



Executive Headteacher: Mrs J. Tyers
Deputy Headteacher: Mrs T. Taylor
ST. PAULS C.E. PRIMARY SCHOOL
Nevile Road,
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M7 3PT

Telephone: 0161 792 9474

Date 14/09/2015

Dear Parents/Carers,

As we start a new school year I would like to remind parents of the importance of good school attendance and punctuality. Children who attend school regularly make better progress academically and socially.

Our target for each child this year is 96%.

Illness

If your child is unwell please contact school on the first day of the absence informing us of the reason and when your child is likely to return. If we do not receive a reason for the absence it will be recorded as unauthorised. Once a child has 5 days of unauthorised absences the matter will be referred to the Education Welfare Officer. In some cases school will request a letter from your child's G.P. If your child is going to be absent for a longer period please keep us updated by letter or telephone.

Punctuality

Punctuality is also a priority at St.Paul's and school begins promptly at 8.55a.m. You will be contacted to discuss the matter further if your child is regularly late for school.

Holidays in term time

There is no entitlement to time off in term time. If your child has over 10 sessions (5 days) of unauthorised absence then they will automatically be issued with a fixed penalty warning. Therefore, unless the application meets the exceptional circumstances criteria and your absence is for longer than 5 days the fixed penalty notice process will be instigated.

If your absence is less than 10 sessions (5days) authorisation may still be refused if your child's attendance in the last 12 months has been below 96%. All absences will be included as part of the 5 days. If your child is away from school without permission for a period of 1 week (10 sessions) then any further instances of unauthorised absences will trigger the fixed penalty process.

If a decision is made to allow the absence (as unauthorised) without any further action being taken, it does not preclude further action should other occasions of unauthorised absence occur.

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

If you would like to discuss any concerns regarding attendance and punctuality or would like some support with your child's attendance please contact me on the above number.

Kind regards,

Deb Edwards
Children and Families Officer

