

# Duddon St. Peter's CE Primary School

'Be the best you can be.'



Head teacher: Paul Hudson B.Ed NPQH  
head@dstp.cheshire.sch.uk

Tarporley Road  
Duddon  
Tarporley  
Cheshire  
CW6 0EL  
Tel: 01829 781366  
Fax: 01829 781140  
admin@dstp.cheshire.sch.uk

Dear Parent/Carer,

Following a recent visit from the Education Welfare Officer and Ofsted, the Governing Body has been asked to monitor pupils' attendance in school more closely. This includes the number of times a pupil is late on arrival, has broken weeks of schooling, or is removed from school for holidays. As a result, there have been a number of changes to our Attendance Policy (which you are able to read in full on the school website ([http://www.dstp.cheshire.sch.uk/serve\\_file/188585](http://www.dstp.cheshire.sch.uk/serve_file/188585))). It is essential that you are aware of the impact of the changes, which are outlined below.

- All children must arrive at school punctually for **registration at 9.00am**. Children who arrive after this time will be marked as late in the register.
- Parents should contact the school whenever the child/children is/are unable to attend. Contact should be made with the school on the first day of the child's absence, **no later than 10am, and on any other subsequent day on which the child is unable to attend.**

## Holidays

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. **The law from 1<sup>st</sup> September 2017 does not give any entitlement to parents to take their child on holiday during term time.** Any applications for leave of absence must be in exceptional circumstances and the Head teacher must be satisfied that the circumstances warrant the granting of leave. **Applications for leave of absence must be submitted to the school at least one month in advance.**

**Parents will be fined by the Local Authority for taking their child on holiday during term time without consent from the school. Fines incurred will be: £60 per child, per parent.**

The following circumstances may allow the school to give authorised leave for holiday absences due to 'exceptional circumstances':

- service personnel returning from/scheduled to embark on a tour of duty abroad
- when it is company policy for an employee to take leave only at a specified time in the year (evidence will be required)
- where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue (evidence will be required)
- may include special occasions such as attending the wedding of a family member or the birth of a sibling
- a unique situation such as the serious illness of a parent, grandparent or other close relative and the holiday is likely to be the last opportunity to experience the holiday together
- a significant family trauma where the child may benefit from the holiday to deal with the situation better
- being of a unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time.

### Appointments:

Wherever possible, dental or medical appointments should be arranged for children out of school hours. If this is not possible, the school will request to see evidence of an appointment letter or card for the appointment. This should be presented to the school office before the child is removed from school.

### Lateness:

- The school and the Governing Body wish to ensure that all children attend school punctually.
- To this end, parents/carers will receive a monthly letter, outlining the number of occasions on which their child has been late arriving for school.
- If the child has **5 late marks** in the register in a half term, this will trigger a meeting of the head teacher with parents to discuss the issue, and plan steps for improvement.
- If the child has **10 late marks** in the register in a term, this will trigger a meeting of the head teacher and the Education Welfare Officer with parents to discuss the issue further.
- These meetings will be accompanied by a pro-forma letter which will be completed in the meetings and retained by the school.

### Broken weeks:

- Where a child has **3 broken weeks** due to absence within a half term, this will trigger a meeting with the head teacher to discuss the issue and plan steps for improvement.
- Where a child has **6 broken weeks** due to absence within a term, this will trigger a meeting with the head teacher and Education Welfare Officer to discuss the issue and plan further steps for improvement.
- These meetings will be accompanied by a pro-forma letter which will be completed in the meetings and retained by the school.

I am sure that as parents, you will wish to support the school in ensuring that all children attend school regularly, and on time, and that we will receive your full co-operation in achieving this.

If you have any questions regarding this, I will be happy to answer them.

Yours sincerely,

*Paul Hudson*

Paul Hudson  
Head teacher