



As a school, we monitor attendance rigorously and aim to support families as much as we can so please contact us if your child is unable to attend school for any reason. Last year, our attendance was 94% and we would love to improve on this next year.



Leave of Absence during term time

Leave of absence during term time will not be authorised unless there is an exceptional circumstance.

If, for any reason, you do require a leave of absence, please contact the school office to make an appointment to meet with Miss Maguire to discuss the request and complete the required form.

Leave of absence will be unauthorised if it is for a holiday (even if it is due to financial circumstances) and, you are likely to receive a fine from the Local Authority. Currently, the fine stands at **£60 per parent, per child if paid within 21 days**, increasing to £120 per parent, per child and if further non-payment within 28 days, court action may be taken.

Local Authority regulations state that leave of absence applications should be made **at least 4 weeks prior to the leave taking place**, and, if it is for a holiday, ideally before the holiday is booked.

We do understand that coronavirus may have disrupted your holiday plans over the last couple of years and have an impact on bookings this year. Such circumstances will be taken into consideration including any evidence that you may be able to supply.

If your child does need a leave of absence, for safeguarding purposes, it is essential that you meet with Miss Maguire before the leave takes place.

Absences from School

It is the law to attend school. Poor attendance has a detrimental impact on pupils' learning and over a 5 year period, a pupil whose attendance is 90% will have missed half of a school year—this is a lot of lost education! **'Persistent absence' is classes as anything under 90% and parents are at risk of prosecution if their child's attendance falls below 90%.** If your child is not attending school for any reason, you must contact school to inform staff of the reason why. If the phone line is busy, please leave a voicemail. This is checked regularly and there is no need to call back to check that we have received the message. Attendance is checked weekly by our Education Welfare Officer, Dawn Roe. Evidence of illness may be requested for pupils with attendance below 96%. **It is essential that you contact school so we know your children are safe.**

Appointments

If your child has an appointment during school hours, please bring them to school either before or after their appointment along with proof of the appointment.

