



**ARTHUR BUGLER**  
**Primary School**

Dear Parents/Carers,

As we head toward the Summer season and the sun hangs ever higher and longer in the sky we all begin to contemplate holiday breaks and long weekends away from the proverbial 'grindstone'. It is also a time when we see a marked drop in our school's term-time attendance data and a rise in the number of Parents and Carers requesting leave of absence during term-time for their children. This same data pattern also emerges at the beginning of the Autumn Term.

You may not be aware but schools have the authority to issue Parents and Carers, through the Education Welfare Service, Penalty Notices for unauthorised absences; this also applies to persistent lateness. Once a person is issued with a Penalty Notice they **must pay a fine**. This is set by regulation at £60 if paid within 21 days, rising to £120 if paid after 21 days. If the fine is not paid within 28 days then the Local Authority will prosecute for the offence to which the Notice applies.

We really do not want anyone in our school community to be in this position, but the school has a **duty in law** to keep pupils school absence to a minimum and because of this we cannot and will not approve any term-time absence request unless it is for an **exceptional circumstance**. If holidays are taken in term-time then your child's absence will be deemed unauthorised and that matter may be referred to the council's Education Welfare Service for consideration of further action. The Local Authority regularly checks our attendance and the processes we have in place in school to address children's absence. The school is held accountable to show that we are trying everything we can to support you to ensure your child has good attendance.

If your child's attendance is 97% it is equal to having 6 whole days off during a school year, 90% is the equivalent of having half a day off every single week of the school year and if it is 80% it is the same as having one whole day off every single week of the school year. Taking children out of school during term-time can and does harm their education. Everyone at Arthur Bugler wants the very best for all the pupils, 100% attendance is achievable and is achieved by many.

Please think twice before taking your child out of school for no reason during term-time, it is a **criminal offence**.

Yours sincerely,

Mr A. Walker                      Mrs A. Gaywood  
Chair of Governors Arthur Bugler Primary School