



ST ANNE'S CATHOLIC PRIMARY SCHOOL

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28th September 2022

Important attendance information from the Governing Body of St. Anne's

Dear Parents/Carers,

I am writing to you to ensure you are fully aware of the most recent updates for school attendance and as well as your duties as a parent/carer.

At St. Anne's Catholic Primary School, we are committed to promoting good attendance which is essential for pupils to achieve their potential. There is a direct link between under attainment and poor attendance. We know that as parents and carers you want the best for your child and this is why it is imperative all pupils at St. Anne's Catholic Primary School adhere to our Attendance Policy.

As a parent or carer, you have a legal duty to ensure your child attends school on a regular basis. Therefore, you hold the responsibility to promote good attendance. We do understand there may be occasions when children will need to be absent from school for a number of reasons, for example for sickness or ill health.

The Department for Education has made it clear that headteachers may **not authorise absence for any holidays during term time**, except under very exceptional circumstances. Mrs Ferguson will decide whether the reason provided is an exceptional circumstance and will consult governors if necessary.

We will not, therefore, grant authorisation for absence in the following instances:

- *Day trips and any holidays in term time.*
- *Leaving school unnecessarily during the school day.*
- *Not attending school for an unnecessary reason such as shopping or birthdays.*
- *Absences which have not been properly explained or have failed to follow the absence policy*
- *When a pupil's attendance record shows any unauthorised absence.*

We do consider the following examples as exceptional circumstances.

- *Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.*
- *Traveller pupils travelling for occupational purposes.*
- *Illness and medical/dental appointments.*

If parents/carers take their child out of school during term-time without any notice, and therefore without authorisation from the Headteacher, they may be subject to sanctions such as a Fixed Penalty Notice. This will be put in writing to the parent/carer.

A copy of our Attendance Policy is available on the school website

<http://www.stannes.cheshire.sch.uk/page/pupil-attendance/128626>

Click on the below link to read the most up to date government guidance regarding pupil attendance at school and school's statutory duties to adhere to the guidance.

[Working Together to Improve Attendance](#)

If you have any questions or concerns, please don't hesitate to get in touch with Mrs Carroll via the school office or email: office@stannes.cheshire.sch.uk

Thank you for your continued support

Kind regards,

Mrs D Penny

Chair of Governors