

Holidays during term time are against the law!

- Taking children on holiday or out of school during term time is against the law.
- We understand that holidays during term time may cost less money, but they are still against the law.
- Term time holidays are an increasingly serious issue and the Government is advising Local Authorities to take serious action where they need to in order to make sure they do not happen.
- The school is not allowed to authorise absence for holidays, birthdays, treats or family weddings during term time.
- Taking unauthorised holidays could result in a penalty notice fine of up to £120 from the Local Authority.



CROSS GATES PRIMARYSCHOOL

Poole Crescent
Leeds
LS15 7NB

Phone: 0113 2645763

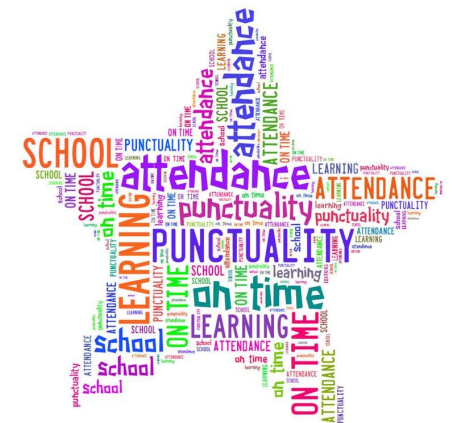
Fax: 0113 2606782

E-mail: admin@crossgates.leeds.sch.uk

CROSS GATES PRIMARYSCHOOL

ATTENDANCE

Important information
for parents



***RESPECTING OTHERS, LEARNING
TOGETHER, MOVING FORWARD***

Roles and responsibilities of Parents/Carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- To inform school by telephone or ParentMail App on the first day of illness and again at regular intervals if the absence is prolonged.
- It is against the law to take children out of school on holiday during term time however we require you to fill out a holiday in term time notification before going away.
- To bring and collect your child promptly.
- Ensure your child is brought and collected by a responsible adult, over the age of 16.

ATTENDANCE

At Cross Gates Primary School we believe that regular attendance is extremely important. Pupils need to attend regularly if they are to benefit from the educational opportunities available to them.

- All pupils attendance is monitored by school staff and Local Authority Attendance Professionals.
- Children whose attendance is regularly under 90% are invited into school to discuss attendance and their legal responsibilities.
- Legal action may be taken by the Local Authority if attendance does not improve sufficiently.

Authorised Absence

- All absences need to be authorized or unauthorised by school.
- Letters need to be provided to school when a child has been absent in order to authorise absence, although the Headteacher has the final decision.

Unauthorised Absence

- If letters are not received when a child has been absent, school will send a letter to prompt parents. If a letter is still not received from parents the absence will not be authorized.
- If the child is absent due to their siblings being ill, absence will be unauthorised.
- The only reason for a child to be absent is if the child is ill themselves.

- If a child is persistently absent due to illness we will require a medical note from their GP.

Lateness

- Children who arrive between 9.00am and 9.30am will be marked as late.
- Children who arrive after 9.30am will be marked as an unauthorised absence, which can be also be used when legal action is to be taken.

Children who are late miss an important part of the lesson, as well as disrupting other children who were on time.

Be on time



at five to nine

Absence and the Law

Parent/Carers are committing an offence if a child fails to attend school regularly and the absences are classed as unauthorised. Children with poor attendance will be referred to the Local Authority who could issue a Penalty Notice fine or start legal action.