

ATTENDANCE POLICY

St. Gregory CEVC Primary School



Date of Policy:	September 2022
Date of Last Review:	October 2023
Date of Review:	September 2023
Written by:	Daniel Woodrow (Headteacher)
Approved by Governing Body:	Damian Thomas (Chair of Governors)
Signed:	
Date Minuted:	

September 2022

1. Introduction

1.1 St. Gregory CEVC Primary School acknowledges there are clear links between:

- Attendance and attainment
- Attendance and safeguarding

1.2 St. Gregory CEVC Primary is committed to providing a high-quality education for all its pupils. By attending school every day and on time children and young people can take full advantage of the educational opportunities available to them.

1.3 The whole school community - pupils, parents and carers, teaching and support staff and school governors - have a responsibility to ensure good school attendance and all have important roles to play. The purpose of the policy is to clarify everyone's part in this.

1.4 This policy applies to all children registered at St. Gregory CEVC Primary School and is based on current government and Local Authority guidance and statutory Regulations. St. Gregory CEVC Primary School will ensure that all members of the community know of the policy and have access to it.

1.5 St. Gregory CEVC Primary School encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality and recognises that **“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly”**.

1.6 St. Gregory CEVC Primary School use the Local Authority recommended attendance codes (as listed on page 3 of this policy).

REGISTER CODES

CODE	DESCRIPTION	MEANING

I	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

2. Aims & Objectives

2.1 This attendance policy ensures that all staff and governors in our schools are fully aware of and clear about the actions necessary to promote good attendance.

2.2 Throughout this policy St. Gregory CEVC Primary School aims to:

- To improve pupils' achievement by promoting high levels of attendance and punctuality.
- Achieve 100% for all pupils, apart from those with acute or chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to non-statutory school age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- To make explicit St. Gregory CEVC Primary School registration procedures.

3. Registration Procedures

3.1 Registration is an important part of the school day. St. Gregory CEVC Primary School acknowledges that attendance registers are legal documents, may be presented as evidence in a Court of Law; therefore, all staff undertake to mark registers accurately at all times.

3.2 Morning registration is viewed as a time to welcome pupils into school and help prepare them for the day ahead, as well as an opportunity to explain any changes to the day's usual routines.

3.3 Registers at St. Gregory CEVC Primary School are taken during both the morning and afternoon sessions.

3.4 The St. Gregory CEVC Primary School schools attendance registers are available for inspection by authorised personnel during normal school hours.

4. School's Responsibilities

4.1 All the St. Gregory CEVC Primary School staff place a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

4.2 St. Gregory CEVC Primary School report school attendance figures to the Local Authority termly. The expectation is that children should achieve at least a 96% attendance record.

4.3 The St. Gregory CEVC Primary School are responsible for ensuring that pupils have good attendance by:-

- ensuring that attendance registers are kept accurately;
- differentiating appropriately between authorised and unauthorised absence (a letter or message from a parent does not in itself authorise an absence – only the school can decide whether the parent's explanation justifies authorising the absence);
- responding to absenteeism firmly, consistently and with care;
- contacting parents when they are concerned about a pupil's absences (e.g. when a child's attendance falls below 90%, or when a child has six unauthorised sessions), and recording the contact;
- ensuring that parents are made aware termly of their children's attendance through a letter; consulting with the Education Welfare Service if a pupil's attendance continues to give cause for concern;
- promoting regular school attendance (for example, by contacting parents by telephone on the first day of absence if parents have not contacted the school);
- acknowledging good or improved attendance of individual pupils and classes.

5. Responsibility of Parents/Carers

5.1 Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

5.2 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:-

‘if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence’.

(NB Where the Education Act refers to ‘he’, it also means ‘she’).

5.3 If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parents or carers to notify the school of the pupil's absence. This should be by telephone on the first day and every day of absence. Wherever possible, parents or carers should avoid making medical/dental appointments for their children during school hours. If a child is absent without prior arrangement the school office will make a “first day absence” phone call. If there is no answer then the school reserves the right to do a home visit to check that the child(ren) are safe along with their parent(s). On subsequent days parents will phone the school on each day of absence to inform the school of the reason.

