

# Melbourne Infant School

Headteacher: Mrs J. Sadler B.Ed, (Hons)

9<sup>th</sup> July 2013

Dear Parent/Carer,

## School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on **1<sup>st</sup> September 2013**. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes I will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances\*** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences 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.

Obviously parents are receiving this information very late to come into force for September 2013 and both schools recognise that some families will have already booked holidays for next year. Governors from the Infant and Junior Schools have agreed that any holidays booked prior to the letter going out dated today, will be treated through this current years point system (proof of booking date will be required) and will not automatically unauthorised. This is providing all holidays have been taken before 31<sup>st</sup> August 2014 regardless of the booking date, all holidays taken after this date will not be authorised.

If you have any queries regarding this information then please do not hesitate to ask.

Thank you for your support and understanding.

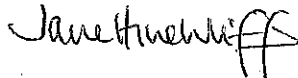
Yours sincerely,



Mrs J Sadler

Headteacher

Melbourne Infant School



Miss J Hinchliff

Headteacher

Melbourne Junior School

\*Examples of **exceptional circumstances** as agreed by Melbourne Infant and Junior School's governors.

- Accredited Exam – ballet/music (extra curricular)
- Gifted & Talented opportunity (part in the pantomime, Wimbledon ball person etc)
- Bereavement
- Serious family crisis
- Holiday due to factory shut down (Proof shown to the school to verify from employer)
- Wedding – close family relative (parent, grandparent, sibling, 1<sup>st</sup> aunty/uncle)
- Religious Day
- Other exceptional circumstances to be considered on an individual basis