



## LIGHTHOUSE SCHOOLS PARTNERSHIP

22<sup>nd</sup> November 2018

Dear parents,

### **Re: Lighthouse Schools Partnership Attendance Policy**

Since September this year our schools have been using a common attendance policy. This is something that our Headteachers had been eager to do so that we can support excellent school attendance with families right across the age range. Attendance is one of the most fundamental pillars supporting a great education so our goal is for all students to have 100% attendance. Our schools monitor closely any attendance below 96%.

I am very pleased that most of our primary phase pupils will continue their education in a Lighthouse Schools Partnership secondary school. This means that a great many of our families have children in two of our schools. We are using the same education welfare partner (Noble Education) across all our schools and doing all that we can to provide consistent advice and support to our families.

This is particularly the case when it comes to dealing with difficult issues such as requests for leave of absence in term time. The law on this is now very clear and has been tested in the courts: such absences should only be granted in very exceptional circumstances and a family holiday does not constitute such an exception. Our Trust policy is in line with the September 2018 statutory guidance to schools and we have reduced the Headteachers' discretion so that in almost all cases a request for a holiday in term time will have to be refused and if the unauthorised holiday is for 10 or more sessions (i.e. 5 or more full days) it will incur a Penalty Notice. Our Headteachers will use their discretion to consider non-holiday requests for leave where exceptional circumstances exist.

I am very happy to answer any questions that you may have about the Trust's attendance policy and the Headteacher at your child's school (or someone from his or her team) will be very glad to discuss any matters of attendance specific to your child.

Yours sincerely,

**Chief Executive: Mr G J Lewis MA**

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