Punctuality

5.4 It is the parent/carers responsibility:

- To ensure that their children arrive to school on time.
- The morning register will be called promptly at **8.45 a.m.** Any child arriving after **8.45 a.m.** but before **9.00 a.m.** will be marked as late (L). Any child arriving after the registers have closed at **9.00 a.m.** will be marked as unauthorised late (U).
- The afternoon register will be called promptly at **12.45 p.m. in Reception, 1.00 p.m. in Key Stage 1 and 1.15 p.m. in Key Stage 2.** Any child arriving after 12.45 p.m. in Reception but before 12.50 p.m. will be marked as late (L), Key Stage 1, any child arriving after 1.00 p.m. but before 1.05 p.m. will be marked as late (L) and in Key Stage 2, any child arriving after 1.15 p.m. but before 1.20 p.m. will be marked as late (L).
- Children who arrive after the registers has been called, need to report to the school office to sign in.

Absences

5.5 It is the parent/carer's responsibility:

- To notify the school on the first day of absence before 8.30 a.m. or as soon as possible.
- Parents can report an absence by telephoning the school office or emailing.
- To provide medical evidence, if requested, on the child's return to school.
- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer. Parents/carers of children for whom we do not know the reason for absence will be contacted after 8.30 a.m.

This table is designed to illustrate the levels of attendance at school and the impact it has.

Attendance during school year	Days absent	Weeks missed	Rating
100%	0	0	Outstanding
99 – 95%	2 – 10	Up to two weeks	Good
94 – 90%	11 – 19	Up to four weeks	In danger of persistent absenteeism; penalty notices possibly issued
89 – 85%	20 – 29	Up to six weeks	Persistent absenteeism; outside agencies could become involved
Less than 85%	More than 30	More than six weeks	Persistent absenteeism Over time 80% attendance means a whole school year is lost

This table shows the impact of persistent lateness on a child's attendance.

Minutes late per day	Means teaching days lost in a year
5 mins	approx. 3 days
10 mins	approx. 6 days
15 mins	approx. 10 days
20 mins	approx. 19 days

Illness/Medical Absences

5.6 In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

In the case of a chronic illness or other long term illness issue then a letter or note from the GP or other health professional to state the child is not fit for school or stating the times and days each week the child will be fit for school will be required. This will give clarity to both the school and the child, plus the parent/carer.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday or if the authenticity of an illness is in doubt.

6. Term-Time Holiday Absence

6.1 Parents/carers are expected to take their child(ren) on holiday during the 14 weeks school holidays to minimise the impact of their child(ren) missing their education.

6.2 Parents/carers requesting a term time holiday must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Headteacher.

6.3 It is the parent/carer's responsibility:

- To obtain a leave of absence form from the school office.
- To complete and submit the form in advance of the period of absence (ideally 4 weeks prior).

7. Fixed Penalty Notices

7.1 Section 23 of the Anti-Social Behaviour Act 2003 introduced additional powers under Section 444 of the Education Act 1996 authorising Local Authorities to issue Penalty Notices in cases of unauthorised absence from school. The school has adopted Suffolk County Council's Penalty Notice Code of Conduct. After every six unauthorised absences that a pupil reaches in the school year they will be referred to the Lead Attendance Officer at Suffolk County Council. If the referral is appropriate, the Lead Attendance Officer will process the referral and issue a Penalty Notice. This means that pupils can be issued with more than one fixed penalty notice each year e.g. on their 7th, 13th and 19th sessions of unauthorised absence.

7.2 The number of unauthorised absences required for a fixed penalty notice to be issued will be reviewed annually by the cluster of schools feeding into Ormiston Sudbury Academy.

