

17th October 2025

Dear Parents/Carers,

RE: Attendance policy and term time holidays

We have recently reviewed our attendance policy (which can be found on our website) and an important part of that is ensuring you understand our procedures. Burton upon Stather Primary Academy places great importance on helping all children form excellent patterns and habits in relation to daily attendance and punctuality. We believe that by helping children from a young age develop consistent daily routines this sets them up well for future life and gives them the best chance of accessing a full and rich educational entitlement. Furthermore, both OFSTED and the Government demand that school's closely monitor attendance and intervene early if any patterns of absence are beginning to form. We believe in honest and transparent communication from the outset with all of our parents/carers, and we know that you will understand that legally you have a duty to send your child into school every day and on time. Our attendance policy has been devised with the safety of your children firmly in mind. The safeguarding of your child remains our number one priority.

Government expectations on how we measure, monitor and respond to persistent absenteeism in schools

The Department for Education is very clear in their expectations of how schools are required to respond to absence. Where it is apparent that a child is regularly missing school you will be notified and plans and support will be implemented to support a reduction in your child's absence. If your child continues to be absent without clear medical verification the school are required to implement Persistent Absence action plans, and we welcome your support and participation in a meeting to discuss the absences further.

Holidays during term time

In September 2013, the Education (Pupil Registration) (England) Regulations were amended to prohibit the Headteacher of a school granting leave of absence for a pupil except where an application was made in advance and the Headteacher considered that there were exceptional circumstances relating to the request.

Parents are reminded that requests for leave of absence are never taken lightly and would urge you to avoid taking future leave during term time. Any leave of absence will be recorded as unauthorised. I should inform you that unauthorised absences are referred to the Educational Inclusion Services who may issue a Penalty Notice or take other legal action in relation to this matter.

Our team is always available to talk through any concerns that you may have. Successful home and school partnerships is something we will continually invest in. We look forward to working in close partnership with you and your child.

Yours sincerely,
Mrs Symington
Vice Principal