



St. Patrick's Catholic Primary School

Whitefriars, Avenue Road, Farnborough, Hampshire GU14 7BW

Telephone 01252 542511

Email enquiries@st-patricks.hants.sch.uk

Executive Headteacher

Mrs P J Dix B.Ed (Hons) M.A. N.P.Q.H. N.P.Q.E.L

Head of School

Mrs A Tong BA (Hons)

Dear Parents,

This letter is a polite reminder of our attendance expectations here at St Patrick's Catholic School.

As a reminder, the government's definition of expected attendance for children is 95% or more. They also define anyone who has attendance of less than 90% as a persistent absentee. Absence is shown to link closely to achievement and can affect your child's friendships which can make them less settled at school. Parents have a legal duty to ensure their children attend school regularly and there are strict Government rules on absence from school.

Each year there are only 190 statutory school days, which leaves 175 days (weekends and school holidays) for non-urgent medical and dental appointments, treats or holidays.

All absences must be reported to the school on **each day** of illness (this includes illnesses where a child will be off for 48hrs with for example a sickness bug) **by 8:50am**. To report an absence please either phone the school on 01252 542511 and choose option 1 or email enquiries@st-patricks.hants.sch.uk, with the following information: child's name, year group and reason for their absence (for example high temperature or sickness bug).

Holiday or Planned Absences

A 'Request to Authorise Absence from School due to Exceptional Circumstances' form must to be completed to request absence from school for circumstances other than illness.

Examples of authorised absences may include;

- Funerals
- Visa / Scholarship / Competition Appointments (*for your child only*)
- Medical Reasons (*for your child only*) such as Hospital Appointments

Examples of unauthorised absences include;

- Family Visiting or Visiting Family
- Caring for Family Members
- Family Holidays or Outings
- Shopping Trips or Birthdays

Please ensure the form is completed and returned to the school office at least 4 to 6 weeks prior to the first date of absence. We understand in the case of a change of circumstance or an emergency, this may not be possible. *Please note* - Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Copies of this form are available from the school office and on our website under attendance.

Medical Appointments

For any medical appointments please notify the school in advance of the appointment either via completing an absence form, sending an email to enquiries@st-patricks.hants.sch.uk or by informing the school office. A copy of the appointment paperwork is to be shown or attached.

Regular Absence and Lateness

Any child who regularly misses school sessions (a session is either AM or PM, therefore one missed day counts as two sessions) is monitored by the school and by the local authority. We are obliged to issue Penalty Notices for all unauthorised absences of 5 days or more. The penalty is currently £60 per parent per child if paid within 21 days of the issue of the notice. Penalty notices will be enforced by Hampshire County Council through the courts so please avoid booking holidays in term time. Only genuinely exceptional circumstances which cannot have been foreseen or avoided will be authorised.

We thank you for your continued support

Yours sincerely,

St Patrick's Catholic Primary School