

# SCHOOL ATTENDANCE

## INFORMATION FOR PARENTS

Are you planning to take a family holiday or an extended trip overseas during term time?

Are you aware of the potential impact on your child's education?

What is the date of the holiday/trip?

## PLEASE THINK CAREFULLY!

Newcastle Local Education Authority has no wish to deprive families of their well-earned annual break but we need to raise parental awareness of the following issues:

- in law you must ask in advance for permission for your children to miss school (it is not enough simply to tell the school that they are going away)
- parents can request a term time absence of up to ten days each year in special circumstances but **every day counts**. Any absence that has not been discussed with and authorised by the school will be counted as unauthorised (truancy)
- the LEA recognises that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their child. However, it is important that parents carefully consider the implications of taking their children out of school during term time
- parents who take their child on holiday without permission from school may be issued with a penalty notice
- research suggests that children who are taken out of school may never catch up on coursework they have missed. This may affect test results and can be particularly harmful if the child is studying for tests or exams

**To help your child do well in school, you should:**

- arrange family holidays and extended trips to coincide with school holidays wherever possible
- if you do have to go in term time, limit any absence from school to two weeks or less
- avoid times when there are important examinations or tests (check with school)
- always ask the school well in advance for permission
- this helps you and your child's teachers to plan carefully for the absence