

The Law

The Education Act 1996 requires parents to ensure their children of compulsory school age receive efficient full-time education.

The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence. The Local Authority can issue a fixed penalty notice for unauthorised absence.

A fixed penalty notice can be given for a pupil who has 10 unauthorised absences as a result of a holiday taken in term time (am and pm count as separate absences) from school. Persistent lateness (more than 10 occasions in one term).

If paid within 28 days, the fine is £60. If paid after 28 days, but within 42 days the penalty will be £120. If the penalty is not paid in full by the 43rd day legal action will result.

You need to be aware that although you may provide a reason for absence, it is the school who will decide if the absence is recorded as authorised or unauthorised.

If there are any problems, please contact the school immediately.

Payment

Arrangement for payment will be detailed on the penalty notice and the CCBC website.

Non-payment of a penalty notice **will** trigger prosecution brought under Section 444 of the Education Act 1996.

Further details are available in Conwy County Borough Council's Local Code of Conduct.

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If you are worried that your child has not attended school, please telephone the school immediately.

If you have ANY concerns about attendance, please do not hesitate to contact the school or the Education Social Worker/ Education Welfare Officer for your school.

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If you require further information please contact your Headteacher

**Or The Education Services,
Conwy County Borough Council**

Government Buildings

Dinerth Road

Colwyn Bay

Conwy

LL28 4UL

Telephone: 01492 575031/32

EDUCATION SOCIAL

WORK SERVICE

FIXED PENALTY

NOTICES

**For unauthorised
absence from school**

*The greater the attendance
the greater the achievement*

**“ Punctual and regular school
attendance is an essential
requirement for successful
learning from the time a
child starts school”**



Llywodraeth Cymru
Welsh Government



Holidays

In total there are **175 non-school days** a year. This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

Students are not granted leave of absence unless there are exceptional circumstances.

Any such absences are at the discretion of the Headteacher.

Taking a holiday during term time seriously affects your child's attendance and in turn their attainment.

If an unauthorised holiday is still taken, this may result in a Fixed Penalty Notice being served.

Attendance should be a priority. If there are any problems please contact school immediately.

Attendance Facts

“ If your child attends school 100% they will be able to make the best of all the opportunities available to them.

Children who have very good attendance are more likely to gain 5 or more A-C GCSEs or equivalent qualifications.”

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“ 91.1% attendance = missing 17 days of school in one year.

Missing 17 days a year also means dropping 1 GCSE grade (on average).”

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“ Children with poor attendance are less likely to gain 5 A* - C GCSEs.

82.1% attendance = missing 34 days of school in one year.”

Poor attendance will have a serious impact on education, work ethic and life chances.

A student who ends the school year on 90% attendance will have missed four complete weeks of school.

90% over 5 years at secondary school equates to half a school year.



Under 92%
Missing more than 3 weeks of education

95%
Missing in excess of two weeks of education

100%
Not missing any lessons during term time

Red Light

A serious loss of learning which is likely to have a detrimental effect on your child's **Achievement and Life Chances.**

Amber Light

Absent from the classroom for up to three weeks and the loss of a significant amount of education.

Green Light

Present for all lessons activities and social time

Wherever possible please make medical and dental appointments outside of school hours.