

## Extended Leave

Amendments to the 2006 regulations mean that parents no longer have a right to have family holidays or extended leave in term time. Headteachers may not grant any leave of absence during term time except in exceptional circumstances.

At St. Stephen's the Governing Body has determined the following:

- Extended leave of more than 20 unauthorised school days will result in the loss of a school place.
- Leave of absence during term time will not be authorised.
- In exceptional circumstances authorised leave of absence of up to 5 days may be granted. Each case will be considered separately by the Headteacher.
- You will be expected to meet with the Headteacher/Deputy Headteacher following any request for leave of absence.

Where family holidays or unauthorised leave of absence are taken without the permission of the school, parents will be given a Penalty Notice which may result in Bradford Children's Services asking you to pay a fine of £60 per parent for each child's absence.

**EVERY**  
**SCHOOL DAY**  
**COUNTS**

## Top Tips

Help your child to improve their attendance and achieve their best at school:

- Wherever possible, make medical appointments outside school hours.
- Inform school of any reason for absence on the first morning of your child's absence either in person or by telephone.
- Encourage your child to prepare for school the night before and to have a good night's sleep ready for the day ahead.
- Ensure your child is on time every day. School starts at 8.50am and doors open at 8.45am.

**Your child's education is important.**

**At St. Stephen's Primary School we are committed to working together to achieve success.**

**If you are struggling or need any advice please contact the school office.**

**We are here to help!**

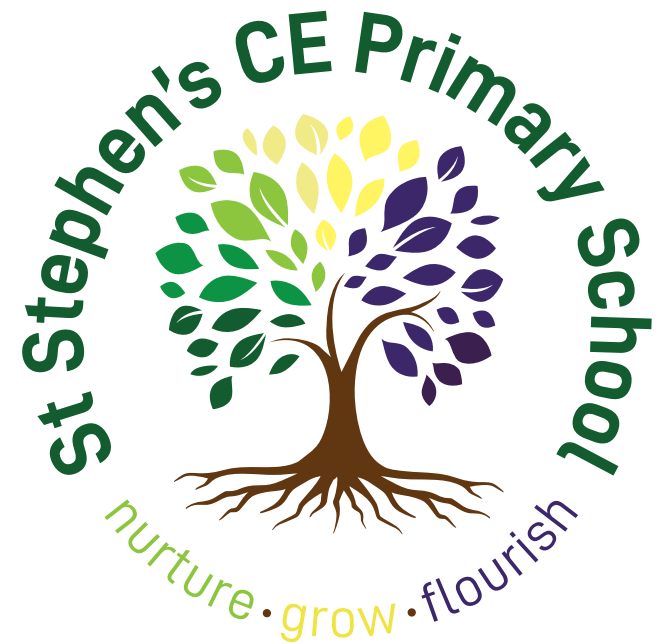
## Contact Details

St. Stephen's C.E. Primary School  
Gaythorne Road  
Bradford  
BD5 7HU

**Telephone Number:**  
01274 731698

**Email address:**  
[office@ststephens.bradford.sch.uk](mailto:office@ststephens.bradford.sch.uk)

**Website:**  
[www.ststephens.bradford.sch.uk](http://www.ststephens.bradford.sch.uk)



**'GOOD HABITS LAST A LIFE  
TIME'**

**Attendance, Punctuality,  
and Leave of Absence  
Guidance for Parents.**

## Why is Good Attendance Important?

Good attendance maximises your child’s educational opportunities and helps them achieve their full potential. This in turn, improves their chances and choices in adult life.

Regular attendance and punctuality prepare your child for the world of work, where good attendance and punctuality are required.

Regular attendance at school improves your child’s social skills and supports development of friendships and relationships.

## What is Good Attendance?

Our attendance target is 97% attendance, although we strive for 100% attendance for all pupils. Any pupil with attendance below 97% is a concern.

The Government considers that any pupil with attendance of 90% and below is a Persistent Absentee.

We will work hard to reduce the number of pupils who are Persistent Absentees, in order to maximise educational opportunities for all pupils.

For a pupil to reach the target of 97%, they should have no more than 7 ½ days’ absence in a whole school year.

Children spend **190 days** at school per academic year. At St. Stephen’s we expect children to aim for a minimum of 96% attendance. This is the national average. We reward children on a termly basis when attendance reaches 100%.

### This is how days off add up!

Days absent from school	Percentage attendance	Missed lessons
0	100%	0
10	95%	50
19	90%	100
28	85%	150

## Why is Punctuality Important?

At St Stephen’s, we expect all pupils to arrive on time ready to start the day and to be punctual to all lessons.

Arriving on time is a great start to the day, putting your child in the right frame of mind to make the most of the day’s learning. Good punctuality is linked to good attendance which we know leads to better outcomes for children and young people.

### Arriving on time:

- Sets good habits for adult working life.
- Maximises educational achievement.
- Helps your child develop friendships and relationships.
- Boosts your child’s confidence and self-esteem.

### Arriving late, however:

- Puts your child at an immediate disadvantage to other pupils who have arrived on time.
- Potentially puts your child at risk
- Means your child misses important information at the start of lessons.
- Is embarrassing for your child.
- Disrupts lessons for other students.
- Can damage your child’s confidence and self-esteem.

## Reporting an Absence

Telephone: St Stephen’s **01274 731698** (before 8:45am)  
(You can leave a message 24 hours a day)

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

Please let us know your child’s name, year group, the date of the absence, the reason for absence, and, if you can, the expected date of return.

If you wish to discuss your child’s absence, please ask us to return your call.

## School Holiday/Term Dates

Term dates can be found on the school’s website.

## Amendments to The Education (Pupil Registration) (England) Regulations 2006.

From September 2013, the school attendance regulations have been amended. The amendment makes clear that headteachers cannot grant any leave of absence unless there are exceptional circumstances. It removes references to family holidays and the threshold of 10 school days.

## Holidays

The majority of us look forward to holidays. Whether it’s time off work, simply a break from the normal activities of the day, or the trip of a lifetime, we all need time to recharge our batteries and spend some quality time together as a family. There are lots of reasons why we choose to holiday at certain times of the year -

- we get the weather we want
- the price is cheaper
- flights are only available on certain days
- we want to go with other people and it’s the only time they can go
- it’s easier to get time off work

Although we appreciate the benefits of all the above reasons, if you are wanting to take your child out of school to go on holiday, please think again.

Your child’s progress and continuity of learning must come first. We strive for full attendance by all pupils at St Stephen’s and we want the same for your child. Think about the message you are giving to your child that it’s acceptable to miss school to go on holiday.

## Procedure for applying for leave

Any application for extended leave during term time **must** be made in writing to the Headteacher. Applications should be made at least 2 weeks before travel arrangements are finalised. Application forms are available from the school offices and you will receive a written response from the Headteacher/Deputy Headteacher.