



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Dear families,

Thank you for all your support with ensuring your child attends school as much as possible. We have had a really positive start to the Spring term and the children are working hard.

As you know, the more time children have off school, the more they miss and the harder it is to catch up. We work hard to catch them up as best we can, but it is much better for them to be in school, learning and being with their friends. Where they are absent, it is important that they catch up on missed work, so that they feel confident in returning to their lessons and they don't have gaps in their learning.

We want to reiterate the policy on holidays taken in term time. Authorising absence is a policy decision and we have to work within the policy adopted Salford Local Authority, which states that schools must ensure that holidays taken by pupils are not authorised in term time.

Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity.

Holidays should be taken in holiday time; children are expected in school for 190 days in the year, which leaves 175 days for holidays and celebrations. This includes 1 week Autumn half term, 2 weeks Christmas, 1 week Spring half term, 2 weeks Easter, 1 week Summer half term and 6 weeks in the summer.

Taking holidays in term time means children quickly fall behind with their work and may require extra support to catch up.

Families taking holidays without discussing it first or informing the school in advance will result in fixed penalty fines being issued. This is £60 per child and parent rising to £120 per child and parent if not paid in 21 days. If we are not informed where a child is in school time, the child is classed as missing.

Parents may request leave of absence for exceptional circumstances. A written request should be submitted to the Headteacher with as much notice as possible. A response will be given.

Absences in the **last three** days leading to the end of term and the **first three** days of a new term will not be authorised without medical evidence. This is to ensure consistency in our approach to dealing with unauthorised holidays in term time. Where five days of unauthorised absences (due to

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Headteacher: Mrs A Byrne

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unauthorised holidays) are accumulated over an academic year, parents may receive a fixed penalty of up to £120 per parent, per child.

We thank the vast majority of our families for continuing to ensure that holidays are taken out of term and hope that we can continue to work with all our families to ensure pupils are attending school as often as possible.

Yours sincerely,

Ms G. O'Hagan

Deputy Headteacher

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