

## **Amendment to School and Cluster Attendance Policy from 1 September 2017**

### **- Revised criteria for legal intervention**

#### **Holidays in Term Time**

- From July 2013 the law states that holidays can no longer be authorised.
- Any parent/carer requesting time out of school needs to discuss with the headteacher/designated person to clarify the reason.
- Records of absence are filed.
- The Sprowston Cluster of Schools follows guidelines and takes advice from our attendance officer.
- Absences other than illness can be marked as “Exceptional circumstances” (code C) if they meet the criteria agreed by the Sprowston Cluster of schools.

Each school within the Sprowston Cluster of Schools will maintain individual discretion but agree that exceptional circumstances may include:

- Armed forces personnel returning from a tour of duty
- Police or other service personnel whose leave has been cancelled during school holidays.
- Family funeral

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1<sup>st</sup> September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice and any pupil who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

In order to support schools with the collection of information to send to the court officer, Sprowston Cluster Schools may now request medical evidence if a pupil is absent immediately preceding or following an absence due to a term time holiday.