7.3 Where satisfactory evidence is provided for an absence after a fixed penalty notice has been issued, the Headteacher will contact the Lead Attendance Officer and ask for the notice to be withdrawn.

8. Unauthorised absences

8.1 The school will not authorise absence for day trips, visiting relatives, shopping or birthdays.

9. Unexplained Absence

9.1 When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

9.2 Regular monitoring of all pupils' attendance is carried out by the Education Welfare Officer. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited to an attendance meeting to discuss absences and any appropriate support.

10. Absence for Other Reason

10.1 It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

11. Notifying Parents

11.1 The school sends letters to parents to inform if their child's absence is becoming a cause for concern, dipping below 90%. These letters are included as appendices in this policy. Our intention is to work with families to enable attendance, therefore we will offer the support of the Headteacher and also attendance at Breakfast Club. The Headteacher will also informally talk these things through with each individual family.

12. Role of the Education Welfare Officer

12.1 To investigate absence which are below 90%, and to hold meetings with these parents as required.

12.2 To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.

12.3 To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Attendance Service.

13. Persistent Latecomer

13.1 Parents/carers should note that children who arrive late after the register has closed are given a 'U' code, which is the equivalent of an unauthorised absence and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after the times of 9.00 a.m., 12.45 p.m. or 1.15 p.m.

13.2 Children who repeatedly attend school late after 9.00 a.m., 12.45 p.m. or 1.15 p.m. will be brought to the attention of the Education Welfare Officer, who may invite parents to attend a meeting in school to discuss the persistent lateness, this may follow or instead of the issue of a fixed penalty fine.

14. Planned absences during term-time

14.1 Holidays in term time will not be authorised for anything other than the most extraordinary circumstances. The school reserves the right to pursue fixed penalty notices for parents who take their children out of school during term time.

15. School Refusal

15.1 If you are concerned that your child is struggling to attend school regularly, you should contact your child's teacher or the Headteacher immediately and openly to discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

16. School's roles and responsibilities

16.1 All staff (teaching and support) at St. Gregory CEVC Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

17. Attendance Leader

17.1 The Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. The Headteacher will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team and as appropriate with other staff members, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body termly. The Headteacher will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

18. Registration

18.1 St. Gregory CEVC Primary School is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Office staff are responsible for completing the attendance registers using the codes (shown below) detailed at the end of this document. The register will be called at the start of each session (morning and afternoon) and will close 5 minutes after. Any child not present at this time will be recorded as 'L' meaning late.

18.2 Children who arrive, in the morning, after 9.00 a.m. and the registers are closed, will be marked as a 'U'. This absence will be categorised as an 'unauthorised absence' unless leave has been authorised by the school in advance or where a reason for absence is known and is accepted by the school as a legitimate reason for absence. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher.

18.3 Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.

18.4 In the event that a pupil arrives late, or leaves early (where the register has not yet closed) the pupil should report to the school office and the register will be updated.

19. Approved educational activity

19.1 Where a pupil is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

20. Staff Training

20.1 The Headteacher will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

21. Collection and analysis of data

21.1 The Headteacher will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection. Attendance is monitored by class/year group and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance.

21.2 Accurate attendance returns are made and returned to the Educational Welfare Officer from the Local Area office on a termly basis.

22. Systems and strategies for managing and improving attendance

22.1 Attendance has a very high profile at St. Gregory CEVC Primary School and is discussed and raised as a topic for discussion as necessary.

First-day calling

22.2 St. Gregory CEVC Primary School has in place a system of first-day calling by 10:00 a.m. This means that parents will be telephoned by one of the office staff on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify, at an early stage, pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

22.3 Where it is not possible to make direct contact with parents or carers, a message will be left on the Parents or carers telephone(s) and/or an email sent.

22.4 If contact has not been made with the parents or carers by 11:00 a.m. on the day of absence, or earlier if there are reasons for concern, school may attempt to contact other people on the child's contact list, visit the family home or contact known family friends to ensure the safeguarding of the children.

