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PRINCIPAL – Dr Penny Fitch

Academic Year 2021/22

16<sup>th</sup> February 2022

### **Attendance and Avoidable Absences in Term Time**

As I write this letter as a reminder of our obligations regarding attendance, I am of course mindful that this is not an ordinary year and the attendance of your child may be affected by the need to shield, self-isolate or illness as a result of the pandemic and the government guidance which we are adhering to regarding any absence as a result of Covid can be found here: [School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-guidance)

We firmly believe that in order for a pupil to fully benefit from their education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor in achieving a productive and successful school career.

The changes in education regulations reinforced the Government's view that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in 'exceptional circumstances' and this can be applied for using the S2 Form available from the school office. As an example, a family holiday is not normally considered by the Government to be an 'exceptional circumstance' and, therefore, will not be authorised by the school. Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences.

The school meets with the Education Welfare Officer (EWO) on a regular basis to discuss individual school attendance and any unauthorised absences.

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/guardian for each child involved. Currently, each Penalty Notice is £60, if paid within the first 21 days of issue, increasing to £120 if paid after 21 days and before 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated.

We understand the disappointment that the refusal of any leave request may cause, but as I'm sure you can appreciate, this policy represents the school's responsibility and commitment to maximising your child's opportunities to succeed in their education. We hope you will continue to support your child's education by ensuring that your son/daughter obtains the maximum benefit from their time at school by attending punctually and for the required number of school days each year that the law requires (unless of course your child is prevented from doing so by an unavoidable circumstance or illness). Our Attendance Policy is available to be seen, if required. Please contact the school office who can provide this, and if you should have any questions, please contact our admin team.

Thank you for your continued support and understanding.

Yours sincerely  
Penny Fitch  
Principal