

Thursday 5th September 2023

Dear Families,

School Attendance

You may be aware that there has been a significant focus on improving children's attendance at school following the period of the COVID pandemic. This means that there is careful scrutiny of school attendance at both local and national level, and all schools, including Frank Wise School, are expected to take seriously their responsibilities for securing good attendance.

In order for all children to gain the best possible outcomes from their education, it is really important that they attend regularly, arriving on time, every day that the school is open, unless there is an unavoidable reason for absence.

Many of our children have very good attendance, in some cases despite challenges that they have to overcome in their lives. We would like to ensure that this is true for as many as possible.

We would like to ensure that you are aware that there is no automatic entitlement in law to time off school to go on holiday. All schools in Oxfordshire are asked to adopt the approach of not authorising requests for leave for holiday in term time. This applies to Frank Wise School in the same way that it does for all schools.

It is also really important to note that taking holidays in term time will affect your child's chances of achieving the educational outcomes set for them and may affect their sense of stability, both socially and emotionally. We therefore ask that you plan for your holidays to take place within the school holidays.

If you feel that the circumstances in which you find yourself are truly exceptional and you believe you have to request leave for your child during term time, please complete a form outlining these details well in advance of the period of time affected. A member of the Senior Leadership Team may then contact you to discuss your situation. However, please note that this does not mean that we will necessarily be able to authorise the absence, as the circumstances have to be recognised as exceptional by the school in order for us to do so.

Please note:

- It is your responsibility to ensure that extended family members who are booking holidays on your behalf know the school's term dates. A misunderstanding over dates does not constitute an exceptional circumstance.
- If your child is being offered a holiday through another organisation, you should liaise with this organisation very carefully to ensure that the holiday can be taken in the school holidays.

We hope that you will explore all possible alternatives before seeking to remove your child from school during term time. Please be aware that if term-time holiday is taken without authorisation, further action may need to be taken by the school. We would prefer to have your support and avoid this situation.

Thank you for your understanding.

Kind regards,



Heidi Dennison and Simon Knight
Joint Headteachers