

# St. Peter's Catholic Primary School

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*'I have come that they  
may have life, and  
have it to the full.'*

John 10:10

Aspire  
not to have  
more but to  
be more

Dear Parents

## Attendance

The law entitles every child of compulsory school age to an efficient, full time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

Once parents decide to have their child registered at a school, they then have a **legal duty** to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of exceptional circumstances such as being too ill to attend or being given permission for an absence in **advance** from the school.

Children are given thirteen weeks off school therefore holidays should be taken during the school holiday period. As such, schools may **not legally** grant any leave of absence during term time unless there are 'exceptional circumstances' which are at the discretion of the headteacher. The headteacher must be satisfied that the circumstances warrant granting of leave, normally where the situation is both essential and completely out of the control of the family.

If a request for leave of absence is not granted by the headteacher and the pupil does not attend school at this time, their absence will be recorded as unauthorised and the school may seek legal intervention, with the backing of the local authority. It is likely that a penalty notice will be issued and the matter will be pursued legally.

Please be aware that a maximum of five days, ten school sessions, can be authorised for 'exceptional circumstance' at the discretion of the headteacher. Should your child be away from school unauthorised for five days/ten sessions within a 50 day/100 sessions period then a Penalty Notice will be generated and you may be fined by the Local Authority.

Thank you for your understanding and your support in ensuring that children receive the best possible education by attending school regularly.

Yours faithfully

Louise Buxton  
Headteacher

