



Archibald First School
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Headteacher **Mrs R Turner**

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Tuesday 15th February 2022

Dear Parents and Carers,

Children of school age who are registered at a school must, by law, attend that school regularly. This is even more critical following the last 2 years of disruption the children have encountered to either their schooling or preschool experience.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent but is also less prepared for the lesson building on this when returning. The children themselves can feel very overwhelmed by this on their return to the classroom.

There may be occasions when a child has to miss school – for example, if genuinely unwell. Any other absences must be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term time in order to go on holiday.

Head teachers cannot grant any authorised absence during term-time, unless in exceptional circumstances. That said, if your child is/children are going to be absent, please send in a holiday request form as it is vital we know this so that they do not become a ‘child missing in education’. An absence form is available on our website on the Holiday Dates page <https://www.archibaldfirstschool.org.uk/wp-content/uploads/2022/02/Absence-Request-and-Holiday-Form.pdf>

Rearrangements of holiday plans due to Covid will NOT be authorised. Nor will rearrangement of family plans due to Covid be authorised.

Whilst these are regrettable situations, we have all faced these and there remains every weekend and 13 weeks of the year in which holidays can be taken or plans can be rearranged for. Please adhere to these times.

Finally, travelling time can begin at 3.15pm; children should not be taken out of school (even on the last Friday of a half term) to aid travel plans.

Yours sincerely

Rebecca Turner
Headteacher

Having fun, achieving excellence.

Successful learners. **Confident individuals.** **Responsible citizens.**