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

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a request for leave of absence form available from the school office and handed in at least two school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

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 attendance levels which fall below 95% each half term.
We hope you will support our school by aiming high for attendance as the children are in their learning.

CHINLEY PRIMARY SCHOOL



Attendance Information 2026-27



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 9.15am 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 the staff will meet the children on the playground at that time.

If your child is likely to arrive at school after 9.15am please let us know.

Illness

We have arrangements in place if you would like school to administer any prescribed or non-prescribed (Calpol) medicine to support attendance.

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 (9.15am).

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 15% during any given school year or actual attendance of less than 85%.

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 referral to other agencies.

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 96.0% every year.