

Requests for leave of absence during term time

All planned absences should be requested at least 2 weeks in advance. A form is available from the office. Please note that parents/carers **are not entitled** to take their child out of school during term time.

The head teacher will examine all requests for exceptional circumstances. If there is not sufficient reason and the request does not meet criteria set out by the government, then the leave of absence will be declined. If the child is taken out of school regardless then this will be marked as unauthorised in the register. This may be followed by a fine from the Local Authority.

The Department for Education state that absence for holidays in term time due to the following reasons will not be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with beginning or end of term
- Holidays booked before checking with the school
- Day trips

Reporting Absences

If your child is going to be absent, please notify the office as early as possible on 01623 478090 to speak to a member of staff.



Attendance Matters

What will happen at
St Patrick's Catholic Primary School?

Information for Parents and Carers on
Attendance and Punctuality

Our attendance target for all students is
97% and above.



We will encourage good attendance by:

- ♦ Creating a positive environment where children feel safe and secure
- ♦ Making our Academy a lively, rewarding and interesting place to be.
- ♦ Ensuring careful monitoring of attendance data regularly
- ♦ Reminding parents/carers of their responsibilities.
- ♦ Working with parents/carers who's children may be experiencing difficulty in attending the Academy.
- ♦ Liaise with outside agencies where necessary regarding attendance issues.

If you are late:

School is open from 8:30am for early morning work. Registers are taken at 8:40am. Your child should be in school by 8:40am in order to prepare for the school day. If your child is late you will need to take them to the main entrance so that a reason for lateness can be given to a member of staff.

Monitoring Attendance & Concerns

We have a legal requirement to monitor children's attendance at school. If your child's attendance becomes a cause for concern we will contact you by letter, or telephone to arrange a meeting between home and school.

From September 2015, the government classes any child whose attendance is under 90% as 'persistently absent' and encourage the involvement of outside agencies such as Targeted Support, Social Care and/or the school nurse (in cases of ongoing medical problems).

Legal Action

Legal proceedings may be taken by the Academy or Local Authority against parents where young people have a high level of unauthorised absence. This may be in the form of:

- ♦ Legal action through a Magistrates Court in accordance with the Education Act 1996
- ♦ Fixed Penalty Notices (see separate booklet).

