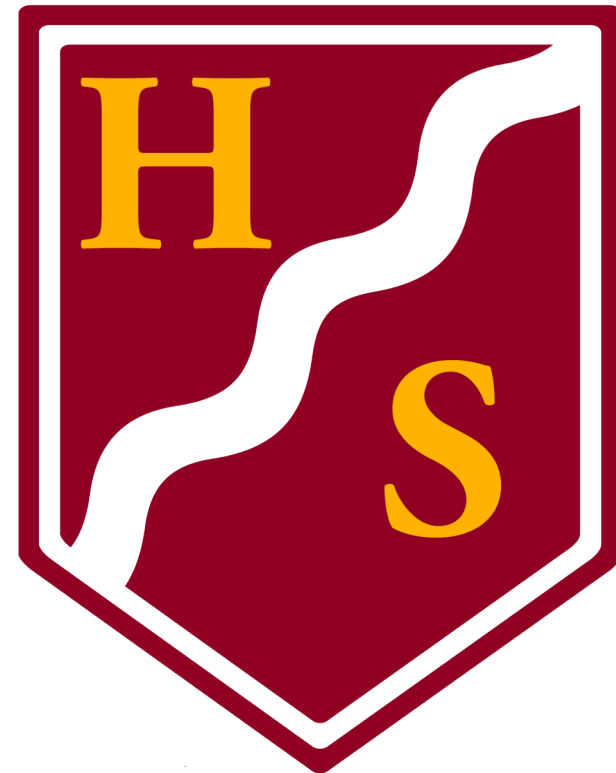
Third Offence and Any Further offences (within 3 years)

The third time an offence of this nature is committed a penalty notice will not be issued and the case will be presented straight to a Magistrate's court. Prosecution can result in a criminal record where, if found guilty, it can show on a parent's DBS certificate as 'failure to safeguard a child's education'.



Attendance Information

Every Day Counts



Essential Information for Parents and Guardians 2025/26

Excellence in Everything

Attendance

The law states that parents have a legal obligation to ensure that their child attends school regularly. Research has shown that poor attendance has an impact on achievement and confidence in school. Children who attend school regularly also have better social skills and stronger friendship groups. If you have any concerns about your child's attendance please contact the school so we can work together to improve the situation.

Absence

If your child is absent you must:

- contact the school each day that your child is absent before **9:15am** and provide reasons for the absence.
- provide medical evidence to support the absence if required.
- follow coronavirus procedures to ensure the safety of students, staff and our school community.

You can report your child's absence via telephone or email.

Phone: 01702 468048 Email: office@hjs.porticoacademytrust.co.uk

Failure to follow these steps may result in an unauthorised absence for your child. An unauthorised absence can be recorded on the register when there is no valid reason provided, a leave of absence is not approved by the school, your child is late after the register has closed or for persistent absence without medical evidence.

Illness

Your child should not attend school if they have sickness or diarrhea; once they have been clear for **48 hours** they may return.

For further guidance please refer to the NHS website—'*Is my child too ill for school?*'

Do not send your child to school with an unexplained rash until you have contacted your doctor or a pharmacist. If your child has a slight ear or toothache they should come to school if well enough to do so. If the pain persists they should see a doctor or dentist. Please remember that early morning aches and pains often pass so do not feel you need to keep your child at home just in case. Should your child become unwell during the day we will contact you. If you are in any doubt please contact the school office.



Lateness/Appointments

Children should arrive at school between **8:40am and 8:50am**. Registers are taken at 8:50am, therefore if your child arrives after this time they could receive a late mark. Children arriving after 9:15am may receive an un-authorised absence mark. Please remember that late arrivals have a significant impact on lesson time and cause disruption to both the children's and teacher's day. If possible, any appointment should be made out of school time.

Where this is unavoidable, your child should miss the minimum amount of school time necessary and you must let the office staff know. You will need to provide **proof of the appointment** at the school office. **If your child is well enough to return to school following the appointment they should do so.**

Persistent Absence

If your child's attendance falls to 90% or below, including unauthorised absences, this is considered by the Government to be **persistent absence** and may result in a referral to the Local Authority's Access and Inclusion School Attendance Team.

190 days at school Full attendance	100%	Excellent attendance
7 days absent 183 days at school	97%	Expected attendance
19 days absent 171 days at school	90%	Below expected attendance
29 days absent 161 days at school	85%	Poor attendance. Less chance of success at school.
38 days absent 152 days at school	80%	Very poor attendance. Serious impact upon education.
47 days absent 143 days at school	75%	Extremely poor attendance. Impact upon education and life chances.

