

# FOXHILL PRIMARY SCHOOL



Sept 2018

Dear Parents

Foxhill has always been proud of its attendance figures and your support in encouraging your children to attend regularly. Parents have understood that school is unable to authorise holidays except for in 'Exceptional Circumstances' taken during term time and, when occasionally absence has been unavoidable, parents have been considerate in letting us know of their intentions.

However, this year we have seen an increasing number of absences during Term Time. Many of them due to parents taking children out of school for term time holidays. It has also been brought to our attention that, a number of these absences have been reported as 'illnesses' by parents.

Whilst we understand there maybe occasional 'Exceptional Circumstances' it is still important that we keep accurate records and wish to discourage any false reporting.

Exceptional Circumstances do not include:

- Additional Family Holiday time added to 'Immediate Family Celebrations' (for example a wedding abroad)

The Governing Body now feel they have no alternative but to remind all parents that they have a legal obligation to inform the Local Authority of all pupil absences. Absences are recorded as either, 'Authorised' or 'Unauthorised'. The Local Authority usually imposes a fine when holidays are seen to be taken during term time for 5 school days or more.

Moving forward, in line with several other schools, as with immediate effect we will have to insist on further evidence being provided for 'Exceptional Circumstances' when a child needs to be taken out of school. Consequently, in future, if it 'comes to light' that a child is on 'holiday' during term time but, the absence has been reported as 'illness', our school Attendance Officer will make a home visit and further investigations will ensue. If it is found that the illness has been falsely reported, the parent will receive a letter stating that the absence will be amended to 'Unauthorised' and the Local authority will be informed. In addition Governors, require any absences for illness, lasting five school days or more be verified.

Yours sincerely

A blue ink signature of Mr R Hainsworth.

Mr R Hainsworth  
Chair of Governors

A blue ink signature of Mrs S Hey.

Mrs S Hey  
Headteacher