THE DOVE-SHELL FEDERATION

HOLIDAY PATTERN

Autumn Term 2021 Starts Tuesday 7th September 2021

	September	October	November	December
Mon	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tue	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wed	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thur	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Fri	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Sat	*4 11 18 25*	*2 9 16 23 30*	*6 13 20 27*	*4 11 18 25*
Sun	*5 12 19 26*	*3 10 17 24 31*	*7 14 21 28*	*5 12 19 26*

Spring Term 2022 Starts Wednesday 5th January

	January	February	March	April
Mon	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Tue	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Wed	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Thur	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Fri	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Sat	*1 8 15 22 29*	*5 12 19 26*	*5 12 19 26*	*2 9 16 23 30*
Sun	*2 9 16 23 30*	*6 13 20 27*	*6 13 20 27*	*3 10 17 24*

Summer Term 2022 Starts Monday 25th April

	May	June	July
Mon	2 9 16 23 30	6 13 20 27	4 11 18 25
Tue	3 10 17 24 31	7 14 21 28	5 12 19 26
Wed	4 11 18 25	1 8 15 22 29	6 13 20 27
Thur	5 12 19 26	2 9 16 23 30	7 14 21 28
Fri	6 13 20 27	3 10 17 24	1 8 15 22 29
Sat	*7 14 21 28*	*4 11 18 25*	*2 9 16 23 30*
Sun	*1 8 15 22 29*	*5 12 19 26*	*3 10 17 24 31*

Bank Holiday
School Holiday
Training Day

Autumn Term 2022 starts Monday 5th September 2022 (provisional date)

Notes on Term Time Holidays: See Other Side

HOLIDAYS IN TERM TIME CAN NOT BE AUTHORISED

Notes on Appointments

Children should not be taken out of school for appointments unless this is absolutely unavoidable. If the appointment cannot be made out of school hours or in the holidays, it should be made or as late as possible in the afternoon so that your child can receive most of their day's education before they go. Repeated withdrawals or absence due to appointments will lead to the absence being unauthorised.

Notes on Illness

If a child is absent owing to illness, the parent must telephone on the first morning of absence to report this and should send a note explaining the absence on the child's return to school. Where the correct reporting procedure is not followed, the absence will be unauthorised. REPEATED OR EXTENDED ABSENCES REPORTED AS ILLNESS WILL LEAD TO INVESTIGATION AND POSSIBLE UNAUTHORISED ABSENCES.

ATTENDANCE AT SCHOOL

Ensuring regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child achieve more, develop healthy life habits, avoid dangerous behaviour and have better chances in life.

The acceptable level of attendance at school is 96%.Where children's attendance falls below this level they will become subject to attendance monitoring and further action.

Absence from school

If a child is absent due to illness, the parent must telephone on the first morning of absence to report this and should send a note explaining their absence on their child's return. Failure to contact school correctly will mean the absence is marked as "unauthorised".

Parents should be aware that absences will not automatically be authorised, even where a parent contacts school. Repeated absences reported as illness, where there is no underlying medical condition, will lead to investigation and possible unauthorised absences.

Children should not be taken out of school for appointments unless this is absolutely unavoidable. If the appointment cannot be made out of school time, it should be made for as late as possible in the afternoon so that your child can receive most of their day's education before they go. Repeated withdrawals or failure to attend due to appointments may lead to the absence being "unauthorised".

Absences for non-essential reasons such as shopping, hairdressing or being tired from a journey will not be authorised. A maximum of half a day will be authorised for the treatment of headlice.

Parents are not entitled to take children out of school for family holidays. If a child is taken out of school for holidays, their absence will be marked as unauthorised.

The Consequences of Unauthorised Absence

Where a child has 5 or more day's unauthorised absence, school is required to report this to the Attendance Improvement Service.

The AIS will issue a Warning Notice and, if there are further absences, may then issue a Fixed Penalty Notice (fine) to each of the parents. Previous years' attendance may also be taken into account when deciding whether to issue a fine. Failure to pay the fine and/or repeated unauthorised absences will lead to further court action being taken against the parents by the local authority.

In the case of children being taken out of school for family holidays, a fine can be issued without a prior warning notice from the Attendance Improvement Service.

Action can be taken against each parent individually and separately for each child of school age with unauthorised absences eg two parents with two children = 4 fines.

Exceptional Circumstances

If your child needs to be absent from school because there are exceptional circumstances, parents must complete a request for absence from school form. The Headteacher will only authorise the absence if he feels the circumstances are genuinely exceptional.

Examples of exceptional circumstances could include;

- Up to 2 days for the wedding or funeral of a family member
- A day or partial day to take part in a sporting competition
- Death of a close family member
- Absence involving an activity of exceptional educational value.

The following are NOT exceptional circumstances and will not be authorised

- Holidays because it is cheaper in term time.
- Holidays because it is the only time a parent can get off work.
- Holidays booked by someone else or 'by mistake'.