

The law requires that children must attend their school regularly.

Before taking a child out of school you must follow the procedures below:

- Request an exceptional leave form from the school office
- The parent/ carer with whom the child lives should complete an exceptional leave request form as soon as possible; at least 4 weeks notice is required
- A decision from school will be given within 5 working days. You may be required to attend a formal interview with the Attendance Panel

The government recommendation is that the school attendance of every child should be 96.2% or above, if they are to achieve their potential.

Children who take 10 days leave during term time can only achieve a maximum attendance of 94.7% even if there are no other absences throughout the year.

Parents: Consequences of taking your child out of school:

- Loss of learning opportunities
- Missing out on valuable school work and Assessment for Learning
- Settling in problems during the first term or start of a new term
- Disruption in friendship groups
- Difficulties faced by a child in trying to catch up and fill in missing gaps as a result of missing valuable learning opportunities
- Your child may return from holiday to find that they no longer have a place at Howes Primary School
- Research proves that attainment and progress is negatively impacted upon by missed time in school
- Research shows that GCSE and A-Level exam grades are reduced in proportion to the number of days missed. In primary school, we are developing the habits of life-long learning

Make sure your child doesn't miss out.

In order for exceptional leave in term time to be authorised the Attendance Panel must consider carefully:

- The child's overall attendance pattern
- Any leave already taken in the school year
- The reason for taking time off during term time
- The child's stage of education
- Time and duration of the exceptional leave
- The ability of the child to catch up on the work they have missed
- Closeness to SATs
- Impact on school events
- Whether the leave is in the child's best interests

THE LAW

Children of school age must by law attend school regularly.

Parents DO NOT have any right or entitlement to take a child out of school for any purpose. The Attendance Panel may not grant any leave of absence during term time unless there are exceptional circumstances.

Taking leave without permission from the Attendance Panel will result in the issue of a PENALTY NOTICE.

- Penalty Notices are issued against both parents/carers;
- The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

In some instances children who take holidays in term time could risk losing their school place.

PENALTY NOTICES ARE ISSUED ON BEHALF OF THE SCHOOL BY THE CHILDREN AND FAMILIES FIRST SCHOOLS SERVICE.

ENCOURAGE YOUR CHILD'S ATTENDANCE

For more information please contact the school office or alternatively:

Attendance and Inclusion Team
Coventry City Council

Telephone: (024) 76786700

Your child's education is too important to take leave in term time.

Howes Community Primary School



Leave In Term Time

Coventry Education Authority and Howes Primary School do not support holidays in term time.

There are 190 statutory days in one school year; this leaves 175 days every year out of school time available for holidays, visiting family, shopping and attending routine appointments.

Every minute of every lesson of every day counts!

