

Thursby Primary School
Acting Headteacher: Mr Carl Barnes
'Learning and Growing Together'
Respect Resilience Responsibility Teamwork Positivity

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Monday 24th February 2025

Dear Parents/Carers,

I write to you with an update regarding the policy and procedures related to attendance.

As of August 2024, all schools must follow the statutory guidance produced by the Department for Education called 'Working together to improve school attendance'. A link can be found below. Therefore, as a school we have a statutory obligation to support the areas set out in this document related to term time absences, including term time holidays.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Cumberland County Council's attendance policy was only released towards the end of Autumn term. At Thursby, like many other schools in Cumberland, we have waited until a clear policy was in place from the Local Authority before communicating this message to parents. The statutory guidance that we as a Local Authority maintained school must follow, clearly sets out the procedure for referrals to the Local Authority in relation to attendance. This can be found by following the link below to the attendance section of our school website.

[Attendance | Thursby Primary School](#)

In reference to the statutory guidance all schools are now required to follow, in the absence of exceptional circumstances, we are now instructed to refer unauthorised absence of 10 sessions (5 school days) or more within a 10-week period to the Local Authority. This includes unauthorised term time holidays.

Moving forward, please be aware that should the threshold of 5 days of unauthorised absence be reached, we will be required to consider referral to the Local Authority. Once a referral to the Local Authority has been made it is solely the decision of the Local Authority as to the outcome. As a school, we are accountable to the Department for Education and Cumberland Council and are required to implement the change in this policy. A leave of absence request form must be completed and returned to school for all planned term time absences. These can be obtained from the school office or the school website.

This is a change for us all, but we look forward to working with you to ensure the best possible attendance and outcomes for your child.

If you have any concerns, questions or require any form of support regarding attendance, please do not hesitate to contact me directly in school and I will be happy to assist you.

Kind Regards

C. Barnes

Mr C. Barnes
Acting Headteacher