



# *St Anthony's Catholic Primary School*

Croxley View, Watford, Hertfordshire. WD18 6BW

Tel: 01923 226987

[admin@stanthonys.herts.sch.uk](mailto:admin@stanthonys.herts.sch.uk)

[www.stanthonys.herts.sch.uk](http://www.stanthonys.herts.sch.uk)

*We Grow and Learn with Jesus*

**Headteacher: Mrs Elaine Harrold**

9<sup>th</sup> October 2024

## **New National Framework for Attendance**

Dear Parents/Carers,

Attached is the new National Framework introduced by the Department of Education.

The Department of Education have made it clear that if parents/carers do not meet their responsibility to make sure that their child goes to school, then legal action may be taken. Since August 2024, penalty notice fines for unauthorised absence have changed for term time leave taken and irregular attendance.

At St Anthony's we recognise that good attendance and punctuality are vital if pupils are to achieve their maximum potential. We are committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

Children who miss out on education are at an immediate disadvantage relative to their peers and at a great cost to themselves. By working together, we can keep absence at school to the lowest possible figure. This will ensure that children get the absolute most from their education at school.

At St Anthony's, we monitor attendance and punctuality on a regular basis and identify any pupils whose attendance is causing concern.

We would therefore ask that you:

- Inform the school of any reason that will prevent your child from attending.
- Contact the school on the first day (and thereafter) your child is unable to attend, and give a valid reason for absence via telephone or email

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- Ensure your child arrives on time and is well prepared for the school day.
- Contact the school whenever any problems occur that may keep your child away from school.
- Inform the school of any forthcoming appointments using the appointment notification form and, where possible, arrange outside of the school day.
- Provide medical/ circumstantial evidence for absences of more than 4 days and where an illness falls on either side of an unauthorised holiday taken.
- Take holidays during the school holiday period and not during term time. Holidays taken during school time will not be authorised and **will be fineable**.
- Only in exceptional circumstances will request of leave in term time be granted and this requires a completed planned application request 20 days in advance of the leave of absence. An example of exceptional circumstances may be: religious observation; approved sporting activity or licensed performing activities.
- In the cases of bereavement please contact school via email to inform of the circumstances.

We need to also make you aware that if a child is absent for more than 15 days with illness (these do not have to be consecutive days) we have a statutory requirement to refer the child's name to the Hertfordshire Attendance Team.

Good attendance and punctuality are directly linked to achievement – your child's chances of success are **greatly improved** if they attend school regularly and are here, **at 8:50am**. Please be aware that any children who arrive at school after 9.15am are classed as absent therefore this will impact their attendance percentage.

The Governors and Senior Management Team have considered this new guidance, and the new framework will now be introduced and adhered to at St Anthony's from today (9<sup>th</sup> October 2024)

This information and relevant forms will be available on our school website from the 10<sup>th</sup> October.

Thank you for your continued support,

Elaine Harrold  
Head Teacher