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Headteacher: Mrs Sharon Irwin

Dear Parent / Carer

School Attendance

As a school we are committed to providing your child / children with the very best possible education which enables us to maximise opportunities for each child to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, school work and friendship groups. As a consequence those pupils will have a positive experience of learning and have more successful transition from primary to secondary and beyond.

Children are expected to attend each session at school unless they are ill or if there are exceptional circumstances. Parents are expected to inform school of the reason for absences. However, it is school that makes the decision whether to authorise or unauthorise the absence. We will make this decision based on the information available to us. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence which will assist school in making this decision.

Re-occurring unauthorised absence will be referred to the Education Welfare Service and this can lead to legal interventions and a formal assessment. The attendance figures are monitored regularly by school, the Local Authority and the DFE.

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, please inform us as soon as possible on our dedicated absence line on 01226 763020.

Yours Sincerely,

Mrs Sharon Irwin

Headteacher