

Holidays in term time

As a general rule, children should not be absent from school for the purpose of a holiday. Holidays in term time can be both disruptive to your child's learning and to the school. While a leave of absence **may** be granted in **exceptional** circumstances, it is entirely the school's decision and is **not** a parental right. Leave of absence for the following reasons **will not** be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday periods.

You should seek the Head Teacher's permission for a term time holiday **BEFORE** you book the holiday. A penalty notice for **each** parent of **each** child may be issued:

- If parents have not sought permission for the Head Teacher before taking their child out of school for a Leave of Absence in term time.
- If the Head Teacher has refused the request but the absence occurs anyway.
- If the child has not returned to school by the agreed date with no satisfactory explanation.

Penalty notices do not involve going to court and are a fine imposed on each parent for each child's absence. If paid within 21 days the cost is £60 rising to £120 if paid within 28 days. If not paid within 28 days the case is referred to the magistrates' court for the original offence of not ensuring the regular attendance of your child.

EVERY DAY COUNTS. EVERY LESSON COUNTS

High Bank Junior, Infant and Nursery School



All different, all valued

REGULAR SCHOOL ATTENDANCE

Information leaflet for parents

If you are experiencing difficulties with attendance or punctuality please call in for an informal chat. We will be pleased to help.

Dear Parent/Carer

High Bank School is committed to providing all children with the best start in life. We would like, with your help, to improve our attendance and punctuality and we have set ourselves a target of at least 96%.

Attendance

We all know that every day attendance at school is vital for children to get the most out of their education and with this in mind we will be giving attendance close attention during the coming year.

The primary years at school are so important in laying the foundations for learning, as what the children learn in these years become the building blocks for their work in high school and future life.

Where attendance is a concern we will work closely with parents, backed up by our Attendance and Pupil Support Officer and give as much advice and support as we can. You may be aware that recent Government legislation includes the use of penalty notices for poor attendance, which incur a fine. Hopefully we can resolve any problems without having to issue these.

Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a small problem with lateness. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day.

Have you thought?

- 10 minutes late a day = almost a whole hour of lessons missed each week. Over the year this adds up to nearly 2 whole weeks of schooling.

- A child will miss his/her teacher's instructions for the first lesson.
- Coming late causes disruption to the whole class, as well as to the child who is late.
- Registers and school dinner numbers will have already been sent to the office.
- Children are often very embarrassed and upset coming into class late.

Illness

We recognise that children may be ill at some point and therefore some absence is unavoidable. Children may be away from school for a block of time due to serious illness and school will support your child with work to do at home, if appropriate. You may also receive help from the Home Tuition Service (through the Local Authority). At other times children have odd days of absence from school due to illness - usually they catch up on work missed when they return to school, but regular days off can impact on their educational progress.

IN ALL CASES OF ABSENCE parents should please:

- Only keep your child away from school if really necessary - we can send them home.
- Telephone school on **01274 335237** each day of your child's absence as early as possible before 9.30am.
- Keep school informed if more than 1 day's absence is necessary.
- Avoid medical appointments in school time, but if absolutely necessary please bring your child to school before/after the appointment and provide school with a copy of the appointment letter.
- Speak to the class teacher who will be able to provide you with work for your child, if appropriate.