

## Every School Day Matters

### THE LAW

Children of school age registered at a school, must by law attend school regularly.

Parents DO NOT have any right or entitlement to take a child out of school for the purpose of a term time holiday. In exceptional circumstances a Head Teacher may authorise a request for a period of leave of up to 10 days in any one school year.

Taking leave without permission from the Head Teacher will result in the issue of a FIXED PENALTY NOTICE that will lead to a fine of £60 per parent per child.

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

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### Encourage Your Child's Attendance

For more information contact your child's school or alternatively you can contact: -

Attendance & Inclusion Team  
People Directorate  
Coventry City Council  
PO Box 15  
Council House  
Coventry  
CV1 5RR  
Telephone: (024) 76 786 700

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



**Willenhall**  
Community  
Primary School

**EXCEPTIONAL LEAVE**

**IN TERM TIME**

**Your child's education**

**is priceless!**

“Ambitious young minds are the future leaders of our community”

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Coventry Education Authority and Willenhall Community Primary School do not support holidays in school time.

There are **190** statutory days in one school year; this leaves **175** days every year out of school time available for holidays.

### PARENTS

#### Consequences of taking your child out of school during term time:

- Missing out on valuable school work/ social interaction
- Loss of learning opportunities if close to tests E.g. SATS
- Settling in problems during the first term/year of a new school
- Disruption in friendship groups
- Difficulties a child may face due to having to ask for extra help to catch up
- Your child may never catch up on school missed
- Your child may return from a holiday to find that they no longer have a school place

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#### The Law requires that pupils must attend their school regularly

Before taking a child out of school on exceptional leave please consider the following:

- Request an exceptional leave form before taking your child out of school
- The parent/carer with whom the child lives should complete a request for exceptional leave in term time form as soon as possible and return to school.
- A decision from school will be given within 7 days – You may be required to attend a formal interview with the Head Teacher.

**The government recommendation is that the school attendance of every child should be 96% 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**

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### IS YOUR CHILD MISSING OUT!

Before permission is granted to authorise exceptional leave in term time the Head Teacher 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 leave
- The ability of the child to catch up on the work they have missed
- Closeness to SATS and other assessments and tests
- Whether the leave is in the child's best interest.