



**Oxton St Saviour's CE Aided Primary School**  
**Holm Lane**  
**Oxton, Prenton**  
**Merseyside CH43 2HT**

Phone: 0151 652 4909

Headteacher: Mr A Ramsden (BEd. Hons NPQH)



3<sup>rd</sup> December 2019

Dear Parents/Carers

**Re: School Attendance Policy – Birkenhead Cluster Amendments**

For the children in our school to gain the greatest benefit from their education it is vital that they attend regularly and arrive on time, unless the reason for the absence is unavoidable.

Regular absence/lateness will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Parents have a legal responsibility to ensure that their child attends school regularly.

Back in September I distributed the Birkenhead Schools Cluster Attendance Policy. Since then the local authority have made some amendments and recommendations. Whilst we await the finalised policy, I would like to draw your attention to some key points:

Parents must;

- *inform school, by phone, as soon as possible, if their child is unwell and unable to attend (if the line is engaged please keep trying)*
- *continue to inform school on a daily basis if absence continues*
- *make all medical appointments outside school hours whenever possible and provide the school office with evidence of the appointment*
- *sign their child in at the school office if they are late and provide reason for lateness*
- *ensure their child is collected on time at the end of the school day*
- ***be aware that requests for holidays during term time will be refused except in exceptional circumstances. The principles for defining exceptional are: rare, significant, unavoidable and short, with 'unavoidable' meaning an event that could not reasonably be scheduled at another time. Reasons such as cost, shift patterns and family celebrations are not considered exceptional***

I will issue the full policy once I receive it later on this month, however, if you have any questions in the meantime please do not hesitate to speak to myself or Mrs Mulla (School Attendance Lead).

Yours sincerely

Mr Ramsden  
Headteacher



