

Cop Lane C.E. Primary School

A welcoming Christian community, committed to one another, giving our very best at all times.

'I can do all things through Christ who strengthens me.' Philippians 4:13

Cop Lane, Penwortham, Preston, Lancashire PR1 9AE

Tel: (01772) 743131

E-mail: bursar@coplane.lancs.sch.uk

Website: www.coplanepriamry.co.uk

Headteacher: Mr I.P. Ashmore BA (Hons) QTS NPQH

Monday 9th September 2024

Dear Parents/ Carers,

The DfE have updated the statutory guidance to schools regarding whole school attendance (Working Together to Improve Attendance). The new guidance came into effect on **19th August 2024** and will therefore impact any absences now and moving forward. The local authority have also highlighted the changes to penalty notices on an information sheet for parents (attached).

As the document explains, we as a school have a duty to ensure our pupils attend school regularly.

School leave must be requested in advance via a 'Request for Withdrawal from School-Based Learning Form', which is available from our school office. Leave may be authorised in **exceptional circumstances only**, for fixed periods of time. *Examples of exceptional leave granted in the past have included: 1 day for a parent's wedding, 0.5 days for extra-curricular exams or competitions.*

Holidays in Term-Time

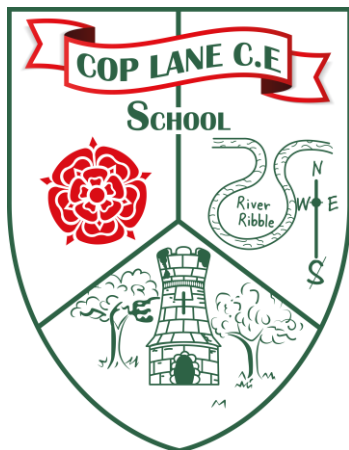
Holidays are not permitted during term time and a leave of absence for 10 sessions (5 days) **will trigger a penalty notice**. This is in line with statutory guidance, which states *'generally, the DfE does not consider a need or desire for a holiday or other absence of leisure and recreation to be an exceptional circumstance.'* We fully understand why some families have chosen to take term-time leave with holidays being more expensive during school breaks and parental work commitments. This is however not deemed an exceptional reason for leave during term time.

Within our holiday patterns, we have allocated two weeks in the Whit holiday in May/ June so that families can try to get a better deal. Please do consider planning breaks around these times to avoid triggering a penalty notice.

Illness

If your child is ill, please phone the school office before 9:15am – a message can be left on the school answer phone. If a child is absent due to illness for a longer period or attendance is a





Cop Lane C.E. Primary School

A welcoming Christian community, committed to one another, giving our very best at all times.

'I can do all things through Christ who strengthens me.' Philippians 4:13

Cop Lane, Penwortham, Preston, Lancashire PR1 9AE

Tel: (01772) 743131

E-mail: bursar@coplane.lancs.sch.uk

Website: www.coplanepriamry.co.uk

Headteacher: Mr I.P. Ashmore BA (Hons) QTS NPQH

concern, we may request additional documentation (e.g. a GP appointment) to qualify the absence in line with the attendance policy. The guidance referenced in newsletters last academic year 'Is my child too ill for school?' is quite useful to help determine whether your child should/ should not be in school. The link is here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

When parents haven't informed us of a holiday or have said their child is ill when they have been away, pupils sometimes are anxious about coming back to school. I strongly urge you not to take this route for their wellbeing.

I do fully understand why families find the rules around attendance frustrating especially when holidays etc are cheaper outside of school time. However, we must work within the procedures and policies from the DfE.

School attendance policy

Our latest school attendance policy can be found here, which has been updated to reflect the statutory changes: <https://www.coplanepriamry.co.uk/wp-content/uploads/2024/09/Attendance-policy-Autumn-2024.pdf>

I run weekly attendance reports. Where attendance is starting to become a concern, letters will automatically be issued to alert parents to this. In cases where parents are separated, both parents with parental responsibility will receive the attendance concern letter. Where there are more serious attendance concerns, parents will be invited into school to discuss their child's attendance/ offered support to improve their child's attendance.

I hope this clarifies the school's stance on attendance moving forward. I do appreciate all of your hard work in ensuring children are punctual and attend well.

Yours sincerely,

I. P. Ashmore

Mr Ian P. Ashmore (Headteacher)

