



# St. Leonard's C.E. Primary School

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13<sup>th</sup> September, 2017

## Attendance Policy

Dear Parents

Please find attached our amended Attendance Policy. This has now been adopted by the Governors and is in line with the latest Government regulations on attendance. Please read this carefully to ensure continuity of procedures.

**As you know Holidays in term time are not classed as a 'right' or as an 'exceptional circumstance'.**

Be assured that each request for absence is considered carefully, fairly and on a case by case basis. However particular focus has to be given to –

- The time of year that the absence is to be taken – No absence can be authorised at the start of a new school year for **any child**
- The Year group of the child – No absence can be authorised in **Reception, Year 2 or Year 6.**
- The individual circumstances of the request – No absence can be authorised for a holiday just because it is cheaper in term time

**Also - If work restrictions apply then a letter from your employer verifying this must be received with your application for absence.**

I will always endeavour to be reasonable, but I must stress that every time your child misses school their achievement could be affected. At St. Leonard's we want them to achieve their full potential and leave us feeling secure and armed with all the skills and knowledge necessary to be successful at secondary school.

Where medical appointments cannot be made out of school time the office should be notified and shown an official appointment card/letter. This will be copied for our records and the Educational Welfare Officer's half termly visit.

Thank you for your continued support. As a result our attendance in school has risen by 1.5% over the past 4 years 94.5% to 96%. This is a very good achievement.

Many thanks

Yours sincerely

Kay Ferriday  
Head Teacher

