
WALTON PRIORY MIDDLE SCHOOL

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Beacon for Life

5th January 2018

Dear Parent/Carer

I would like to remind you of the very important changes in the County Council's policy regarding attendance and persistent absence. I enclose the original letter sent to you in September (dated 21st September).

The new policy changes are as follows:

- All applications for a child's leave during term time must be made in writing.
- As headteacher I am able to authorise leave for children in term time for exceptional circumstances only.
- Exceptional circumstances are defined as rare, significant, unavoidable and short. 'Unavoidable' means an event that could not reasonably be scheduled at another time.
- Absence during term time for holidays is therefore highly unlikely to be considered 'exceptional' and therefore would be unauthorised.
- If your child has 10 unauthorised absences or 10 lates over a twelve week period you may receive penalty warning notice and potentially a fine. These do not need to be consecutive.
- I am required by law to inform the local authority (Staffordshire County Council) of children who have met the criteria for issuing a penalty warning notice.

Last year at Walton Priory 7 pupils had more than 10 unauthorised absences and 9 pupils had more than 10 late marks.

Yours Sincerely

Ms Taylor-Potts

Headteacher