



## COOMB BRIGGS PRIMARY SCHOOL

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

Headteacher : Helen Redmond BA Hons QTS

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Website: [www.coombbriggsprimary.co.uk](http://www.coombbriggsprimary.co.uk)

## HOLIDAYS IN TERM TIME

We make every effort to inform parents/carers of our school term dates in advance. We post these calendars on our website in order that you may consult them before booking a family holiday. We are unable to authorise any 'holidays' in term time as parents/carers have an obligation to ensure that their children attend for the 190 set days. Governors have a statutory duty to monitor absences.

The school has a designated Education Welfare Officer who regularly interrogates registers in order to monitor our overall school attendance figure.

Periods of illness are unavoidable, but the annual target set for schools is 95%. Evidence of medical appointments must be provided in order to enter the correct code in the class register.

Sometimes there are exceptional circumstances and these situations are dealt with sensitively and on an individual basis.

Holiday requests will be returned as unauthorised absence and may indicate that a penalty notice may be served. Penalty notices may be served if a holiday exceeds 5 days or if a child's attendance is already low, or if no notification is received. Every application is taken on its own merit. The EWO deals directly with fines, these are not payable to the school.

Please note that there are no application forms. Letters regarding possible absences should be detailed and send to school FAO the Headteacher. Responses will be made in consultation with the EWO and/or governors.

There are statutory periods of assessments in some year groups and it is particularly important that children attend school at these times.

It is important that all illnesses are reported between 8.00 a.m. - 9.15 a.m. with an indication of how long a child is anticipated to be absent. If a child does not attend school and we receive no notification this may become a safeguarding issue as absent pupils need to be accounted for.

H Redmond  
Headteacher

