

## Term-Time Leave of Absence

Changes in the law mean that Headteachers can no longer grant leave of absence in term-time unless there are exceptional circumstances for the absence. The following reasons are **NOT** considered as exceptional:

- Holidays taken in term time due to lower costs, parental work commitments or once in a life time experiences.
- Holidays abroad for the purpose of visiting a sick relative
- Holidays booked as a surprise by relatives

Parents of children who have regular unauthorised absences or who take their children on holiday during term time may receive a penalty notice and a fine of £60 per parent per child. If this is not paid within 28 days the fine rises to £120. If no payment is made you could face court action.

Code of conduct for issuing of Penalty Notices  
Revised September 2013 in accordance with The  
Education (Penalty Notices) (ENGLAND)  
(Amendment) regulations 2013

If you have any questions or concerns regarding your child's attendance, please do not hesitate to contact the school. We can offer support to ensure your child's attendance improves.

### Lateness Adds up!



Being 15 mins late every day will add up to **TWO WEEKS** of school missed every year!

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5-16 years attend school on a regular basis **AND** on time. Failure to do this result in a fine and being taken to court.

### St Paul's Church of England Combined School,

Stratford Drive,  
Wooburn Green,  
HP10 0QH

Phone: 01628 521553

Email: office@stpaulswooburn.school

## St Paul's C of E Combined School



## School Attendance

Good school attendance enables children to feel confident and happy about the school work and activities that they participate in.

As a parent you can support your child to enjoy school life to the full by ensuring they attend school every day **AND** on time.

# Missing days of School adds up. . .

As a parent it is **your** responsibility to let the school know if your child is going to be absent. Please contact the school on the first day of an absence on 01628 521553. Messages can be left 24hrs a day. Failure to contact the school causes a lot of work for the office and can result in a home visit or social services being contacted.

## Unacceptable reasons for absence:

- Shopping
- Birthday treats
- Visiting relatives
- Non-urgent medical and dental appointments

## Remember:

The **only** acceptable reasons for non-attendance are:

- Illness
- Emergency appointments
- Interviews/visits to prospective schools

**Government Guidelines say that Attendance should be at least 95%**

## Learning missed in a school year

Your child's attendance is above 98%	<b>Amazing Attendance!</b> Your child has the very best chance of success	<b>Your child has the Best Chance of Success</b> In line with National attendance and OFSTED Expectations	Well done and Keep Going!
Your child's attendance is between 95%-98%	<b>Brilliant Attendance!</b> If your child doesn't have any more absences, they will continue to make good progress		
Your child's attendance is between 92-95%	<b>Be Aware.</b> Even a few days absence make it hard for your child to catch up. Every day really does count.	<b>Your child has Poor Attendance and less chance of success</b> Below National attendance and OFSTED Expectations	As a school we are very concerned and will closely monitor your child's attendance
Your child's attendance is between 90-92%	Attendance at this level will start to have a detrimental effect on your child's education		
Your child's attendance is between 85-90%	The Government classes your child as <b>Persistently Absent</b> from school. Over the course of the year your child could miss as much as 5 weeks and 3 days of learning – that's nearly half a term!	<b>Your child has Very Poor Attendance and Significant Learning has been missed</b> Below National attendance and OFSTED Expectations.	As a school we are seriously concerned and will invite you to a meeting.
Your child's attendance is below 85%	The Government classes your child as <b>Persistently Absent</b> from school. Attendance below 85% has a serious effect on your child's education and may effect their chances in later life.	The Government classes your child as <b>Persistently Absent</b> from school.	

Time missed at school can lead to gaps in knowledge that become difficult to fill

## Did you know?

If your child's attendance is **80%**, this means your child is absent:

- 1 day **EVERY** week
- 6 days **EVERY** half term
- 12 days **EVERY** term
- 36 days **EVERY** year
- 180 days in five years. . .

. . . That's nearly **ONE WHOLE SCHOOL YEAR!**

## Persistent Absence

Any child with an attendance below **90%** regardless of the reason for the absence. This equates to just 2 days each month.