



Thames View Infants Notification of Emergency

Parents do not have a legal right to take children out of school on holiday!

Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up with work later on.

Regular poor attendance:

- hinders children's emotional development
- makes it harder for them to make friends
- prevents them getting good exam grades
- stops them getting good jobs
- in extreme cases, increases the chances of them leading a life of crime in later life.

Thames View Infant School has adopted the Local Authority's Policy of issuing a Fixed Penalty Notice (fine) per Adult and per Child for any unauthorised leave. (This could extend to include fines for brothers and sisters at other schools within the Authority too). **Fines, on top of other travel expenses, can make unauthorised holidays very expensive.**

The same rules apply if you wish to undertake Umrah, Hajj or other religious observance. You will need to plan in advance so that these can be coordinated with school holidays or make alternative arrangements within your family so that your child still attends school.

You agreed to this policy when you completed our Admission Form and signed the "Home-School Agreement". The School Prospectus, the School Website, regular newsletters and our School Calendar will have continually reminded you of this.

If you have had a family bereavement, please come and talk to us so that we can see how we can help. Your child will require the normality of school during this difficult time and should not stay at home. Children find the severe change of routine very distressing at these sad times. Sending your child to school will allow you space to grieve and make necessary arrangements and allow us to implement a special bereavement support package for your child in school.

If you do believe you have genuine exceptional circumstances, then you should:

- Notify us as far in advance as possible.
- Do not book tickets until you have sought our permission.
- Expect to bring in evidence of your emergency. (This may include providing confirmation of bereavement).
- **Remember that we still might not agree to authorise the time off.**

To be fair to all, these rules apply to all our families, including members of staff with children at our school.

Remember - Parents that take unauthorised leave or exceed agreed return-by dates will risk:

- **A Fixed Penalty Notice (a fine) per Child AND per Parent**
- **Losing their child's school place and re-registering with the Local Authority for a new one.**
- **Their details passed to the Borough's Attendance Officer.**

We don't want any child losing their school place or for any parent to receive a Fixed Penalty Notice:

So, please - be Clever!



After all, to avoid this:



You wouldn't do this:





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- I have a real Family Emergency. I have read and understood the notes over-leaf.
- I have not yet purchased any travel tickets.

Name of Child:

Class:

Please complete a separate form for each child affected by this emergency.

Details of Reason for Special Leave (Please note that 'family holiday' will be automatically discounted):

Please support your reason with as much proof as possible.

I have the following other children:

Name:	Year and Class:	School:

First Day of Absence:

First Day Back at School:

Total School Days Missed:

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Note: 'open' or 'unconfirmed' flight tickets, will not be accepted as proof of intended return date.

My child's attendance for this year is:

%

Please ask the school office, in advance, for this information.

On average, over the year, my child's attendance is already:

<input type="checkbox"/>	Above 97.5% (in-line with School Averages)
<input type="checkbox"/>	Under 95% (over half-a-day missed per fortnight)
<input type="checkbox"/>	Under 90% (over half-a-day missed per week)
<input type="checkbox"/>	Under 85% (almost one day missed per week)
<input type="checkbox"/>	Under 80% (over one day missed per week)
<input type="checkbox"/>	Under 75% (almost a day-and-a-half missed per week)

Outcome:

Special leave has not been authorised. Absence from school will constitute an 'unauthorised holiday leave' and by proceeding with this absence you will risk:

- A Fixed Penalty Notice (a fine) per Child AND per Parent
- Losing your child's school place and re-registering with the Local Authority for a new one.
- Details passed to the Borough's Attendance Officer.

Special leave has been authorised until _____ only. However, if your child fails to return to school the day after then you will still risk:

- A Fixed Penalty Notice (a fine) per Child AND per Parent
- Losing your child's school place and re-registering with the Local Authority for a new one.
- Details passed to the Borough's Attendance Officer.

I have read both sides of this letter carefully. I have noted the decision indicated above. I understand the consequences if I take 'unauthorised holiday leave' or exceed an authorised 'return to school date'.

Signed:

Name Printed:

Relationship to child:

Date:

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