

# ATTENDANCE

## WHAT THE NEW RULES MEAN FOR ME

### I'm a parent with one child and we want to go on holiday for a week

Your holiday will not be authorised and you must talk to the school before you book anything. Because your child will miss 5 school days you will be given a penalty notice fine. This fine is £160 but if you pay it in 21 days it will be reduced to £80.

**1**

**£160**



### FOR EVERY CHILD A PENALTY IS GIVEN

**2**



+£160 + £160 x 2

**2 children & 2 parents = £640**

Reduced to £320 if paid in 21 days

(Please note the fine is per parent per child)

### IRREGULAR ATTENDANCE

**10 IN 10**

**3**

If your child is absent for 10 or more sessions in 10 school weeks and their absences are **unauthorised**, Monkhouse will issue a Fixed Penalty Notice (10 school weeks can span over different terms or school years) **1 Day = 2 Sessions**

**4**

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence....

#### 2ND TIME

2 parents and

1 child = £320

2 children = £640

3 children = £960

No discount for early payment



#### 3RD TIME

A penalty notice fine will **NOT** be issued - alternative action will be taken which may include prosecution.

### Other points to consider...

- Any request for leave of absence during term time should be submitted in writing to the Principal at **least 4 weeks** in advance of the intended absence.
- Children are expected to be in school by 8:45am when registers open. Registration closes 9.05am and any arrival after this will be coded as an unauthorised absence and count towards the new threshold.

**5**

- Unauthorised absences towards the threshold will only come into effect the term after a child's fifth birthday.
- Medical or dental appointments will be authorised as long as the school is notified in advance. However, school encourages appointments to be made out of school hours where possible.

