St. Mary & St. Andrew's Catholic Primary School
Station Lane, Barton, Preston. PR3 5DY. 01772 826335

Holidays in Term Time

Information for Parents and Carers

At St Mary & St Andrew's Catholic Primary School, we are committed to ensuring every child achieves their full potential through regular attendance at school.

Can I take my child out of school during term time?

Parents do not have an automatic right to take their child out of school during term time. Any request for leave of absence must be made in advance using the school's Leave of Absence Request Form.

The Headteacher can only authorise leave in exceptional circumstances. Family holidays, availability of cheaper holidays, parental work commitments or accommodation arrangements will not normally be considered exceptional circumstances.

Why is attendance so important?

Good attendance is essential for children to:

- Make good academic progress.
- Develop friendships and social skills.
- Participate fully in school life.
- Build confidence and resilience.
- Avoid gaps in learning that can be difficult to recover.

Just five days of absence means a child misses approximately 25 hours of learning.

What happens if leave is taken without permission?

Where leave of absence is not authorised and a child is absent from school, the school may request that Lancashire County Council consider issuing a Penalty Notice in line with national attendance regulations.

A Penalty Notice may be considered when a pupil has accrued 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school-week period.

Penalty Notices are issued to each parent who is responsible for the child's attendance.

Before booking travel

Parents and carers are strongly advised not to make any travel arrangements until they have received the school's written response to their application.

Submitting a request does not mean that leave will be authorised.

How to apply

A Leave of Absence Request Form is available from the school office and should be completed and returned to the school before any arrangements are made.

Applications should be submitted with as much notice as possible to allow the school sufficient time to consider the request.

Working Together

We value the support of parents and carers in promoting excellent attendance. Regular attendance helps every child make the most of the educational opportunities available to them and supports their overall wellbeing and development.

If you have any questions regarding attendance or leave of absence, please contact the school office.

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