



ST ANNE'S CATHOLIC PRIMARY SCHOOL

Wellington Road
Nantwich
Cheshire
CW5 7DA
Tel. 01270 260783

8th September 2022

Dear Parent/Guardian,

I am very much looking forward to a successful year ahead and hope that your child settles quickly into life here at St. Anne's

Although some of your children may not be 5 years old yet, I'd like to take this opportunity to inform you of the importance of good attendance for the coming year. It is extremely important for your child to be in school every day and I outline the process for leave of absence requests during term time.

'Exceptional Circumstances' Leave of Absence in term time.

As a maintained school, we do follow all advice by the Local Authority concerning leave of absence during term time, which are outlined in the attached document, "Taking Children out of School during term time – A guide for parents."

Amendments to The Education (Pupil Registration) (England) Regulations 2006, which took effect on 1st September 2013, made it clear that Head Teachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. These amendments gave parents no entitlement to take their child out of school for a holiday during term time.

Applying for 'Exceptional Circumstances' Leave of Absence and Fixed Penalty Notices

The process for applying for 'Exceptional Leave of Absence' is to complete a request form (available on our website by [CLICKING HERE](#)) **before** the leave is taken, stating a reason for the absence. This will be considered by myself and you will be informed of the decision in writing. On occasion, governors will also be consulted with.

Should the application be declined and parents choose to go ahead with the planned leave, once their child returns to school after the period of absence, the Local Authority may contact parents to issue a Penalty Notice for non-school attendance.

Unauthorised absences and unauthorised late marks (after close of registers) – see attached document “Taking Action to Improve Attendance.”

Fixed Penalty Notices can also be issued for those children who have 10 or more **unauthorised** absences over 2 consecutive half terms. Unauthorised absence is coded in the register as “O” and is when no reason has been given for a child’s absence, or school do not accept the explanation for the absence.

When a child arrives in school after the registers have closed at 9.25am daily, the register is coded as “U” which means that although the child is in school, the register is still recorded with an unauthorised absence as they have arrived in school late, after the registers have closed, missing vital input at the beginning of the day.

I, along with all staff, strive to provide the very best education we can here at St. Anne’s and I am confident, as we move into a new academic year, the excellent attendance of our pupils will ensure that they achieve to their full potential.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Ferguson'.

N. Ferguson

Head Teacher