



ST. MARY MAGDALENE'S
ROMAN CATHOLIC PRIMARY SCHOOL

A CATHOLIC EDUCATION FOR ALL

20th September 2024

Dear Parents/Carers,

The Guidance and legislation around attendance has now changed.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**. Please see our attendance policy on the school website and the attached application for leave of absence form.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

If you have any concerns, please contact Miss L Keenan the schools Pastoral Manager.

Thank you for your cooperation

Yours sincerely

Mrs . Bridget Loughran
Headteacher