



St Paul's C of E Primary School

Half Termly Attendance Letter



Spring Term 2 - Planned Leave & Holidays During Term Time

We thought it may be helpful to share St Paul's Primary School Attendance Policy regarding Planned Leave with you before you plan or book a holiday in term time.

- Parents/carers wishing to apply for leave of absence need to write to the Planned Leave Committee 6 weeks in advance and before making any travel arrangements.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. School may request supporting evidence.
- Any absences taken prior to the request date and following the request date will be unauthorised unless evidence is received to support the absences. If the Planned Leave Committee does not authorise the absence and parents still choose to take their child on holiday, this will be deemed an unauthorised absence.
- As a result, a referral may be submitted to Herefordshire Council, who may initiate legal proceedings in line with their code of conduct. school time.
- For further information please see our Attendance policy on the school website.



We deliberately plan fun things to help encourage and motivate the children to want to come to school.

So far this term we have had a residential trip to the Pioneer Centre, a wonderful Enrichment week, our monthly Big Questions begin, exciting reading fair planned for March and lots of class workshops, trips and activities for the children to enjoy.

Thank you for your continued support for helping the children participate in these activities.

Every day counts

Attendance	Days Absent	Weeks Absent	Lessons Missed
100%	0 days	0 weeks	0 lessons
97%	5 days	1 week	30 lessons
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons

5 days absence over the whole year

97% - 100%

Why is it so important?

- Better attainment
- Improved health and well-being
- Enhanced wider life opportunities



If your child is absent from school you must:

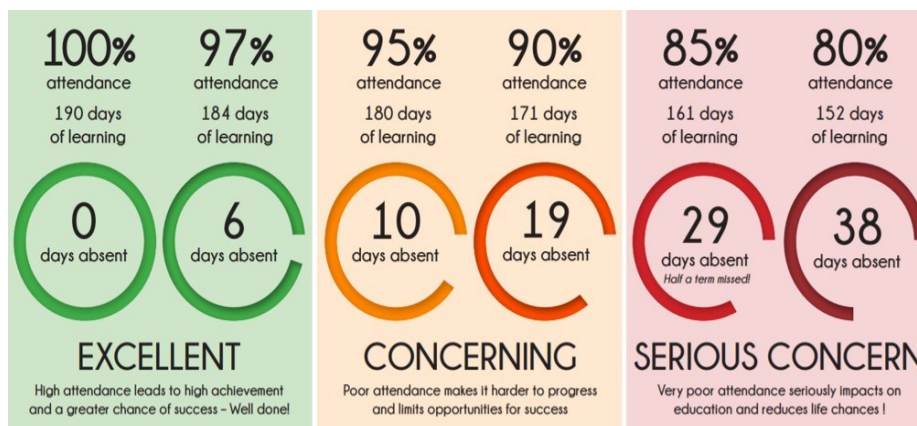
- Contact the office before 9am on the first day of absence (01432) 273784
- Give a clear reason for your child's absence along with name and class.
- Medical appointments: Please, where possible, arrange appointments outside of school hours to help your child feel as settled as possible in the





Steps of intervention when attendance drops below 95%

Working closely with our families is vital for us to understand the context and reasons for absences. The steps of intervention that have been outlined below are implemented when a child has repeat absences. If you are at all concerned about your child's attendance, please do make an appointment with Mrs Millington-Jones our attendance lead.



Step 1 Attendance drops below 95%:

Attendance lead will give the family a call to chat about the reasons for the 10 days absence. In this phone call, the Attendance lead will offer support and advice, reminding families of why attendance in school is so important.

Step 2 Attendance continues to drop between 93% and 90%:

When a child's attendance has dipped between 93% and 90% attendance (max of 19 days absent) parents and carers will be contacted and invited to a meeting with Attendance lead to discuss absences. Absence periods will be fully discussed with support plans offered to those families who are struggling to get children in school on a daily basis.

Step 3 Attendance continues to drop below 90%:

If attendance of a child continues to drop below 90%, our Education Welfare Officer and or Attendance lead will meet with families to offer further support in an individualised action plan. This action plan aims to give parents and carers smaller more manageable targets to help support children with their attendance in school.

Step 4 Possible Safeguarding Concern:

If attendance of the child doesn't improve following all support plans and interventions in place, we will discuss this potential safeguarding matter further with the Education Welfare Officer and the Local Authority for further advice.