

Term-time Leave . . .

There is no entitlement for children to have time off from school during term-time for the purposes of a holiday.

Headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances".

At Kingston St Mary, 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

It is important for parent/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

No leave will be authorized in September.

What if the school has concerns about attendance?

You will be notified by letter if your child has missed more than 5 days of school, or their attendance is less than 95%. We will continue to monitor your child's attendance.

If your child's attendance becomes a concern, 90% or below, you will receive a letter and may be invited to attend a meeting.

Please note, that if there are genuine reasons for poor attendance, the school will do its best to support you to find solutions.

If there is no improvement in attendance the school may require support from Somerset's Education Engagement Team.

Understanding different types of absence

Parents / carers are required to provide information relating to all absences to ensure decisions to authorise absence or not are made accurately.

Authorised absences – examples

- Illness
- Medical or dental which unavoidably fall in school time
- Emergencies or other unavoidable cause.

Unauthorised absences – examples

- Absences which have not been properly explained
- Children who arrive at school too late to get registered
- Shopping trips
- Accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Day trips
- Holidays in term time.

These types of absence can lead to the Local Authority using sanctions and / or legal proceedings including penalty notices and / or prosecution.

If your child is reluctant to come to school, it is important for us to work together to support their attendance at school.



KINGSTON ST MARY

C OF E

PRIMARY SCHOOL



School Attendance

INFORMATION FOR PARENTS AND CARERS

Positive behaviours and regular attendance are essential in enabling pupils to get the most from their school experience.

For all children to gain the greatest benefit from their education it is vital that they attend regularly and arrive at school on time, every day the school is open unless the reason is unavoidable.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raise awareness of the importance of good attendance and punctuality.
- Ensure attendance recorded and is monitored effectively.
- Working in partnership with parents/carers so that they are aware of their own child's attendance record and the impact this is having on their child's education.



What the law says . . .

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

What the government says...



Department
for Education

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities: [Working Together to Improve School Attendance](#). It became statutory in August 2024 and includes a National Framework in relation to absence, how pupils with poor attendance should be supported, and the use of legal sanctions, where necessary. Our School Attendance Policy reflects the requirements and principles of that guidance.

Did you know?

Impact on Education		
190 days at school	100%	Excellent Attendance
7 days Absent	96%	Expected Attendance
19 days Absent	90%	Persistently Absent Below Expected
95 days absent	50%	Severely Absent May include involvement with Somerset Council

Late Arrivals

Pupils who arrive late are often anxious when entering the classroom. Arriving late means children miss essential instructions as well as disrupt the entire class and the teacher, who has to repeat information already shared with the class.

The school **gate opens at 8.30am, schools starts at 8.40am**. Lessons start promptly, it is important that your child arrives on time, **on site by 8.40am**.

Minutes Late Per Day	Days Lost Learning
5 minutes	3
10 minutes	6
15 minutes	10
30 minutes	19

What should I do if my child is absent?



Contact the school office on the first day of absence **before 8.40 am** providing your child's details and the reason for their absence.

If your child is ill, you must let us know the nature of the illness.

If the illness continues, please update the school daily.

If we have not heard from you by 9.00am we will contact you or someone on your contacts list. If necessary, we may make a home visit.

The school office must be informed of absences known in advance such as dental appointment. You may be asked to provide proof of the appointment.

Is my child well enough to come to school?

Common sense is your best guide when deciding whether your child needs to stay at home. If they complain of a mild ailment (sight sore throat, slight cough or cold, minor aches and pains, slight headache) they should come to school. If their condition worsens during the day the school will contact you.

If your child has a slight earache or toothache they should come to school. If the pain persists, they should see a doctor or dentist.

Your child should not come to school if they have a temperature or if they are experiencing vomiting or diarrhoea. Once they have been clear for 48 hours they should return to school.

