



## CALENDAR FOR SCHOOL YEAR SEPTEMBER 2019 – JULY 2020

AUTUMN TERM 2019	
Autumn Term 1	Wednesday 4 <sup>th</sup> September 2019 – Friday 25 <sup>th</sup> October 2018
Autumn Half Term Holidays (one week)	Monday 28 <sup>th</sup> October 2019 – Friday 1 <sup>st</sup> November 2019
Autumn Term 2	Monday 4 <sup>th</sup> November 2019 Friday 20 <sup>th</sup> December 2019
Christmas Holidays	Monday 23 <sup>rd</sup> December 2019 – Friday 3 <sup>rd</sup> January 2020
SPRING TERM 2020	
Spring Term 1	Monday 6 <sup>th</sup> January 2020 – Friday 14 <sup>th</sup> February 2020
Spring Half Term Holidays (one week)	Monday 17 <sup>th</sup> February 2020 – Friday 21 <sup>st</sup> February 2020
Spring Term 2	Monday 24 <sup>th</sup> February 2020 – Thursday 9 <sup>th</sup> April 2020
Easter Holidays	Friday 10 <sup>th</sup> April 2020 – Friday 17 <sup>th</sup> April 2020
SUMMER TERM 2020	
Summer Term 1	Monday 20 <sup>th</sup> April 2020 – Friday 22 <sup>nd</sup> May 2020
<b>May Day Bank Holidays</b>	<b>Monday 4<sup>th</sup> May 2020</b> <b>Monday 25<sup>th</sup> May 2020</b>
Summer Half Term Holidays (two weeks)	Monday 25 <sup>th</sup> May 2020 – Friday 5 <sup>th</sup> June 2020
Summer Term 2	Monday 8 <sup>th</sup> June 2020 – Friday 26 <sup>th</sup> July 2020
<b>INSET DAYS</b>	Please note that the following INSET days have been set and the school will be closed for children on these days:  <b>Monday 2<sup>nd</sup> September 2019</b> <b>Tuesday 3<sup>rd</sup> September 2019</b> <b>Monday 30<sup>th</sup> September 2019</b>

# ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

## ATTENDANCE & PUNCTUALITY

### PLEASE NOTE

- September and May are key assessment times for all children; absences at these times will be particularly disruptive.
- Please make every effort to arrange your family holidays during the school holidays, term time holidays lead to unauthorised absences and potential fines.
- If your child is not in school please telephone before 9.30am to notify school of the absence and the reason for the absence.
- As part of our attendance policy we will contact parents/guardians of any child not in school where no contact has been made.
- Absences will be classed as unauthorised unless notified otherwise.

### ATTENDANCE

Good attendance is essential for all children so that they make their expected progress. The government expects the level of school attendance for all primary aged pupils to be no lower than 95%. For your information the following is a useful guide:

100% = Excellent attendance

95% = Good attendance

90% = 4 weeks over the year = ½ day absence every week

85% = 6 weeks over the year

80% = 8 weeks over the year = 1 day absence every week

75% = 10 weeks over the year

70% = 12 weeks over the year = 1½ days absence every week

We are aware that children may have specific illnesses that prevent them from attending school which can bring attendance levels down. Holidays and leave of absence authorised or not also have a detrimental effect on your child's education.

### PUNCTUALITY

Arriving late for school has a detrimental influence as children can miss initial learning opportunities. Lateness can lead to a poor habit that can carry on in High School where they will miss a key social time at the start of day. To put this into context 10 minutes late every day is the equivalent of missing 6 full days in a year, while 30 minutes late every day is the equivalent of missing 4 full weeks in a year. In saying this we do realise that there are occasions where events occur that are out of parents control (weather/ late buses etc.) and we ask that you do leave enough time to make the journey safely.

### ABSENCES IN TERM TIME

Since 2012 being absent from school in term time for any reason other than illness is not allowed by law and the local authority work with schools to fine parents who do so. Therefore, the Governing Board are unable to give permission for term time absences, this includes holidays, family occasions etc. In exceptional circumstances, requests for absence will be further considered and may be authorised. Below is the legal notice I give each year to enable us to fine if needed. Please take note of

The advice given. Attendance at school has direct impact on children's life chances and we are duty bound to make decisions in the best interests of children.

Any requests for leave of absence need to be made using the form available from the school office and any decision is made by the Governing Board. The Governing Board will make a further review of procedures over this term however as a school we need to report any absences which fit the below criteria to the LA.

# **THIS IS THE OFFICIAL NOTICE THAT WE ARE REQUIRED BY LAW TO SEND OUT BY THE LA**

## **Penalty Notices for Non- school attendance – Information**

Section 444(1A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice of £120, which is reduced to £60 if paid within 21 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

In law, an offence is committed if a parent or carer fails to secure a child's regular attendance at school. Manchester Education Welfare Service, in conjunction with schools and Greater Manchester Police, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

Parents may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance under the following circumstances:

- Their child is stopped on a truancy sweep more than once
- They go on holiday in term time without school's permission
- The child fails to return to school following a fixed term exclusion

The Education and Inspections Act 2006 also makes it an offence if a parent fails to ensure that their child is not in a public place during the first 5 days of a fixed term or permanent exclusion. Penalty Notices may be issued for such an offence. The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for help.