



Guilsborough CE Primary School

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Request for absence during term time

Dear Parents and Carers,

As we begin a new school year, I need to address an issue that is having a significant impact on our pupils' education.

At Guilsborough, we expect every child to achieve **at least 96% attendance**. Regular attendance is essential if children are to make good progress, achieve their potential and fully benefit from the opportunities available to them in school.

The law does not grant parents an automatic right to take their child out of school during term time. Holidays should be taken during the school holiday periods. When a child is absent from school, they miss vital teaching and learning that cannot simply be replaced. Children who miss lessons often struggle to catch up and repeated absence can have a lasting impact on attainment, confidence and wellbeing.

Please be aware that unauthorised absences may result in the school requesting that the Local Authority issue Penalty Notices (fines). We have a legal duty to monitor attendance and take appropriate action where attendance falls below expected standards.

We are committed to supporting families wherever possible. If there are circumstances affecting your child's attendance, please speak to us at the earliest opportunity. Our Family Support Worker, Catherine Allcott, is available to provide advice, guidance and support to help families overcome barriers to regular attendance.

Please take the time to read our Attendance Policy. It clearly outlines our attendance expectations and the procedures that will be followed when attendance does not meet the requirements of the school.

Improving attendance is a whole-school priority. We ask all parents and carers to support us by ensuring that children attend school every day, arrive on time and that holidays are not booked during term time.

Together, we can ensure that every child receives the education they deserve.

Yours sincerely,

Mrs Katie Shilliam
Headteacher, Guilsborough CE Primary School



LEARNING AND
FLOURISHING
TOGETHER

