Wheatfields Primary School
Nene Way
St. Ives Cambs
PE27 3WF

Phone: 01480 466919
Fax: 01480 498248
www.wheatfields.cambs.sch.uk

WHEATFIELDS Primary School

Mrs Theresa Thornton
Headteacher
Miss Emma Verney
Deputy Headteacher
Mrs Gemma Edwards
Assistant Headteacher

Friday 13th October 2017

Dear Parents / Carers,

This letter is to inform you that our attendance policy has recently been reviewed. The policy is available on our website at www.wheatfields.cambs.sch.uk or a hard copy is available in school.

In summary:-
We follow the **Department for Education** guidelines and expect pupils to maintain an attendance figure of **100%** throughout the academic year. It is parent`s responsibility to ensure that their children arrive at school and return home safely.

Leave of Absence
The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Headteacher and Governors have determined that:

- Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school governors, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and individual circumstances.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

Term-time holiday
Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

I draw your attention to Appendix 1 and Appendix 2. **Any request for absence must be made using the form in Appendix 2.** This form is available on our website and it can be emailed to our admin@wheatfields.cambs.sch.uk for the attention of Tracy Urquhart. For your convenience, hard copies are also available from the school office.

Yours sincerely

Theresa Thornton

Headteacher

University of Cambridge Faculty of Education 2012-2013 Partner School
Healthy School
sing up Platinum Award
Sainsbury's School Games Bronze 2014/15

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Appendix 1

AVOIDABLE ABSENCE IN TERM TIME

IMPORTANT: Please read carefully the information below.

Penalty Notice Briefing Note for unauthorised term time leave / holiday – update

The Penalty Notice code of conduct has been amended to take into account the Supreme Court Judgement (**Isle of Wight v John Platt**) which clarified the meaning of "regular" school attendance as outlined in Section 444 Education Act 1996. **The school expects attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.**

THE FACTS	THE LAW
School aged pupils in maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances. **WHAT YOU SHOULD CONSIDER** Research suggests that children who are taken out of school may never catch up on the learning 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 is unable to authorise the absence and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £60* fine per parent for each child.	The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006. In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school,

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Unavoidable absence from school will be authorised if it is for the following reasons:	**Other examples of absence from school that will not be authorised:**
• Genuine illness • Unavoidable medical/dental appointments (try to make these after school if at all possible) • Days of religious observance • Seeing a parent who is on leave from the armed forces • External examinations When traveller children go on the road with their parents	• Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives

Please contact your child's head teacher if you wish to discuss the issue.
The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.
We hope that when you have read this leaflet, you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

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Appendix Two

Absence Request Form

Student Details

Name_____ DOB _____Class_____

Address _____

Contact number _____

Sibling details of Compulsory School Age

Name _____ DOB_____ School_____

Name _____ DOB_____ School_____

I request permission for my child to be absent from school

First day of Absence _____Date of Return _____Total School Days____

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **WILL NOT** be able to consider your request without your supporting documents. **Please read carefully the Letter Exceptional Circumstances Information for parents, which is attached to this form for your convenience.**

Declaration

I have read the letter Exceptional Circumstances Information for Parents and understand that I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. ***Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signed_____ Date _____

For School Use only

The school has considered your request for leave of absence and your child's absences will be recorded as follows

Number of Authorised Sessions _____ Number of Unauthorised Sessions _____ Number of unauthorised sessions to date _____

Signed _____

Date _____