



Lexden Primary School
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Dear Parents

Late Arrival and Absence from school

Following a Register Review, carried out by our EWO (Education Welfare Officer), it has been highlighted that the school has a high number of pupils arriving late on a regular basis. I am sure you will appreciate that, from the point of view of school staff, children's late arrival disrupts the class when they arrive at school after lessons have commenced.

Minutes late per day during the school year	Equal days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

The EWO has asked that we make it clear that, parents have a legal duty to ensure that their child attends school regularly and punctually. Lateness in arrival is deemed as irregular attendance at school and can lead to a prosecution.

The EWO is monitoring attendance and will contact families where lateness and/or attendance is of a level that causes concern. Please can I ask that every effort is made to ensure children are here on time and that absence during term time is kept to a minimum. We are seeing an increasing number of holiday requests and would draw your attention to the school policy overleaf.

Thank you for your co-operation.

Yours sincerely

Mr A Candler
Headteacher

Data Privacy Notice

Lexden Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the LA or other third parties where the law requires us to do so. Our full online privacy notice can be found at www.lexden.essex.sch.uk

Leave of Absence

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, that came into force on 1st September 2013, state that Headteachers are no longer permitted to grant leave of absence during term time, unless the circumstances are exceptional. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Circumstances when Leave of Absence may be granted:

All term time holiday or leave of absence requests will be refused unless the request meets the following criteria for "exceptional circumstances"

- Forces Personnel on leave from a foreign posting
- Leave for members of the Police, Fire Service or other emergency services, where the employer provides a written letter to the effect that leave cannot be taken at any other time.
- Significant family events - maximum of 2 days within an academic year
- Cultural and Religious requirements.
- Occasions when the pupil is to be educated off site.

At Lexden Primary School 'exceptional circumstances' will be interpreted as: ... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

We will not agree leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Circumstances when Leave of Absence **will not** be granted:

- A family holiday.
- Relatives coming to visit.
- Availability of cheaper holidays or desired accommodation.
- Poor weather experienced in school holiday periods.
- Visiting family and friends who have different school holidays.
- Where children have high levels of absence (below 95% attendance for the previous term, regardless of which academic year the term falls in).
- When the leave is taken without prior permission from the Headteacher.

Unauthorised absence from school can result in penalty notices being issued.

For the full policy, please go to the school's website www.lexden.essex.sch.uk