

Newburgh CE Primary School

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Headteacher: Mrs R. Fowler



7th November 2022

Dear Parents/Carers

For our children to gain the greatest benefit from their education, it is vital that they attend school every day that the school is open and that they arrive on time, unless they have an unavoidable reason. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others and are better prepared for the transition to secondary school and eventually, higher education, training and employment.

It is very important therefore that you make sure that your child attends school regularly.

It is the responsibility of the headteacher and the governors of the school to give attendance a high profile. The information in this letter sets out how together with your support we can achieve this.

Absence

On the first day of absence, school should be contacted via email or telephone before 9.30a.m. If no communication has been made to school then school will contact home.

Request for Leave

Following change in legislation, a school can now only authorise requests for leave in term time in exceptional circumstances. The legislation applies to all requests for leave, not just family holidays.

The Local Authority supports schools in expecting parents not to request leave of absence but acknowledges that schools may need to exercise discretion to approve leave in exceptional circumstances. The expectation however is that most requests for leave of absence would not be approved.



It is a legal requirement for parents to obtain the permission of the Headteacher BEFORE removing their child from school in order to take ANY leave in term time. Parents do not have an automatic right to take their children out of school during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement from the headteacher.

Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

Will leave at this point be detrimental to the pupil's education?

Will the child miss any national tests or examinations?

Is their attendance already a cause for concern?

Is the proposed absence during the month of September or any other transition period?

Has the child already had leave during term time this year?

Did the child have leave of absence during term time in the previous school year(s)?

Does the child have any absences which have been recorded as unauthorised this year?

Poor Attendance

If your child's attendance (for any reason) falls below 96%, we will start to monitor more closely the amount of time that they are having off school and the reasons behind this absence. This amount of absence will trigger a monitoring letter to inform you of our concern and an opportunity to discuss how this can be improved will be offered. A child becomes a persistent absentee when their attendance falls below 90%.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they miss work and do not spend time with their class teacher getting important news and information. Pupils arriving late also disrupts lessons and therefore other's learning, which can be embarrassing for the child and can in turn, encourage absence. If your child is persistently late within a term you will be invited to meet the headteacher to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time. Morning registration closes at 9.00a.m. and afternoon registration closes at 1.05p.m. Pupils who arrive after these times must go straight to the school office.

For more information, please see our Attendance policy on our school website.

Kind regards



Rebecca Fowler
Headteacher

