



Wednesday 5th February 2025

Dear Parents/Carers,

Good Attendance and Punctuality

At Park Hill Infant School, we aim for children to achieve at least 96% attendance for a full school year. Currently, our whole school attendance is 95.5%.

There are clear links between poor attendance and poor attainment. If children are absent from school, they miss these exciting key learning opportunities resulting in gaps in their knowledge and understanding. This can significantly impact upon their learning and development. Children's life chances are enhanced by regular attendance at school.

Absence

Absence should only occur when a child is unfit to learn, where there is an exceptional circumstance or when the child has a day of religious observance. The Education Regulations 2013 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. All family holidays and any term time leave should be arranged to be taken outside of school time.

In the last academic year there were an overwhelming number of term-time Leave of Absence requests, the majority of which were not authorised as they were not deemed to be an exceptional circumstance. With this in mind we wanted to remind you of the introduction of the new National Framework for Penalty Notices. These changes are nationwide and across borders if you move school or house.

New process for requesting a Leave of Absence during term time

If you have exceptional circumstances and wish to request a leave of absence during term time, please contact the school office on 0208 680 0747 or email attendance@parkhill-inf.croydon.sch.uk to request a meeting with a member of the Headship Team **as far in advance of the requested leave period as possible**. After the meeting, if you still require term time absence from school you will be asked to complete a Leave of Absence request form and return it to the office prior to the start date of the requested leave period.

We will continue to support you and your families in times of crisis and all requests for leave during term time will be considered on an individual basis. **If permission is not granted, but the leave is still taken, you may be referred to our EWO and/or the local authority for consideration of a Penalty Notice.**

New attendance framework:

Please be mindful if there are ten sessions of unauthorised absence recorded within a ten-week period a referral could be made to the local authority and a penalty notice may be issued to you. For a first referral the amount being £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days. There would be no reduction for a second referral within a three-year period.

Unauthorised absence includes absence without justified cause, including medical evidence not been provided when requested / no communication with school regarding absence / term time absence / late arrivals recorded after registration has closed.

Term dates

We have worked closely with Park Hill Junior School to ensure minimum disruption to families of both schools for our allocation of five INSET days (where the school is closed for staff training.) As an academy, Park Hill Junior School have more flexibility in determining their school holidays and INSET days so please be aware that our term dates are slightly different to Park Hill Junior School. Absences from our school due to the Junior school being closed will not be authorised. Our term dates and school calendar are available on our website.

Breakfast Club and After School Club

The Breakfast and After School Club is run by **Park Hill Junior School**. All bookings, queries about the club and arrangements must be made with the Junior school by emailing extendeddayadmin@phjs.foliotrust.uk or calling Park Hill Junior School.

If your child attends the Breakfast or After School Club: Please be aware that on the dates below:

- Monday 24th February – **No Breakfast or After School Club** – PHJS closed for INSET
 - Friday 4th April - Breakfast club will be available but there will be **no After School Club on this day.**
 - Monday 26th May – Friday 30th May - **No Breakfast or After School Club** – PHJS closed for half-term
 - Friday 20th June – **No Breakfast or After School Club** – PHJS closed for INSET
 - Monday 23rd June – **No Breakfast or After School Club** – PHJS closed for INSET
 - Tuesday 23rd July - Breakfast club will be on but **no After School Club will on this day.**
- (These dates are subject to change so please keep up-to-date with Park Hill Junior School)

On these dates, you will need to ensure that you have arranged alternative childcare for your children. Unless they are attending an After-School Activity at our school, they will need to be collected promptly at **3:30pm**.

Rewarding good attendance

We take pride in the efforts and achievements of our children. The class with the highest attendance per term is rewarded with a Fun Day. Parents/ Carers of the winning class will be notified by email and text message prior to the date of each Fun Day.

Yours sincerely,



Ms J Charman
Headteacher