



Sheffield Road, Oxspring, Sheffield, S36 8YW

tel: 01226 763020 fax: 01226 763020

email: [s.irwin@oxspringprimary.co.uk](mailto:s.irwin@oxspringprimary.co.uk)



Headteacher: Mrs Sharon Irwin

---

Dear Parent,

### **School Attendance**

As a school we are committed to providing your children with the best possible education.

Children who attend school regularly have more access to the learning opportunities and so make more educational progress. Children are expected to attend each session unless they are ill or if there are exceptional circumstances. The attendance figures are monitored regularly by the school through the Education Welfare Officer and sent in each term to the Local Authority and DFES. If any child falls below 90% attendance the Education Welfare Officer may become involved.

It is a feature of school attendance patterns both nationally and locally that absence due to parental holidays in term time is having an increasingly detrimental effect on overall attendance rates and more importantly to the educational progress of pupils. It was proposed, that from January 2005, absences caused as a result of parental holidays in term time that have not been approved by the Head teacher, will be dealt with in accordance with the school's policy and Fixed Penalty Fines may be issued.

As a consequence of this, the school's governing body has agreed, in consultation and in line with Penistone Grammar School and other local schools, not to authorise any holiday absence unless in exceptional circumstances.

Parents are required to complete a Leave of Absence form (available in the school entrance) and return it to the office before taking time out of school.

If your child is sick and unable to attend school, inform us as soon as possible on our dedicated absence line on 01226 763020.

Yours Sincerely,

Mrs S Irwin

Head Teacher.