

Moulton CEVC Primary School

Headteacher: Mrs D Shipp

Why is school attendance so important?

- **Children who attend school regularly are more likely to achieve good results and reach their full potential.**
- **Attendance at school supports children's emotional and social health and development.**
- **Good attendance will help you to give your child the best possible start in life.**
- **Good attendance helps develop learning habits that will last into later life.**
- **Children who have attended their school regularly have a better chance of getting and keeping a good job.**

£60 Penalty per Child, per *Parent/Carer

NEWMARKET SCHOOLS WORKING TOGETHER:

Newmarket Academy, All Saints CEVA Primary, Exning Primary, Houldsworth Valley Primary, Laureate Primary, Moulton CEVC Primary and Paddocks Primary Schools have agreed to a common attendance policy.

Leave of absence must be taken in school closure periods unless there are rare and strictly exceptional circumstances.

The criteria for issuing a **Penalty** is:-

- Where a pupil has missed **4 school days** or more due to **unauthorised absence** during a school year.

The Penalty is **£60 per parent/carer, per child**, payable within **21 days**. If not paid within 21 days, the Penalty increases to **£120 per parent/carer, per child**, payable between **21 and 28 days**. If the Penalty is not paid within 28 days of issue, the Local Authority will start legal proceedings against you which may lead to a fine of **£1000**.

*Parent, Carer or Person with Parental Responsibility.

Leave of Absence during Term Time

£60 Penalty per Child/per *Parent/Carer

Please read the information overleaf before completing this form.

Name of Child		Year group
Names of any siblings attending other Newmarket schools for whom leave of absence is being requested	Name of school	Year group

The reason for taking my child/children out of school during term time is:-

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First day of absenceLast day of absence.....

Total number of days absent from school.....

I have read the information overleaf and understand my responsibilities.

Parent/carer's Signature.....Date.....

Leave of absence during term time

Leave of absence **has not** been authorised for days

In view of the exceptional circumstances of your case, leave of absence **has** been authorised for days

Attendance figures to date

Name of child..... %

Name of child..... %

Previous absences

Signed:.....Headteacher

Date.....

*Parent, Carer or Person with Parental Responsibility