

COOMB BRIGGS PRIMARY SCHOOL

Inspire, Enjoy, Achieve



Royal Drive, Immingham, N.E. Lincolnshire DN40 2DY

Headteacher : Helen Redmond BA Hons QTS

Tel: 01469 572584

Website: www.coombbriggsprimary.co.uk

28th September 2022

Dear Parent/Carer,

It has been brought to my attention that there are some queries regarding fixed penalties for holidays. We agreed as governors last year that we would indeed begin to issue fixed penalty notices due to the high volume of holiday requests received in school. The original letter explaining this was sent out last February so I felt it important that a reminder was sent out, especially as we have welcomed lots of new parents since then.

Illness:

If your child is absent from school it is important that the school is given a reason for the missed day/s on the FIRST day of absence by telephoning the school office. This means that registers can be completed accurately and also means that the school knows that your child is safe at home. For absences of a week or more, a doctor's certificate/note is required so that the exact reason for absence can be recorded. Please **do not** contact your child's class teacher via Class Dojo – all messages regarding absence **must** be made through the office.

Medical Appointments:

If your child is going to be late for school due to a medical appointment, please inform the office the day before the appointment so that your child can be booked in for lunch on that day. However, wherever possible please arrange medical appointments outside of school hours as this prevents disruption to your child's education.

Holidays:

Like all schools, Coomb Briggs actively discourages holidays taken during school time. **Holidays will NOT be authorised and could result in a fixed penalty notice being implemented.** Due to the number of holiday requests being received in school it was agreed at a governors meeting that we would indeed begin to look at issuing fixed penalty notices for unauthorised absences.

Why shouldn't I take my child on holiday during term time?

It is a legal requirement for parents and carers to ensure their child attends school. Holidays during term time can have a negative effect on children's learning and their ability to achieve. If your child goes on holiday during term time, they are absent:

- 10 days absence (95% attendance) = 2 whole weeks off school
- 19 days absence (90% attendance) = 4 whole weeks off school. Absence less than 90% is classed as persistent.
- 29 days absence (85% attendance) = 6 whole weeks of school missed
- 38 days absence (80% attendance) = Half a term missed



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- 47 days absence (75% attendance) = 9+ weeks missed

Children with over 90% attendance are more likely to gain five or more A-C GCSE's or equivalent qualifications.

Lates:

The school gates close at 8.55am and it is expected that all children will be in school by this time. Arriving after this time means that a child is missing the beginning of lessons which has a serious impact on the progress your child can make. Children arriving after 9.00 will be recorded as late in the register.

All children that arrive after the gates have closed must be brought into school by an adult.

Does 5 minutes late really matter?

- 5 minutes late every day = 3 days lost over a year
- 10minutes late every day = 6.5 days lost over a year
- 15 minutes late every day = 10 days lost over a year
- 20 minutes late every day = 13 days lost over a year

Good attendance and punctuality is vital to a child's progress both academically and socially. Failure to inform the school about a child's absence on repeated occasions, poor attendance or persistent lateness will result in additional letters, a meeting with the school and could even result in the involvement of the Education Welfare Officer. This could result in a fine and/or home visit.

Please find below the link to NELC website regarding holidays during term time and fines for parents taking their children out of school:

<https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/attendance-and-fixed-penalty-notice/>

Please work with us to ensure that your child has the best opportunity to reach their full potential.

If you have any questions at all then please do not hesitate to contact us.

Thank you for your continued support.

Yours Truly,

Helen Redmond Valerie Crosby

Headteacher Chair of governors



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