



St. Nicholas' Primary School

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HEADTEACHER: Mrs Julie Holland

Important letter to all Parents and Guardians
from the Governing Body of St. Nicholas' C. P. School concerning
Attendance.

Dear Parent/Guardian,

We hope that you have read the school's Attendance Policy which is given to all new parents and is freely available to view on our website at any time.

This policy follows closely the document issued by Oxfordshire County Council (our Education Authority) to all schools.

The policy has been adopted by the Governing Body who, with the Head and staff, have an overriding commitment to the education and welfare of your children.

It stresses the importance of each and every day a pupil has in school, because each day offers something new. Any day missed is a lost opportunity for learning.

The policy sets out the difference between authorised and unauthorised absences and the fact that there is no automatic entitlement in law to time off in school time to go on holiday. In fact, the County Attendance Team can issue penalty notices to parents/guardians taking children out of school for any unauthorised Exceptional Leave.

We have a legal duty to publish our Attendance Figures and we are concerned that our attendance rate reflects the fact that some children are unfortunately missing out on their education by unauthorised or persistent absences. We are asking you as parent/guardian to consider this issue and to ensure that they are at school every day unless there is, for example, an illness, emergency or you have been granted an authorised absence.

If you wish to apply for an authorised absence for your child (eg. for a holiday) you will need to make an appointment with the Headteacher a month in advance if possible.

The Headteacher and staff are always on hand to give information and support over this matter if you need it.

Our school is a very good one, with great children, a great staff and parents who all work together for the benefit of your children. We as Governors are sure you will cooperate in this drive to obtain full attendance for all our children.

SIGNED

Robert Fletcher

Chair of Governors

