



All Saints Church of England Primary School

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Website: www.allsaints-coalville.leics.sch.uk
Email: office@allsaints-coalville.leics.sch.uk

Chair of Governors: Gavin Brown
Headteacher: Andy Mawdsley
Deputy Headteacher: Tom Coleman

15th June 2023

REF: ATTENDANCE PROCEDURES UPDATE

Dear parents/carers,

Please see update to our attendance procedures.

In line with Government guidance, parents continue to have no entitlement to take their child on a holiday during term time. All requests for leave during term time must be made in advance. These will be considered on an individual basis and will only be authorised if the Headteacher considers there are exceptional circumstances.

Change to current procedure

To make a request, parents /carers must **now please email the school office:** office@allsaints-coalville.leics.sch.uk with the dates and reasons for the holiday. If parents/carers are unable to email or do not have access to email please text 07786 207779. (This does not apply if you have already submitted a form this academic year).

Parents/carers will then be contacted by a member of our attendance team to discuss the nature of the absence. We will then confirm the outcome in writing.

We have an obligation to review all requests and should the absence still take place where permission has not been granted, the appropriate action may result in a fine.

Please note that if a child is absent from school and it is suspected that a holiday in term time is taken, this may also result in a fine. It is up to the parent/carer to provide evidence that a holiday has not been taken.

Any leave taken without prior agreement of the school will be coded as unauthorised and the school will notify Leicestershire County Council who may issue a Penalty Notice. Penalty Notices are issued per parent per child at £120 each (discounted to £60 if paid within 21 days) if no payment is received, the Local Authority will refer the case to Court for the purposes of a criminal prosecution.

Our **Attendance Policy**, is now in line with our local schools within our **Collaborative Partnership Charitable Trust**. This includes All Saints, Warren Hills, Hugglescote, New Swannington, Whitwick St John and Thringstone. All schools now have a shared approach to attendance and absence procedures.

Thank you for your continued support in ensuring all children are in school every day and on time.

Yours sincerely,

Headteacher



All Saints CE Primary School, Ashby Road, Coalville, Leics, LE67 3LB

