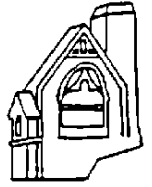




LIONEL WALDEN PRIMARY SCHOOL



Headteacher - Mrs Sally-Anne Barnard-Taylor

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18th June 2021

Dear Parents/Carers

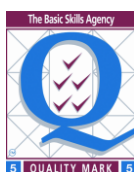
ATTENDANCE

In light of the letter being circulated today from the local authority, I am writing to draw your attention to the Attendance section, which can be found under the Information tab, on the school website. Here you will find the Attendance Policy and other relevant information.

Full time attendance at school during term time is essential for your child's success and development. Understandably, there are times of illness or emergency medical appointments when pupils are unable to attend and we thank you for communicating the reasons, via telephone or email, to Mrs Clarke in the School Office. We know that attendance figures can occasionally be affected by Covid-19 and that we all need to continue to be vigilant; if anyone displays any symptoms of Covid-19, everyone in that household is required to self-isolate whilst waiting for the test result. However, children who are not ill should attend school at all other times unless there are exceptional circumstances. Any request for a special leave of absence should be made by completing the 'Application for Leave of Absence Form' which can be downloaded from the school website or obtained from the School Office, in advance of the special event. Please note that family holidays do not fall into the category of a special circumstance.

Our Board of Governors made the decision early in 2020 to support the issuing of Penalty Notices when parents take their children out of school for unauthorised absences of three consecutive days (which equates to six sessions) or more, in line with local authority and government guidelines and the policy of other local schools. A Penalty Notice includes a fine of £60 per child, per parent/carer, if paid within 21 days; this rises to £120 per child, per parent/carer, if paid within 28 days. Should the full amount not be paid within the time specified, each parent may be liable to prosecution at the Magistrates Court.

We all know how difficult the past year has been and the disruption it has caused, therefore, we need to ensure that children are in school and do not miss out further on their education. There are only 190 school days within an academic year resulting in thirteen weeks in which to take a holiday. We appreciate your co-operation with this, in order to prevent the issuing of fines and the cause of any upset.



Please refer to the information on the school website and contact the School Office prior to making any holiday arrangements.

I am happy to answer any questions you may have.

Thank you for your continued support.

Yours sincerely

S A Barnard-Taylor

Mrs S A Barnard-Taylor
Headteacher

