



**Loxdale Primary School**  
Chapel Street, Bilston, West Midlands, WV14 0PH  
Phone: (01902) 558570 Fax: (01902) 558573  
Email: loxdaleprimaryschool@wolverhampton.gov.uk

**Headteacher: Mrs P Scott**

**23<sup>rd</sup> January 2023**

Dear Parents/ Carers,

### Promoting Good Attendance in School

At Loxdale Primary School, it is our aim that we work together with parents/carers to ensure good attendance and punctuality for all children. With this in mind, and alongside Department for Education guidance, we have reviewed our attendance policy and procedures and have enclosed an attendance pathway for information. Our full policy can be viewed on our website and is also attached to this letter.



Attendance Policy January 2023.pdf

We recognise that there are of course, always individual circumstances for absence, including genuine reasons (such as illness), which can make attendance at school difficult. We recognise that some childhood illnesses such as Chickenpox, Measles etc may mean a child has to stay at home and we acknowledge that these absences are unavoidable. However, missed lessons through illness or any holidays taken in term time are still classed as absences and catching up on work is not as effective as the original learning experience. Research has shown that, children who have regular and/or prolonged absences from school will suffer in the long term from gaps in their learning.

In line with Government guidance, we would really value your support to ensure that your child always has good school attendance of above 96% throughout the academic year.

We will, of course, continue to inform you of your child's attendance should they move onto any stage of our attendance pathway, and we would welcome the opportunity to discuss individual circumstances with you personally and offer help and support if required..

Please may we also respectfully remind you that any holidays taken in term time cannot be authorised and will also count towards any child's absence.





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### Holidays in Term Time

Under Pupil Registration Regulations, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

#### Exceptional Circumstances

The government recognises that it is more expensive to go on holiday during the school holiday period than at other times of the year. However, it is the view of the DfE that children should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances. Less expensive holidays are not believed to be a good enough reason for taking a child or young person out of school for a holiday.

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether or not to grant a leave of absence for 'exceptional circumstances' we may consider the following:

- Death of parent/carer or sibling of the pupil
- Life threatening or critical illness of parent or sibling of the pupil
- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- A special one-off family event (30th wedding anniversary of grandparents; parents wedding) -but one that does not happen on an annual basis.
- A funeral which requires the family to travel some distance etc.
- The receipt of a special award which means the family need to travel some distance and stay overnight.
- A parent who has the potential for a new job and wants to take their family with them to see if they like the area.
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes -may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- A parent who is in the Armed Forces might be considered under 'exceptional' circumstances.





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## CONTEXT

*If children are taken away for a two-week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.*

*(Charlie Taylor, 2012:2-3)*

It is the Local Authority's recommendation and current government guidelines that a holiday in term time should not be granted and that any leave of absence from school should be the exception rather than the rule.

- No leave of absence will be authorised for Year 6 pupils during SATS week in May (dates to be confirmed)
- No leave of absence will be authorised for pupils at the beginning of each academic year during September.

## Applying for Leave of Absence

- Parents should request a 'Leave of Absence' form from the school office **before** booking any leave of absence.
- This should be returned to school completed in full.
- School will then notify parents, in writing within a school week if absence has been granted.
- A penalty notice/fine of '£60 per child, per parent' may be issued if leave of absence is taken without approval.

If you would like to discuss any concerns you have regarding attendance or punctuality, please do not hesitate to contact us at school as we would welcome the opportunity to review any individual circumstances or identify support we may be able to offer.

Yours sincerely,  
Miss Hanley  
Pastoral Manager





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