

HIGHFIELDS Primary School



Absence Information 2024-25

Helping your child to
'Achieve Beyond The Expected'

Highfields Primary School
Pluto Close
Leicester
LE2 0UU
0116 253 1382
office@highfields-pri.leicester.sch.uk



Highfields Primary School

Absence Information for Parents/Carers

ATTENDANCE

School is an important part of the lives of children and young people. It is where they begin to develop new skills, make friendships and it helps prepare them for their future. When a child misses school, they can miss out on these vital opportunities and their learning and friendships may suffer.

Parents and carers have the legal responsibility to ensure that a child attends school regularly.

'It is your child's right to attend school, not your right to keep them at home'. (Ofsted)

Illness

- If your child is ill, you must ring the school office first thing in the morning and leave a message - 0116 251 2686 (option1) or email the school office
- Please clearly state the name of your child, their class and exactly what is wrong with them.
- If you do not contact us, we will call or email you to ask where your child is.
- If your child is ill for several days, we may ask for medical evidence (copy of prescription or appointment card).
- If your child vomits, or has diarrhoea they must stay away from school for 48 hours after the last time they were ill.
- If your child has a lot of time off for minor illnesses without providing acceptable medical evidence, you may be fined for the absences.

Appointments

If your child has an appointment during school time, we need to know before your child takes the time off school. We will need to see evidence of the appointment.

Children must not take time off school for non medical appointments, unless they have been discussed with a member of the Senior Leadership Team.



Highfields Primary School

Absence Information for Parents/Carers

LEAVE OF ABSENCE DURING TERM TIME (holidays, family visits etc.)

To request an absence in term time, you will need contact the office to make an appointment to see Miss Bholat or a member of SLT.

Please call 0116 253 1382 to make an appointment BEFORE you book any tickets.

Government legislation means that schools are not allowed to authorise requests for children to be taken out of school during term time for a holiday.

Requests for leave can only be granted by schools if there are exceptional circumstances' and holidays are not considered exceptional.

Requests for leave must be made to the school **BEFORE** you book any tickets.

Evidence will be required to support requests for leave.

If an absence is taken without authorisation, the following will apply:

- For a first unauthorised absence in a 3 year period, a penalty notice of £160 per child, per parent (discounted to £80 per parent per child if paid within 21 days) will be issued.
- For a second absence within a 3 year period, the fine will be £180 per child, per parent.
- For repeated absences, your case may be referred by the Local Authority directly to the Magistrates Court.
- Your child may be removed from the school roll resulting in you having to reapply for a school place.
- If your child has other unauthorised absences, of 10 or more half days in a period of 10 weeks, then you can also be fined as above.

This includes absences where you have not informed the school why your child is away.



Highfields Primary School

Absence Information for Parents/Carers

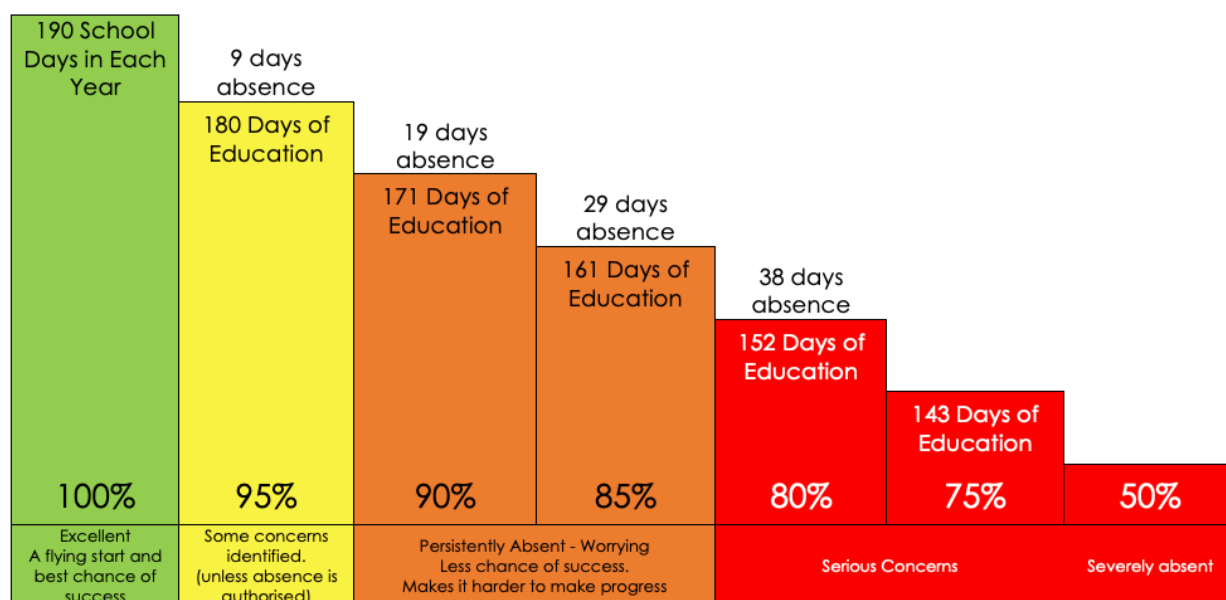
THE ROLE OF THE ATTENDANCE OFFICER AND EDUCATION WELFARE OFFICER (EWO)

The Education Welfare Officer (EWO) is a member of the Local Education Authority Team who have responsibility for promoting, encouraging and enforcing regular school attendance. The EWO is in regular contact with our Attendance Officer to look at attendance, patterns of absence and lateness.

175 Non-school days a year

175 Non-school days a year to spend on family time, visits, holidays, shopping, household jobs and other appointments

Loss of Learning Through Absence



**Any concerns or questions, please contact us on
0116 253 1382**