

# Code G

## Unauthorised Absence

Attendance4Learning®

### Missing school, being missed

Holidays can be cheaper outside of official school holidays which may attract some parents to take children out of school during term time. What impact can this have?



#### **Education:**

Children miss vital learning.



#### **Social:**

Miss teachers, support staff and friends.



#### **Regular Attendance:**

Disrupts the rhythm for regular attendance.

### In accordance with the rules

It is for the school's authorised person to consider whether the pupil's absences are justified ([The School Attendance \(Pupil Registration\) Regulations 2024](#)). Any request for leave should be made by the parent (deemed an "appropriate person") in advance and by using the correct process.

The authorised person will only consider a request for leave of absence if the child has exceptional circumstances. They will also consider the impact upon the child's education, wellbeing and wider development.

#### ***What if I decide to take leave without authorisation from the Head Teacher?***

If parents take children out of school without authorisation, they will be marked with **Code G**.

## What is Code G?

**Code G: Holiday not granted by the school or in excess of the period determined by the school**

236. Where the school has not granted a leave of absence for the purpose of a holiday, but the parents still take the child out of school, or the child is kept away longer than the period of leave granted.

237. A school cannot grant leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not (and from certain types of school cannot) be granted.

Page 61, "Working together to improve school attendance", (May 2022) Department for Education.



**Parents can be fined for taking their child on holiday during term time without the school's permission.**

The law regarding irregular school attendance is one of strict liability. If a child of compulsory school age registered at a school fails to regularly attend their parent is guilty of an offence.

A parent whose child is marked with Code G (**unauthorised absence**) may be issued with a **fixed penalty notice** or **be subject to legal action that could result in a fine of up to £2,500 per child**.

## Key points



**Parents are legally responsible:**

They must ensure their child's regular attendance.



**Schools are open for 38 weeks of education:**

There are 14 weeks when families can take holidays.



**Seek permission:**

Parents must seek permission in advance of **any** leave of absence.



**Legal action:**

Can be instituted against parents whose children are absent without authorisation.