

15th February 2019

Dear Parents and Carers,

Attendance Policy

Due to recent changes made to the Local Authority's code of conduct for issuing education penalty notices, the Governors have completed a review of the school's attendance policy.

The revised attendance policy is available on the school's website for your information.

Under the new Gloucestershire Code of Conduct, parents may be issued with a penalty notice for the following reasons:

1. An excluded pupil is found in a public place, without a justifiable reason for being there during school hours on a school day during the first five days of a fixed term exclusion period or a permanent exclusion.
2. A minimum of ten sessions (5 days) of unauthorised absence from school during term time in order to take a family holiday within the immediate preceding ten week period. In such a case, each parent may be issued with a separate penalty notice for each child taken out of school.
3. Persistent lateness of a pupil arriving at school after the registers have been closed and where there have been ten sessions for lateness within the immediately preceding ten week period.

Our revised policy states that:

At St Mary's Primary School we expect pupils to attend school every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence.

As you are aware, the vast majority of holiday requests during term time are not authorised. Parents need to be aware that the school will refer any unauthorised absence taken for holidays to the Local Authority, which may result in a Penalty Notice being issued.

If you are planning to take a holiday during term time you will need to complete a 'Request for a leave of absence during term time' form from the school office at least two weeks before the holiday.

This policy will take effect immediately.

Yours sincerely

Mrs J Woolley