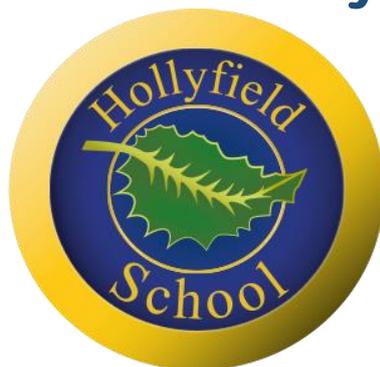


# Hollyfield Primary School

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...where education comes to life

Headteacher  
Mrs Catherine Lewis

Deputy Headteacher  
Mrs Christine Perkins

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6 June 2018

Dear Parents/Carers

## School Attendance and Leave in Term Time

You will be aware from previous letters and items on the newsletter that we take attendance very seriously at Hollyfield Primary School. We are obliged to monitor attendance by the Department for Education, for both safeguarding and attainment reasons.

Most pupils have excellent attendance and arrive at school on time, ready to enjoy their lessons. I would like to thank parents and carers for your support in this.

Good attendance will mean that your child is able to achieve the best results for their ability and have a real opportunity to make good progress and maintain friendships.

We follow Birmingham Local Authority Guidance for Leave in Term Time and are therefore unable to authorise leave for any reason, other than exceptional circumstances. Applications for leave should be made in advance on the application form, which is available from the school office.

**The Education Act 1996 Section 444 states that as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise.**

Where attendance is an issue we have to take appropriate steps in order to improve outcomes for individual pupils. These steps will include sending letters, telephone conversations and inviting parents/carers to meetings, offering support where necessary. On the occasions where these measures do not lead to improvement, we have to seek the advice of Birmingham Education Welfare Service. Unfortunately, this can lead to further steps being taken, such as the issuing of a Penalty Notice, (this currently results in a fine of £60 fine per parent/carer per child). It can also lead to parents/carers having to appear before a magistrate and receiving much heavier fines.

**Recently we have had reason to refer two cases. This has resulted in the issue of one Penalty Notice and in another case, a fine of £275. The issue of fines is a last resort. We ask that parents/carers work with us to improve outcomes before we have to take these measures.**

If your child has problems with attendance please contact us and we will endeavour to offer support where we can.

I look forward to seeing a continuation of the improvement in attendance that we have seen over recent years.

Yours sincerely

Mrs C Lewis  
Head Teacher

