



Bellfield Primary School

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Executive Head Teacher – Mr M Batty
Head of School – Mr S Mills



June 2018

Attendance and Family Holidays

Dear Parents,

Bellfield Primary School have a commitment to promote and maintain good attendance throughout every child's school life. We want all our children to be the best that they can be and to have the best outcomes possible from learning experiences. Regular attendance and punctuality also helps children to develop their confidence and to make and keep lasting friendships.

It is required by school that any leave of absence during term time is requested by completing the appropriate form.

As our school attendance policy states, all holidays during term time remain unauthorised unless exceptional circumstances apply. These are clearly outlined on our leave of absence form and in our attendance policy. We consider all requests on an individual basis and speak to parents where we can, about their request.

Illness and unauthorised absence will always be investigated and medical evidence requested if a child is off for a long period with illness. If a child is absent from school who we believe to be on holiday and the reason of absence is given as illness, we will contact parents and home visits will be made. We can also refer to the Educational Welfare Service who will investigate further.

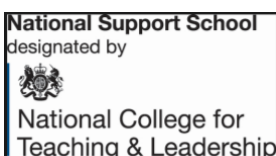
Please be aware that children often tell us when they are going on holiday as they are naturally excited and want to talk about it, especially when they return. We do not want children to feel under any pressure not to be able to talk about their holiday, it is unfair on the child.

We understand that sometimes family holidays cannot be taken outside of school holidays due to various reasons and we encourage parents to come in to school and discuss this with us. Our attendance guide for parents is always available from the school office. If you have any questions regarding attendance, our Attendance Officer Mrs Nicolini , Attendance Support and Emotional Well Being Officer Mrs Puckering , as well as myself are here for advice and support.

Please do not hesitate to contact school if you need any advice or support with any attendance issues.

Yours sincerely

Mr S Mills
Head of School



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