Meetings with parents

22.5 Where there is an emerging pattern to a pupil's absence or where staff are particularly concerned, the school will contact parents and carers to notify them of their concerns. A meeting may then be arranged to discuss the reasons for the absences. At the meeting plans will be put in place with parents or carers, and the pupil to resolve any difficulties, to provide appropriate support and to improve the attendance within a specified time limit. This would usually be no more than 4 weeks and will be recorded for future referral. It will be explained to parents and carers that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

On track to be Persistently absent (OTPA)

22.6 Pupils who have an attendance rate of between 91% and 95% are in the category of On Track to be persistently absent. These pupils are tracked by the school and plans may be implemented with families to support attendance to school. School staff involved in this work may be the class teacher and the Attendance Lead (Headteacher). This may also include a request for medical evidence to support any absences due to illness. In the event that this evidence is not provided, absences recorded as authorised due to illness, may be amended to an unauthorised absence.

Home Visits

22.7 Where it is not possible to make contact with parents on the first day of absence, and the school has received no explanation for an absence by 10:00 a.m. on the day of the absence, then a member of SLT may make a home visit to ensure the safety and wellbeing of that pupil. Home visits may also be used where the school has been told that a pupil is absent from school because they are ill but the school has evidence that they are in fact on holiday.

28. Governors' responsibilities

28.1 The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

29. Conclusion

29.1 Regular school attendance is a necessary contributor to ensuring the outcomes of *Every Child Matters*:

Be healthy -

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy

Stay safe -

- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly

Enjoy and achieve -

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

Make a positive contribution -

- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others

Achieve economic well-being -

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

Reviewing the policy

The school will review this policy each year with its allocated Education Welfare Officer.

Appendix 1

Letter 1 - Attendance 90% or below

September 2022

Dear Parents or Carers,

Re: (Pupil's name) D.O.B.

I write to draw your attention to the fact that your son/daughter's current level of attendance stands at only xx% which equates to your child having missed xx sessions at school so far this year. A copy of the attendance record is enclosed for your information.

The expected level of attendance at a primary school is 96%.

As I am sure you are aware, it is important that <Pupil's name > maintains regular school attendance, as any absence may interrupt his/her academic progress and may have an effect on maintaining friendships. You should also be aware that regular attendance is a legal requirement.

There may, of course, be very valid reasons for this figure such as illness which, of course, are especially prevalent during the winter months. This letter is for your information. It is generated from our attendance data.

(Pupil's name) attendance will be closely monitored over the coming weeks and I look forward to seeing an improvement in the level of attendance. If there is no improvement then a meeting will be arranged with myself, to see what support we can offer you.

Best wishes,

Mr Woodrow
Headteacher

Enc. Record of Attendance
 School Attendance Leaflet

Appendix 2

Letter 2 – Sent out when attendance has not risen since sending out Letter 1

September 2022

Dear Parents or Carers,

This letter is to inform you that our current attendance data shows that _____'s attendance is currently below 90%. Research suggests that this means your child is becoming a persistent absentee.

There may, of course, be very valid reasons for this figure. Please let us know if we can help in any way.

In the meantime, we will make an appointment for you to speak with ourselves and the Education Welfare Officer.

We will write to you with a date and time.

We shall monitor the attendance closely over the coming weeks and would hope to see an improvement. As part of our attendance policy, we reserve the right to pursue penalty notices to parents whose children are absent from school.

Best wishes,

Daniel Woodrow
Headteacher

Appendix 3

Letter 3 - Sent out when attendance at 85% or below (EWO informed)

September 2022

Dear Parents or Carers,

This letter is to inform you that are current attendance data shows that _____'s attendance is currently below 85%. This suggests that your child is a persistent absentee. We will write to you with a time for an appointment with ourselves and the Educational Welfare Officer very soon. We would like to work with you to ensure good attendance at school and will help you in any way we can.

There may, of course, be very valid reasons for this figure. Please let us know if we can help in any way.

