



# Melbourne Junior School

Packhorse Road  
Melbourne  
Derby  
DE73 8JE

Head Teacher: Mrs J.A.Whirledge  
Email: info@melbourne-jun.derbyshire.sch.uk  
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Tele & Fax: 01332 862344

5 September 2017

Dear Parent/Carer,

## School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance. Both schools strive for an attendance of **above 97%**.

Following a high court ruling by the Supreme Court the 2013 Pupil Registration Regulations have not changed. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

Both Melbourne Infant and Junior Schools will continue to use the same criteria which is given at the end of this letter for exceptional circumstances. Please note the two criteria below are not considered to be reasons for special or exceptional leave:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances\*** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.





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Parents could be issued with a fixed penalty notice and/or court action if the overall attendance falls below/ has fallen below **95%** in the previous 12 months. If unpaid, this could leave to prosecution under section 444(1) of The Education Act 1996.

Any holidays requested during assessment periods (SATs, internal test weeks) will be unauthorised. These dates are available at the start of the year on the diary dates.

If you have any queries regarding this information then please do not hesitate to ask.

Thank you for your support and understanding.  
Yours sincerely,

Mrs J Whirlledge  
Headteacher  
Melbourne Junior School

Mrs C Gibbs  
Headteacher  
Melbourne Infant School

\*Examples of **exceptional circumstances** as agreed by Melbourne Infant and Junior School's governors.

- Accredited Exam – ballet/music (extra curricular)
- Gifted & Talented opportunity (part in the pantomime, Wimbledon ball person etc)
- Bereavement
- Serious family crisis
- Holiday due to factory shut down (Proof shown to the school to verify from employer)
- Wedding – close family relative (parent, grandparent, sibling, 1<sup>st</sup> aunty/uncle)
- Religious Day
- Other exceptional circumstances to be considered on an individual basis

