

## Holidays

Holidays during term time CANNOT be authorised under any circumstances—it's the law!

Leave of absence can only be granted by the Headteacher for exceptional circumstances: attending a funeral, hospital appointments and compassionate leave. The school will take into account previous attendance and previous history of exceptional circumstances when deciding if an absence can be authorised. In all instances a maximum of 2 days will be authorised.

Parents/ carers who remove children for holidays will receive a Penalty Notice Warning which could lead to a fine or prosecution.

No leave of absence can be granted during the SATs period for children in Years 2 and 6.

## Our School Target is 96%.

**100% means full attendance.** Children are rewarded with stickers and certificates.

**96% means 7 days or less absence in a year.** Children are rewarded with stickers.

## What is Persistent Absence?

Below 90% attendance means that your child will miss at least 19 days learning during the year. If this persists then by the end of Year 9 they will have missed one WHOLE year's education!

## If we have concerns we will:

- Write to you
- Invite you to enter into a Parenting Contract to improve attendance
- Issue a Penalty Notice Warning
- Make a referral to the County Attendance Team for possible prosecution

## Attendance

St Leonard's C E Primary School



Everyone can become a better learner!

Regular attendance and good punctuality support children in making the best progress that they can at school.

## Attending school regularly means that:

- ◆ Friendships are built and maintained
- ◆ Children's learning is uninterrupted
- ◆ Gaps in learning are avoided
- ◆ Children don't miss out on opportunities provided for them at school
- ◆ Children maximize their progress and achieve what they are capable of



## Punctuality matters:

When a pupil arrives late to school, there are many consequences:

- ◆ Pupils feel awkward and embarrassed going into the classroom when everyone else is already settled
- ◆ He or she misses out on essential instructions given at the beginning of lessons
- ◆ When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson
- ◆ **Arriving 5 minutes late each day adds up to missing 3 whole days of school by the end of the year**

Registration is at 8.40am.

Please arrive on time!

## What to do if your child is ill

**Phone us as soon as possible on the first day of absence— 01295 262507**

Only valid illnesses or religious holidays will be authorised. Where absences are not for suitable reasons then they will NOT be authorised.

Medical appointments should be made out of school hours wherever possible.

Lateness after 9.25am is recorded as an absence for that session.

If we subsequently receive information which casts doubt over an absence then it will be made unauthorised.

