

Pupil Absence and Holidays

As you know, parents have a legal duty to make sure their child attends school on a regular and full time basis. Good attendance at school is very important and St Paul's is committed to recognising and rewarding good attendance.

The first bell goes at 08:47am and students are expected to be in school no later than 08:50am. When students arrive to school after 08:50am they are late to school and are registered as they enter school at the pupil gate or main reception.

A pupil who arrives late to school before the register has closed at 9.20am will be marked as late (code L). A pupil who arrives late to school after the register has closed will be marked as unauthorised (code U). Pupils who are late because a school bus service currently provided by Z&S is delayed will not be counted as late for reporting purposes.

If your child is off school for any reason then parents/carers need to telephone the school, before the start of the school day. Parents should contact school on each day of their child's absence.

It is the school that authorises absence while parents/carers provide a reason for their child being absent from school. It is at the discretion of the school as to whether this reason is acceptable or not. Parents/carers should refer to the attendance policy for further detail. Most absences are because of illness or medical/dental appointments. School is grateful when parents/carers arrange medical/dental appointments outside of the school day.

Absence will not be authorised for:

- holidays in term time;
- birthday celebrations;
- house minding or moving house;
- caring for siblings or relatives;
- shopping trips;
- medical appointments that cannot be verified;
- family day trips;
- family problems (more information would be required)

Headteachers are not able to authorise absences for family holidays during term-time although they may approve requests for leave of absence when there are "exceptional" circumstances. Please refer to the attendance policy for what might be considered an exceptional circumstance. If you wish to seek leave of absence for your child in exceptional circumstances then you should complete a Leave of Absence Request Form, via this link "[Application for Leave of Absence](#)". This should be completed at least four weeks prior to the period of absence being requested and we will aim to reply to all requests

within five school days. If you have not received a reply within this time, you should contact school and not assume that your request has been approved.

Schools are directed by the government to refer parents/carers to the Local Authority to be issued with a Fixed Penalty Notice when school is aware term time holiday has been taken. For further information on this please refer to the Local Authority guidance on school attendance <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-parents/school-attendance>.

More detailed information can be found in the Attendance Policy on the school website [here](#).

Headteacher:
Jo-Anne Hoarty

St Paul's Catholic School
Phoenix Drive
Leadenhall
Milton Keynes
MK6 5EN

Telephone
01908 669 735

Email
enquiries@st-pauls.org.uk

Web
www.st-pauls.org.uk

