



# Oxenhope Church of England Primary

A member of the  
**bdot**  
family

1.10.2019

Dear parents and carers,

I wrote to you in July regarding holidays and I just would like to take this opportunity to reiterate some of the points previously made and also make you aware of some issues we have been experiencing.

It is really important that you inform us when you are going away on holiday or for a day out of school for another reason, so that we have a clear understanding as to why your child is not in school. Thank you to the parents and carers who have already done this it helps us a lot.

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

Children, as you know, have a lovely trait of telling everyone what they have been up to outside of school and this is something which is integral in our work on safeguarding. Encouraging children to tell what appear to be innocent lies to staff, breaks down a vital bond between teacher and child and can stop children reporting incidents which happen to them both in school and out of school such as bullying. Invariably children tell us where they have been anyway as they are excited to share and as a school we love hearing about the fun our children get up to, but again that can affect the relationship between school and parent.

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 unauthorised 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, again this is at the head teacher's discretion and I take into consideration the circumstances, previous absence, home context and the extenuating circumstances detailed in the school's guidance from the council.

For medical or dentist appointments we require an appointment confirmation such as an appointment confirmation email or appointment card. This can be brought to school after the appointment if you need to get this while you are there.

## Oxenhope Church of England Primary School

Head of School: Mrs Alice Jones

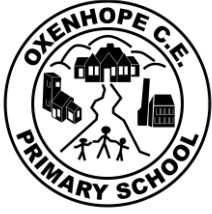
Cross Lane, Oxenhope, Keighley, BD22 9LH

Email: [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

Tel: (01535) 642271

Visit: [www.oxenhopeprimary.org.uk](http://www.oxenhopeprimary.org.uk)





# Oxenhope Church of England Primary

A member of the  
**bdot**  
family

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

I want to reassure you that these procedures are to keep children safe not to control what you do outside of school. These procedures are dictated to us by the Police and other safeguarding professionals.

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, I am here to listen.

Alice Jones

Believe  
and  
achieve

## Oxenhope Church of England Primary School

Head of School: Mrs Alice Jones

Cross Lane, Oxenhope, Keighley, BD22 9LH

Email: [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

Tel: (01535) 642271

Visit: [www.oxenhopeprimary.org.uk](http://www.oxenhopeprimary.org.uk)

