



## **Banks Road Infant and Nursery School**

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Dear Parents/Carers

### Term Time Absence

#### **Nottinghamshire County Council Local Code of Conduct for Penalty notices**

Points 13 and 14 refer to 'Persistent Absence' and 'Holidays during term time' of which I would like to bring to your attention:

#### ***Persistent Absence***

*If the unauthorised absence reaches 3 days (6 sessions) over a 6 week rolling period then the school can issue or ask the Local Authority to issue Penalty Notices to each parent for each child to whom persistent absence applies.*

*In these cases the Local Authority may also consider what services or measures may be provided to prevent or reduce further unauthorised absence including support and interventions through the Family Service.*

#### ***Holidays During School Term Time***

*If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, then the school can issue or request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.*

*The standard of evidence required will be the same as that required for court cases brought under section 444(1) of the Education Act 1996.*

*The evidence should include a warning to the parent(s) alerting them that a PN may be issued or requested should an unauthorised absence occur that meets the threshold.*

*Where a penalty notice is unpaid with the 28 day deadline it will be necessary for the person who issued a penalty notice to provide evidence for the court case by way of a Section 9 Statement (a witness statement admissible in court under the Criminal Justice Act and the Magistrates' Courts Act and Rules).*

*An Enforcement Lead from the Family Service will consult with the person providing the Section 9 Statement and offer guidance as required and arrange for the Section 9 Statement to be completed in the appropriate format.*

*If the defendant requests the author of a Section 9 Statement to be present at the court hearing the Local Authority will notify the person concerned as soon as such a request is made.*

The **Nottinghamshire Code of Conduct** is available on the Council's public website through the following link <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

This letters serves to remind you that NO family holiday requests are to be authorised during term time at Banks Road. Parents / Carers must complete an 'Absence Request Form' (available from the school office) with

plenty of notice of a request for a family holiday to be taken during term time or any other request for absence other than illness.

Banks Road School Policy on Attendance continues to state that “regular” (as defined by the Supreme Court Judgement following the case of *(Crump v Gilmore and London Borough of Bromley v C)*) is 96.8% which is our attendance target for the year. Anything below this is regarded as ‘poor’ attendance. We acknowledge that each family’s circumstances are different but our school is dedicated to the education of all our pupils and believes that regular attendance throughout the year is essential to every child’s success and fulfilment. A request for absence is considered on its merits at the time and many variables are taken into consideration. For any parent / carer requesting family holiday of 3 days or more over a 6 week period and current (ie academic year to date) attendance falls below 96.8% then this factor will play a greater part in the decision to issue a penalty notice. “**Exceptional**” circumstances are being referred to as unique and/or a **one off** situation which is unlikely to arise in the future.

Our Governing Board has ratified and fully supports our current policy.

Please do not hesitate to contact me if you require any further information on this matter.

Yours sincerely,

**Mrs Carole Clemens**



**Head teacher**

#### **Term Time Absence Management Procedure**

1. If a Parent wishes to take their child out of school during term time they must complete an ‘**ABSENCE REQUEST FORM**’, which are kept in the school office.
2. The completed ‘**ABSENCE REQUEST FORM**’ is returned to the SCHOOL OFFICE.
3. Head teacher to consider whether request will be approved or declined and complete the appropriate part of the ‘**ABSENCE REQUEST FORM**’.
4. Result of **ABSENCE REQUEST FORM**’ to be returned to office staff where a copy is filed in the Absence file (Schools office) and the original is sent to the Parent/Carer.
5. The dates absent to entered onto the register on SIMS using the correct codes and the Leave of Absence form to be filed in the ‘Holidays and Late sessions’. (At close of academic year all **ABSENT REQUEST FORMS** filed in child’s personal file held within the school office).
6. In the event that a parent takes their child out of school for unauthorised holiday, office staff to check their attendance for the previous 6 weeks.
7. Decision made by Head Teacher to notify LA of absence to issue fixed Penalty notice or not
8. Penalty Notice issued by Notts LA.

**REMINDER**



It is surprising how quickly absences can add up. 90% may sound good but the grid below highlights the number of days missed throughout the year is 19 – nearly 4 weeks of lost education. If your child’s attendance is below 96.8% this is seen as poor attendance.

As we say at Banks Road: “Every minute, of every hour, of every day counts”.

Percentage Attendance	Time missed in days over 1 year	Time missed in days over 3 years
90% – 95%	10 – 19 days missed	30 – 57 days missed
85% – 90%	24 – 30 days missed	72 – 90 days missed: The equivalent of more than 1 term
80% – 85%	32 – 40 days missed: More than half a term	96 – 120 days: The equivalent of two terms
Below 80%	More than one day every week is missed which is more than 40 days a year	One year missed out of three or children miss two full years of their primary education