

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 school day begins at 8.50am when it is expected that pupils will have arrived at their form room. Any pupil arriving after 8.55am but before the end of the registration session will be marked as late. The register for the morning session will close at 9.05am. Any pupil arriving after this time must go to pupil reception and sign the late book.

Any student arriving after 9.30am will be counted as absent for the morning session and will be expected to provide a note from their parent or guardian to confirm the reason for their absence. Pupils who are late because a school bus is delayed will not be counted as late for reporting purposes.

If your child is off school for any reason then parents need to telephone the school on the day in question. Parents should contact school on each day of their child's absence. The period of absence should then be confirmed by you in writing stating the reason why your child was off school when they return to school

It is the school that authorises absence while parents 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. An absence will only be authorised for one of the following reasons:

- genuine illness of the pupil concerned;
- an unavoidable medical or dental appointment;
- days of religious observance
- exceptional family circumstances (authorisation is entirely at the discretion of the school)

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;
- reason to believe that a note is not genuine or not valid;
- family day trips;
- family problems. (more information would be required)

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

Headteachers are no longer able to approve absences of up to ten days for family holidays during term-time although they may approve requests for leave of absence when there are “exceptional” circumstances. If you wish to seek leave of absence for your child in exceptional circumstances then you should complete a Leave of Absence Request Form, available from the School Office or on the School Website and submit the completed form at the school reception. These 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.

Headteacher:
Jo-Anne Hoarty

Telephone
01908 669 735

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

Email
enquiries@st-pauls.org.uk
Web
www.st-pauls.org.uk

A Specialist Science College and Training School

