



# Benedict Biscop C.E. Academy

*"Every child is cherished as a unique individual" – Ofsted 2012*

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Headteacher: Mrs S Armstrong  
*'With God, all things are possible'*

September 2024

## Holiday Absence during Term Time

Dear Parents/Carers,

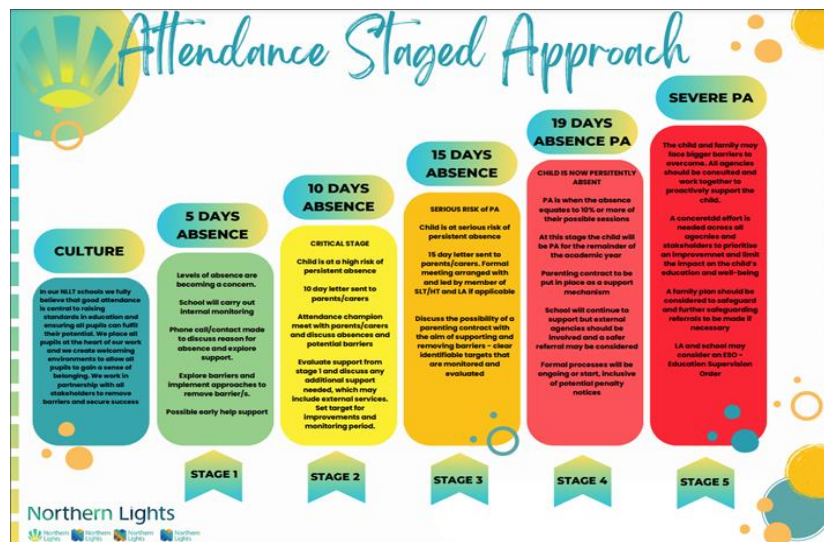
As you are aware the Government has made changes to their regulations regarding requests for leave of absence during term time. Their guidance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. There has also been updated guidance regarding what can be classed as an exceptional circumstance and updated attendance codes.

Please find below a link to our updated Attendance Policy which reflect these changes.

### [ATTENDANCE POLICY](#)

It is important that you are aware of these regulations when applying for an exceptional leave of absence from school. Please see our policy for further information.

As a school we know the impact that attendance has on your child's learning and promote 100% attendance. We encourage you to consider this and the new guidelines before booking any holidays during term time to ensure your child's education remains a priority. Requests for exceptional circumstances leave of absence **must** be made in advance, otherwise we may be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Please note Headteachers are not obliged to reconsider authorising leave if an application was not made in advance.



Benedict Biscop C.E. Academy is part of Northern Lights Learning Trust, an exempt charity. It is a company registered in England and Wales under the company number 07909140.

Benedict Biscop C.E. Academy is committed to the protection and safety of its pupils and staff.



# Attendance 2024/2025

At Benedict Biscop we are committed to the best attendance each pupil is able to achieve. We all work to the Northern Lights way of doing our best to be in every day.

	%	AUTUMN	AUTUMN & SPRING	AUTUMN, SPRING & SUMMER	IMPACT ON LEARNING
<b>BLUE</b>	98 - 100%	up to 1 day missed	up to 2.5 days missed	up to 3.5 days missed	Minimum impact on learning
<b>GREEN</b>	96 - 97%	up to 2.5 days missed	up to 5 days missed	up to 7.5 days missed	Some impact on learning
<b>YELLOW</b>	90 - 95%	up to 6.5 days missed	up to 13 days missed	up to 19 days missed	Impact on learning. Aim to improve with our support
<b>AMBER</b>	80 - 89%	up to 13.5 days missed	up to 26.5 days missed	up to 38 days missed	Impact on learning. Attendance needs to improve. School are here to support.
<b>RED</b>	79% & Below	up to 14+ days missed	up to 27+ days missed	up to 38.5+ days missed	Significant impact on learning. Attendance must improve. School support provided.

The above table shows days missed within each band. This links with our attendance approach. The amount of days that are missed will vary depending on the term in the academic year.

**Northern Lights**  
 Working together to improve attendance

If you require any support with ensuring your child's attendance, please contact me on the number shown above.

- For further information from Sunderland Together for children please click on this link [IMPORTANT INFORMATION FOR PARENTS](#)
- For further information from the Government website please click on this link; [Working together to improve school attendance](#)
- To apply for an exceptional leave of absence during term time please complete the form by clicking on the link below; [Exceptional Leave of Absence Request Form](#)

Thank you for your understanding and cooperation in supporting our commitment to maintaining excellent attendance and prioritising your child's education.

Kind regards

Mrs Armstrong  
Headteacher