



Packington Church of England Primary School

Headteacher ~ Mrs C J Price

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SCHOOL ATTENDANCE POLICY 2013-14

Dear Parents/Carers

School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absence, including persistent absence and as a consequence the Government have made amendments to the Education (Pupil Registration- England) Regulations 2006 which come into force on **1st September 2013**. These state that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances; in these cases it is the Headteacher and the Governing body who determine the number of days a child can be away from school if the leave is granted.

As a result of these changes the Governing Body has had to review and update the school attendance policy. The full policy is now on the school website along with this letter. However I felt it important to write to you about the major changes within the policy and how the school will deal with the transition from one policy to another.

The key difference, as many of you will be aware from previous communications, is that I will no longer be able to approve requests for leave of absence for holidays during term time; including the following reasons:

- Availability of cheap holidays and cheap travel arrangements
- Convenient travel times (proof will be required of alterations to travel times/ arrangements by carriers)
- Days overlapping with beginning or end of term
- Full or part days around a weekend
- Any circumstances which are not considered exceptional

(Please note absence is also unlikely to be authorised if the child's attendance is less than 95%)

Parents needing leave of absence for exceptional circumstances* should complete a form at least two weeks before the anticipated start date with the reason for the request given in detail. This form will be

shared with the Attendance Governors before a final decision is made. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

** Examples of exceptional circumstance;*

- *Accredited Exam - ballet/music (extra-curricular)*
- *Gifted and Talented opportunity (part in a pantomime, sporting event etc)*
- *Bereavement*
- *Serious family crisis*
- *Holiday due to factory shut down/ (proof shown to the school to verify from employer)*
- *Holiday due to restricted leave (police, forces personnel etc - proof to the school to verify from employer)*
- *Wedding - close family relative (parent, grandparent, sibling, 1st auntie/uncle)*
- *Religious Days*
- *Other exceptional circumstances to be considered on an individual basis*

I would like to remind parents that this is a Government Policy and parents who take their children on holiday without permission will incur unauthorised absence for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and /or court action.

Due to the late arrival of guidance from central Government schools have had to respond very quickly and rather late in the day and we realise that some parents have already made holiday arrangements. As a result we recognise that a transition period will be necessary in order to implement the new amendments fairly. Therefore, any holidays booked prior to this letter going out dated today, will be treated under last academic years point system (proof of booking date will be required). This is providing all holidays have been taken before the 31st August 2014 regardless of the booking date, all holidays after this date will not be authorised.

Thank you for your support and understanding.

Yours sincerely,

Mrs C Price
Head Teacher

At Packington we want to do our best and work together.