



Elston Hall Primary School

Stafford Road, Fordhouses, Wolverhampton WV10 6NN
Telephone: (01902) 558866 Facsimile: (01902) 558868

Email: elstonhallprimaryschool@wolverhampton.gov.uk

www.elstonhall.org.uk

Headteacher - Kevin Grayson

Amendments to Attendance/Leave of Absence Policy

Dear Parents/carers,

We would like to advise you that schools have received clear instructions from the Government stating the following:

'Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments made clear that Headteachers may not grant any leave of absence during term time unless, there are exceptional circumstance. These amendments come into force on 1st September 2013'.

For further details please follow the following link:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

This means that any leave of absence requests that have already been granted will be honoured but any future requests for leave of absence will only be considered if they are based on exceptional circumstances.

Should you need to withdraw your child from school please arrange a meeting with a member of the Leadership Team (Thursday 9.00 - 9.30am), where we will discuss your request. We will take into account a number of factors: one of which will be your child's previous attendance. You will then be required to complete the 'Leave of absence' request form available from the school office. School will inform you of their decision.

If the request is refused, school will advise parents that if they still take pupils out of school then they could be liable to receive a penalty notice (£60 per parent, per child)

At Elston Hall, we work very hard to help your child learn and achieve well. To do this, we need you to help us in many ways. The most important way to help and support your child is to ensure that he or she attends school and is punctual. There are many reasons for this:



INVESTOR IN PEOPLE



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- Being punctual is a skill that your child will need for life. It shows a respect for others and shows that school is important.
- Good attendance means that your child will be able to get the most out of school and make the most of the opportunities offered to them.
- It will ensure that there are no gaps in their learning. This will mean that the important foundations for future learning will be strong.
- There are approximately 175 days of non-school time. Please make every effort to use this time to book holidays and visit friends and family. It is important for your child to be at school so that they can achieve and attain well.
- Children who have good attendance generally achieve better than those who do not. They are able to make and sustain strong relationships and have a better understanding that school is important.

I hope that you will support us in trying to further improve our attendance. Apart from the points listed above, Ofsted will judge our school on attendance. We feel proud of our school and want you to feel the same.

If you have any further questions please do not hesitate to contact school.

Thank you for your continued support.

Yours sincerely

Mrs Dollery

(Acting Deputy Headteacher)

