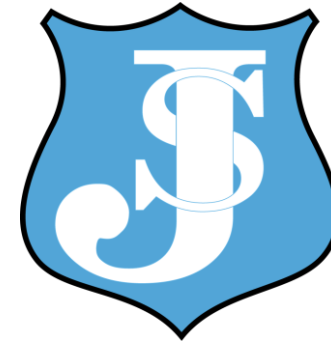


Stockport Local Authority monitors all absences from St John's CE Primary School.

Education Penalty Notices are fixed penalty fines which can be issued by the Local Authority where 10 or more sessions (5 days) of unauthorised absence take place. They are mainly issued to parents who take their children out of school for term time holidays, weddings, family visits and other purposes without the permission of the school.

- For the first fine issued after the start of the 2024-25 school year, the fine will be £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine, it will be for £160.
- Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine) instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

If you do wish to request permission for a term time holiday you need to complete a 'Request for absence during term time form' at least two weeks before the start date of the proposed holiday.



St. John's C.E. Primary School

'High standards – through a caring community'

**ATTENDANCE
MATTERS**

ATTENDANCE MATTERS

If our children are to achieve their potential, good attendance and punctuality are essential. The link between good attendance and achievement is well documented. We want all our children to achieve the very best they can.

Irregular attendance and lateness can cause children to:

- 🦉 Fall behind with their work
- 🦉 Lose the thread of the subjects and topics being taught
- 🦉 Lose friendships or make it harder to maintain friendships

Lateness can cause children to:

- 🦉 Miss valuable learning opportunities
- 🦉 Disrupt their own learning as well as the learning of others

You can help:

- 🦉 Arrange for doctor or dentist appointments to be after school or in the holidays
- 🦉 Contact us immediately if your child is unwell
- 🦉 Do not book family holidays in term time

PLEASE READ THE SCHOOL'S ATTENDANCE POLICY

ABOUT ABSENCES

It is the parents' responsibility to let the school know, as soon as they can, the reason for their child's absence. Absences are marked in the school's register as either Authorised or Unauthorised.

- 🦉 An absence for an acceptable reason is called **Authorised**
- 🦉 An absence for an unacceptable or unexplained reason is called **Unauthorised**

The Department for Education provides guidance for us on how we mark pupil's absences from school.

What is an Authorised Absence?

- 🦉 Genuine illness
- 🦉 Hospital or dental appointments that **cannot** be made outside school hours
- 🦉 Days of Religious observance
- 🦉 **Exceptional** circumstances which are at the Governors and Headteacher's discretion

What is an Unauthorised Absence?

- 🦉 If the parent has failed to let the school know the reason for the absence
- 🦉 Term time holidays taken without prior agreement from the Governors and Headteacher's agreement
- 🦉 A child is repeatedly late without a valid reason
- 🦉 The absence is not considered acceptable