



Term Time Leave of Absence

When is my child allowed to miss school?

You can only allow your child to miss school if:

- They are too ill to attend
- You have advance permission from the school

What if my child has a medical or dental appointment?

We expect your child's medical appointments to be made outside of school hours unless completely unavoidable. Absence for appointments during school time will only be authorised if evidence of the appointment is provided (letter from the health professional, appointment card, etc). Furthermore, should your child have no alternative but to attend a medical appointment during the school day, as far as possible we would expect them to miss the minimum amount of school, attending both before and after the appointment if possible.

What if my child can't attend because of coronavirus?

We don't expect your child to come in if they can't travel to or attend school in line with:

- Guidance from Public Health England (PHE), the UK Health Security Agency (UKHSA) and/or the Department of Health and Social Care (DHSC) relating to the incidence of coronavirus or its transmission
- Any legislation or statutory directions relating to the incidence or transmission of coronavirus

These are the only situations in which your child can miss school because of coronavirus.

Anxiety around coronavirus is not included – please let us know by contacting your child's Progress Leader, Assistant Progress Leader or the Attendance Team if you or your child are feeling anxious about the situation, and we will be sure to provide additional support to help you both feel safe and comfortable about them attending school.

How can I make an absence request?

You must submit a request to the school before you arrange for your child to have time away.

If you wish to take your child out of school during term time, you should speak to your child's teacher and submit a formal request by email to the principal via the school office at :

schooloffice@oldershaw.wirral.sch.uk

The principal will then consider whether to give permission for the absence.

You should refer to the school's attendance policy when considering whether to submit an absence request (Click this [LINK](#) to the school's policies).



Is the school likely to grant absence requests? If so, when?

The principal will consider each absence request individually and decide:

- Whether to grant the absence
- How many days your child can be away from school for (if the absence is granted)

Absence requests will only be granted in exceptional circumstances. It's up to the school to decide which circumstances are 'exceptional'.

Examples of circumstances that are not exceptional include:

- Cheap holidays or holidays that have already been paid for
- Birthdays
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually only apply to immediate family. Requests for leave related to extended family and friends are likely to be refused.

What if I take my child on unauthorised absence?

If you take your child out of school without advance permission (except where they're unwell or missing school due to legitimate reasons relating to coronavirus – see above for details), you can be fined or even prosecuted. This could involve:

- A fine of £60 within 21 days (or, if unpaid, £120 within 28 days)
- A parenting order, education supervision order or school attendance order

Why is it important for my child to attend?

Missing, for example, 2 weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education. For example, if your child misses 2 weeks of school every year, this adds up to more than 2 terms over the child's whole time in school.

Make sure your child attends school as much as possible. This means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships

My question hasn't been answered here

Please get in touch with us by contacting your child's Progress Leader, Assistant Progress Leader or the Attendance Team with any further questions and we'll be happy to discuss them with you.

You can find out more about the rules around term-time absence in the following sources:

School attendance and absence: overview – GOV.UK

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: regulation 2 – GOV.UK

School attendance: guidance for schools – GOV.UK