



# CHURCHILL FAMILY OF SCHOOLS

January, 2019

## Dear Parents / Carers

We want the very best for all of our students and central to this is good attendance and punctuality to school.

As a Family of Schools we take this very seriously as time off school means missed learning time. Days off school soon add up and missing lessons makes it hard to catch up, resulting in students having to work harder when they come back and missing vital information that will slow their progress. There are 175 non-school days a year for holidays, cultural experiences and family time therefore please do not take holidays during term time.

The Churchill Family of Schools have agreed to the attached statement on term time holidays. Please take the time to read this document and if you have any questions do not hesitate to contact the school.

Thank you for your support on these matters. We look forward to working with you so that your child receives the best possible education.

Yours sincerely

## Churchill Family of Schools Headteachers

**Louise Wells**

Battle Hill Primary School

**David Baldwin**

Churchill Community College

**Jill Huxtable**

Churchill Community College

**Louise Guthrie**

Denbigh Community Primary School

**Angi Gibson**

Hadrian Park Primary School

**Kerry Lilico**

Stephenson Memorial Primary School



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## Position statement on Term Time Holidays

School attendance is central to raising standards in education and ensuring all children can fulfil their potential and we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. Under section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive a full-time education.

All children of statutory school-age who are registered at a school must, by law, attend that school regularly. Any absence from school can seriously disrupt a pupil's continuity of learning and have a detrimental effect on their future progress. Regularly taking time off school for family holidays and events can have a significant impact on a child's achievement. The law requires that all schools have an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register will also indicate whether an absence was 'authorised' or 'unauthorised'. National codes enable the school to record and monitor attendance and absence in a consistent way that complies with regulations.

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Denbigh Primary School **DO NOT** authorise any holiday absences throughout term time under any circumstances.

If a parent removes their child from school without requesting a leave of absence or without authorisation from the Headteacher, the parent will be informed in writing that a referral is being made to the Local Authority requesting a Penalty Notice be issued.

A Penalty Notice is a fine of £60 per parent, per child if paid within 21 days of receipt, rising to £120 per parent, per child if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority may prosecute for the offence to which the notice applies.