



12th January 2023

Dear Parents/Carers,

SCHOOL ATTENDANCE AND LEAVE OF ABSENCE (HOLIDAYS) IN TERM TIME

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in adult life. Bearing this in mind, I would like to remind you of the requirements relating to absences and holidays taken during term time:

- it is a parent's/carer's duty to ensure that their child attends school regularly, where the child is a registered pupil at school
- it is the school's responsibility to record attendance and follow up absence
- the ability for schools and Local Authorities to issue sanctions, including fixed penalty notices in line with Local Authorities' Codes of Conduct in respect of holidays taken during term time

As parents/carers you have a legal duty to ensure that your child attends school on a regular basis. The Education Act 1996 makes it a criminal offence for a parent/carer to "fail to secure their child's regular attendance at the school".

Amendments to the 2006 Regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. The amendments also make it very clear that Headteachers may not grant any leave of absence (holiday) during term time. It is the schools' responsibility to record attendance and follow up any absence.

I know that some parents/carers will find these measures severe, however, regular and high attendance is in every pupil's best interests and helps to maximise their achievements and enjoyment of school.

Evidence shows that children with poor attendance are less likely to achieve academically. All schools have a statutory obligation to provide information to the Local Authority and the DFE regarding attendance and the Education Welfare Service monitors attendance in all schools. This letter reflects accurately the current legislation and as a school, we have a duty to point this out to parents/carers.



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Runnymede St Edward's Catholic Primary School

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North Drive
Sandfield Park
Liverpool
L12 1LE

Head Teacher: Miss K Peaston



admin@runnymede-school.org.uk
www.runnymedestwards.co.uk
0151 281 2300

If there are any particular circumstances which the school may not be aware of which are having an influence on your child attending school regularly, please do not hesitate to contact me. Together we can make a difference. Runnymede is here to support you.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Mrs P O'Donnell

Designated Attendance Lead



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