

Newtown Linford Primary School

ABSENCE & HOLIDAYS

We attach great importance to regular and punctual attendance. Parents are required to ensure that their children attend school punctually everyday unless there is a good reason, such as illness, for absence. Registers are taken at 9 am and registers will be closed at 9.15; after this time children will be marked as absent - using one of the following codes :-

- Agreed Annual Family Holiday
- Sickness
- Late after registration closed
- Medical/Dental appointment
- Unauthorised circumstances
- Educational Visit

Parents are responsible for notifying school if their child cannot attend and this should be done if possible before 9.30 am on the first day of absence. Although it is not our legal responsibility to ensure the safe arrival of children onto the school site, their safety is of paramount importance to us, and we are concerned when children are absent without explanation. If a telephone call before school is not possible, a letter of explanation should be sent; it is not sufficient for children to explain the absence themselves. The school will contact parents when their child is absent without explanation or when attendance problems arise. Unexplained absences are recorded as "unauthorised"

Parents do not have the right to take children on holiday in term time and will be expected to arrange family holidays within the school holiday pattern. No more than a total of 10 school days **PER YEAR** may be requested [including days away for family events] and permission must be requested in writing to the headteacher. Teachers will not set work for children taken out of school for family holidays.

Numeracy and Literacy are very tightly timetabled and it is not be possible to repeat work for children who have missed sessions whilst on holiday. We hope that parents will understand this and will endeavour wherever possible not to take holidays outside the school pattern.