



Absence Information

2018-19



Medical/Dental Appointment

If a student will not be present during morning registration due to a medical/dental appointment, please provide Student Services with written notice of the appointment prior to the event.

Authorised Absence

Child illness, family bereavement **call 01926 645611 the Absence line**, leave details and a note when child returns for Attendance Officer.

Student Absence Procedure

If a student is absent, please call the 24 hour Absence Line daily on 01926 645 611 and leave a brief message stating their name, tutor group and reason.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. Examples of unauthorised absence are parental illness, term time holidays or a family day out. Where there is no explanation for an absence or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'. Unauthorised Absences have to be reported to the Local Authority. The Attendance Compliance Enforcement Team may contact you where unauthorised absence continues to be a problem. Unauthorised absence could result in a Fixed Penalty Fine or other legal action. We are always concerned about the amount of school time pupils miss as a result of term time leave. There is no entitlement to time off during term time. Leave of absence is only granted in exceptional circumstances at the discretion of the Headteacher in accordance with the school policy as agreed by the governing body.

Leave of Absence forms are available on our website
<http://kinetonhighschool.org.uk/information/attendance/>

We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

It is our policy:

- Only in an exceptional circumstance will term time leave be allowed. Parents/Carers wishing to apply for leave of absence need to fill in an application form well in advance and before booking tickets or making travel arrangements.
 - If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a fixed-penalty fine or other legal action.
 - Please remember that absence for whatever reason disadvantages a child by creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.
- If you think you have exceptional circumstances please talk to us without delay and before arrangements are entered into or money committed. If exceptional circumstances are accepted the Headteacher will determine how much absence will be authorised. Each application for a leave of absence will be considered on a case by case basis and on its own merits.

The full Attendance policy can be found under
<http://kinetonhighschool.org.uk/information/school-policies/>



Achieving Personal Best
Kineton High School & Sixth Form



Leave of Absence During Term Time 2018-19



The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council.

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Failure to secure a child's regular attendance at school may be a criminal offence under Section 444 (1) or 444 (1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- ◆ The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or
- ◆ A criminal prosecution against you

Fixed Penalty Notices are issued in respect of EACH absent child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council's legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444 (1A) conviction.