



Eastway Primary School  
Rossall Road  
Moreton  
Wirral  
CH46 8TA

Headteacher: Mrs Emily Morris

☎: 0151 677 1235  
✉: [schooloffice@eastway.wirral.sch.uk](mailto:schooloffice@eastway.wirral.sch.uk)  
🌐: [eastway-primary.eschools.co.uk](http://eastway-primary.eschools.co.uk)

13<sup>th</sup> September 2018

Dear Parents/Carers,

I am writing to you to let you know that our updated draft Pupil Attendance Policy, which Governors will be reviewing this half-term, is now available on the school website which you can access via [www.eastway.wirral.sch.uk](http://www.eastway.wirral.sch.uk) following the links. Please take the time to read this as it contains important information about our attendance expectations and absence procedures.

Following a recent review of their Code of Conduct Education Penalty Notices for Unauthorised Absence and Exclusions, Wirral Local Authority are instructing schools to further tighten their procedures around attendance and absence to ensure that all pupils receive the maximum benefit from education opportunities. I would like to highlight a few important points below following this review:

- Schools will request an Education Penalty Notice warning for 5 or more days unauthorised absence in any one term. If there is no improvement over a 15 day period, a £60 Education Penalty Notice will be issued.
- 10 or more lates in any one term will also result in the above action.
- If a fine has previously been given, any further unauthorised absence may not result in a fixed penalty notice and the Local Authority may prosecute for a repeated offence.

Please be aware that our whole school attendance target for this academic year is **97%**. 97% attendance is the equivalent of a pupil being absent for ONLY 6 days of school over one academic year. This is a high target which we feel reflects the high expectations for our whole school community in making sure that your child has the best opportunities to access learning. We appreciate your support in achieving this target. This is also the Local Authority's recommended target for all Wirral schools.

I would also like to remind you that taking holidays during term time will affect your child's progress as much as any other absence and we expect parents to help us by not taking children away in school time. Therefore, holidays will not be authorised and may result in a request to the Local Authority for a £60 Education Penalty Notice to be issued to each parent for each child if an unauthorised holiday is taken.

You must ask permission for your child to be absent during term time. Leave during term time may be authorised for *exceptional circumstances only* and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or if no application is made, parents/carers risk being issued with a £60 Education Penalty Notice. The Local Authority will not issue warning letters for leave of absence. If you would like to request leave for your child, please complete an Application for Leave During Term Time form (available from School Office or on the website) and return it to school for authorisation at least two weeks before the proposed leave. You will be contacted to discuss this before a decision is made.

Yours sincerely

Mrs E Morris

Headteacher