

Absence due to Special Circumstances in Term Time New regulations from September 2013

In accordance with 2013 statutory guidelines, head teachers no longer have discretion in authorising requests for “family holidays” during term time. Any leave of absence can only be for exceptional reasons and authorised on a case by case basis. Please write to the Headteacher if you wish to ask for any leave of absence.

Absences of this nature can only be agreed if there are **exceptional circumstances**. The application **MUST** be made in writing, outlining the reasons for the request, to the head teacher at least 14 days prior to the dates involved in order for a decision to be made and notification of that decision given.

Following a High Court ruling in April 2017, the Local Authority have revised their guidance to schools. Head teachers should no longer take into account a child’s school attendance record.

Please note that in some circumstances unauthorised absences for holidays may well result in a fixed penalty notice (a fine).

The current fixed penalty if paid within 21 days of being issued is £80 per parent; per child.

If your child has achieved 97% attendance they will have missed just over a week, or 5 days of education.

The chart below shows the effect of education lost through absences.

Percentage	Days absent	Sessions absent
95%	10	20
90%	19	38
85%	29	58
80%	38	76
75%	47	94

If you have any questions or queries about school attendance please do not hesitate to contact Mr Lambert or the School Office.

We fully appreciate that children cannot avoid being ill from time to time and that sometimes prolonged absences due to illness cannot be avoided.

However we will follow up absences.

We hope you will support our school by aiming high for attendance as the children are in their learning.

CHINLEY PRIMARY SCHOOL



Attendance Information 2025-2026



Chinley Primary School

Regular attendance at school is extremely important if your child is to make progress and parents are responsible for getting their children to school everyday on time.

If your child is ill and absent from school then you as parents are asked to take the following action:

Reporting Absence

Please telephone the school office on 01663 750367 by 9.00am where you can speak to a member of staff .

You can also email absences on attendance@chinley.derbyshire.sch.uk

Please leave the following details:

- Your child's name
- Their year group
- Reason for absence
- Please contact school daily until your child is ready to return.

Punctuality

The school day starts promptly at 8.50am and the children line up at that time.

If your child is likely to arrive at school after 8.50am please let us know.

Authorised and Unauthorised Absences

Authorised absences cover:

- Illness - on occasion school may ask for a doctor's note to confirm this.
- Unavoidable dental/medical appointments.
- A day of religious observance.
- Family bereavement.
- Absence due to exceptional circumstances if approved by the head teacher and within the guidelines of the local authority.

Unauthorised absences cover:

- Birthdays.
- Absences taken without prior approval.
- Late arrival after the register has closed (9.00am).
- Family holidays

Unauthorised absences are where the school has not given permission for the pupil to be absent.

Persistent Absence

'Persistent absence' refers to absence of more than 10% during any given school year or actual attendance of less than 90%.

It does not matter whether an absence is authorised due to holidays taken in term time, illness, medical appointments or is unauthorised for any reason.

Persistent absences will be followed up by the head teacher and could result in a fixed penalty notice (a fine) being issued by the Local Authority

At Chinley Primary School we are very proud of the children's high levels of attendance and it is clear that there is a link between excellent academic progress and excellent attendance at school.

We aim for attendance figures of 97% every year.