



Oxenhope Church of England Primary

A member of the
bdot
family

12th July 2019

Dear parents and carers,

It is really important that you inform us when you are going away on holiday so that we have a clear understanding as to why your child is not in school.

We try to foster an open and honest relationship with families and I understand holiday prices, family events and restricted holidays given in other professions all mean that getting that much needed break away can be difficult. However, I also have a statutory duty to report any children 'Missing in Education' to the police and the authority.

Our absence system is as follows:

If you are planning to take your children out of school for a holiday or family event for **any** length of time you must complete an absence request form, available from the school office, together with a letter as to why you are taking your child out of school. This is then read by myself and I make a decision to authorise or unauthorise the absence. We will then contact you to inform you of the decision. An unauthorised absence does not stop you from taking your child out of school and we will note that you have contacted the school to inform us of the absence.

Please note that an unauthorised holiday of more than 5 school days can incur a fine of £60 per parent per child.

We as a school have difficulties when we have no record of why a child is absent. Our procedures in this instance are as follows:

- A child is absent
- The office staff call primary contact numbers
- If there is no answer, then the other contact numbers are called
- If there is still no answer, then school will conduct a home visit
- If there is no evidence of the child at the home visit, then the police are instructed to conduct a welfare check

These procedures are to keep children safe.

I want to make things as easy as possible for you and I take each individual case seriously and make my decision based on the evidence provided together with guidelines from the Trust and the authority.

Please work with us in this matter and thank you for your support.

Alice Jones

Oxenhope Church of England Primary School

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