We shall monitor the attendance closely over the next four to six weeks and we would need to see an improvement. As part of our attendance policy, were there to be no improvement then we would look to issue a penalty notice.

Best wishes,

Daniel Woodrow
Headteacher

St. Gregory CEVC Primary School

Attendance and Absence - Frequently Asked Questions - September 2022

In line with the Attendance Policy published on our website, the school has prepared the following FAQ sheet to outline its key points and address some of the questions that we are frequently asked.

Illness

1.1 If my child is ill with sickness or a stomach upset, how long must they stay off school?

Children need to be kept at home for 48 hours after the last bout of sickness, so a pupil who was sick on Monday morning would be expected to be in school on Wednesday afternoon. The office staff will let you know when your child needs to be back in school when you call them about the illness, and you will not need to call them again unless there is another bout.

1.2 If my child is ill with something other than sickness and diarrhoea, do I have report this to the school for each day of their illness?

Yes. As part of our commitment to keeping our pupils safe, we need to know where they are each day. This may be an inconvenience, but a quick phone call or email each day to tell us the reason for absence (e.g. cough) puts our mind at rest and saves the absence from being recorded as unauthorised.

1.3 Do I really have to phone the school on every day of my child's absence?

Yes. We must hear from you on every day of your child's absence so that we know where they are each day. The only exception to this is if your child has sickness and diarrhoea and you have spoken to a member of the office staff who have confirmed the date and time that your child can return to school with you. If we have not heard from you by 10:00 a.m. on the day of an absence, then members of the school's Senior Leadership Team may carry out a home visit to check that everything is ok. They may also carry out a home visit if we have been told that your child is ill but have strong evidence to suggest that they are in fact on holiday.

Holidays and Other Absence

2.1 Does the school authorise any holidays?

All holidays will now be unauthorised and almost all holidays will result in a fixed penalty notice if they last for longer than six sessions or take you over six sessions when added to any existing unauthorised absences. There are some exceptions to this – **see 2.7.**

2.2 Holidays are so much cheaper and more affordable during term time – will the school authorise absences because of this?

No. It is true that there is a huge discrepancy in prices between term time and the school holidays, but unfortunately this is not an appropriate reason to authorise absence.

2.3 How many unauthorised sessions can a pupil have before a penalty notice is issued?

The school policy now states that penalty notices will be issued after every six unauthorised sessions (one day is two sessions).

2.4 How much will I have to pay if I am issued with a penalty notice?

If a penalty notice is issued, each named legal guardian of a pupil has to pay £60. If legal guardians are separated and one of them does not go on the holiday and can demonstrate that they opposed it then the Headteacher can decide not to issue them with a fixed penalty notice.

2.5 How much money does the school make from penalty notices for absence?

The school gets none of the money from penalty notices for absence. The funds collected go to Suffolk County Council.

2.6 Can I appeal against a penalty notice?

Yes. However, the Headteacher is the only person who can withdraw a penalty notice once it has been given – the Local Authority Attendance Officers do not have the power to do that.

2.7 I have to take holidays during term time because of my employer and the nature of my job. What should I do?

The school will consider not issuing fixed term penalty notices for service personnel and those who work in the NHS and the emergency services who are prevented from taking holidays during term-time due to a strict and un-negotiable holiday rota. In these instances, the school will authorise up to 10 sessions or 5 days per academic year.

2.8 What will the school authorise absence for?

The school will authorise absence for religious observance, illness or medical appointments, visits to other schools and 'exceptional circumstances'. These are decided upon on a case-by-case basis by the Headteacher. If you have to travel long distances to attend these e.g. overseas, then the school may authorise up to two days of travel.

2.9 I did not know how many unauthorised sessions I had missed and the penalty notice was a real surprise to me.

The Request for Leave of Absence form shows how many unauthorised absences your child has had for that academic year.

For more detail about attendance at St. Gregory CEVC Primary School, please read the Attendance Policy on the school website or request a copy from the school office.