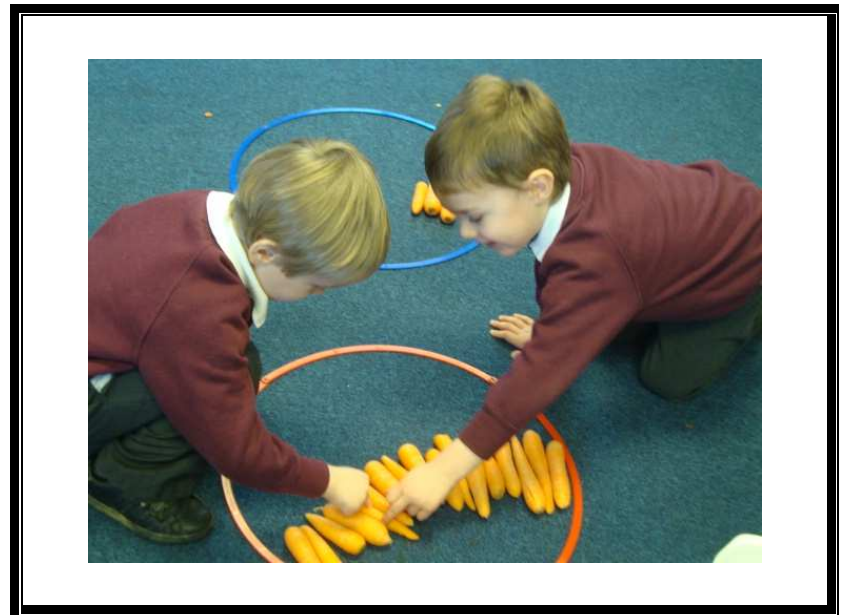


Aston All Saints C of E Primary School

Guidance on attendance and punctuality



It is important that children attend school every day – every child should aim for **100%** attendance each and every week.

Parents can help by –

- Letting your child know how important school is.
- Making sure that your child arrives at school on time. Even if you are late please bring your child to school.
- Praising your child's achievements and letting them know how much you value what they do!
- If your child is ill, contact the school straight away either by telephone or email
- Please try as far as possible, to make appointments out of school hours.
- Book family holidays in the school holidays.

Parents will be aware of important changes to legislation announced by the DfE with regard to holidays in term time. Previously Head Teachers in England were able to grant up to 10 days leave a year for family holidays in “special circumstances”.

Head Teachers are now no longer able to grant any absence in term time except under “exceptional circumstances”. This is unlikely, however, to be granted for the purpose of a family holiday.

Governors at Aston C of E Primary School have also agreed that where a request for leave of absence is deemed to be in exceptional circumstances, permission will not be granted:

- If the child has an attendance level that falls below 96% for the previous three terms should the leave go ahead.
- If the student is due to take any examinations or SATs during this period.

Requests for leave of absence must also be made to the school in advance. DfE regulations do not allow any absences to be authorised after they have been taken. Leave of request forms are available from the school office or the school website.

DfE have also stated that parents can be fined by the local authority for taking their child on holiday during term time without consent from the school. Further information about this can be found at www.dfe.gov.uk

If parents have any questions about requests for leave of absence please contact the school office.

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