

**By law parents do not have a right to take their children out of school during term time and must ask permission for their child to miss school.**

In addition the school must know the reason for any absence from a safeguarding point of view.

**We are grateful to parents for your cooperation in maintaining the levels of attendance at St Andrew's. This is clearly in the best interests of all pupils.**



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## **Attendance Leaflet**

This leaflet summarises the school's attendance policy for parents. The full policy is available on the school website. The staff team at St Andrew's C E Primary School is committed, in partnership with parents, pupils and governors to ensure good attendance (above 96%). All pupils benefit from regular school attendance. To this end we will do all we can to encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

We believe that regular attendance is of the greatest importance because pupils will:

- ✓ Have full access to the curriculum and are more likely to achieve their potential
- ✓ Be able to build relationships and develop social skills
- ✓ Be able to broaden their experiences and enjoy many extra-curricular activities
- ✓ Be able to develop a more positive attitude to school
- ✓ learning the importance of being punctual and reliable
- ✓ Be able to develop a fuller sense of belonging to the school and church community
- ✓ Remain within the law

*The Education Act 1996 states: "If any child of compulsory school age fails to attend school, his/her parent/carer is guilty of an offence."*

**We expect that all parents/carers/guardians and other persons who have day to day responsibility for children will:**

- ✓ Contact the school on **the first day of the child's absence** and send a note on their return to school, stating a **REASON for the absence**.
- ✓ Please ring if your child is going to be late.
- ✓ Familiarise themselves with the requirements of the Attendance and Punctuality expectations of the Home/School agreement
- ✓ Encourage regular school attendance and be aware of their legal responsibilities
- ✓ Ensure that the child/children in their care arrive at school punctually, prepared for the school day with appropriate equipment, warm coat etc;
- ✓ Refrain from taking their child on holiday during term time.

### **Requests for Holiday or Term Time Leave.**

The school holiday dates are published annually on the school website <http://www.standrewsce.rochdale.sch.uk/>. The Government has made changes, which school must implement. Amendments to the Education (Pupils Registration) (England) Regulations 2006 make it clear that Headteachers **may not grant any** leave of absence during term time unless there are exceptional circumstances. Holiday leave for pupils during term time **will not be authorised**. Exceptional circumstances will only be considered in consultation with the Head Teacher.

Please note that under these circumstances, if parents, carers or guardians take their child out of school for a holiday, their child's absence will be recorded as unauthorised in the school register. Please let school know in writing 2 weeks in advance if you still intend to take your child on holiday in term time. In line with Rochdale Local Authority policy for dealing with unauthorised absences, families may be issued with a Fixed Penalty Warning and/or a Penalty Notice

There is a **form** in school entitled "*Application to the Governing Body of St Andrew's for Leave of Absence*". We ask you to use this if you intend to take your child out of school in term time and you feel there are exceptional circumstances for this.