



St. Philip's
RC Primary School

10th February 2023

Attendance and Punctuality

Dear Families,

Absence Requests

Our school values good attendance and punctuality. Regular and prompt attendance allows every child access to the education to which they are entitled by law. In order that every child has the opportunity to reach his/her potential, regular school attendance is a necessity.

I write to you regarding holiday requests. In the past 2 weeks, I have received a staggering amount of absence request forms for holidays during term time. **I am unable to grant any leave of absence during term time unless there are exceptional circumstances.**

The law does not grant parents an automatic right to take their child out of school during term time. **For an exceptional circumstances, an absence request form must be completed, and permission must be sought in advance.** In exceptional circumstances school may authorise, **in advance**, requests for periods of leave.

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. **If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as an unauthorised absence and you will receive a fine per parent for each child.**

Punctuality

School starts at 8.40am. The doors open from 8.35am. It is important that your child is on time for school. Good punctuality at school is essential for pupils to achieve their full educational potential. Good punctuality ensures that your child will arrive on time to class and so will not miss any part of the lesson. Finally, punctuality is, quite simply, a polite life skill to develop and vital for children to form good habits for later life. **It is school policy that if your child is late, you must bring them to the main entrance, sign them in electronically and provide a reason for their lateness. Children must not come into school late without an adult.** We understand that on occasions lateness is unavoidable, however, if you are repeatedly late, school can support you to improve your punctuality.

Our attendance and punctuality policy can be found on our website. Thank you for supporting our school attendance and punctuality policy and giving our pupils, your children, the best possible chance to reach their full potential.

Miss McNamara

Acting Headteacher

