

SPRINGFIELD PRIMARY SCHOOL

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Linda Joseph –Headteacher
Sally Holder – Co-Headteacher/ Deputy Headteacher.

Dear Parents and Carers

Re: Term Time Absence and Attendance

On behalf of the Board of Governors I would like to welcome all our families back to school, whether you are returning after the summer holidays or have just started at Springfield.

Since school re-opened to children on 5th September, there have been a significant number of requests for term-time leave. May I remind you that:

No term-time leave can be authorised.

Absence is disruptive to the education of not only the child concerned, but also for all of the other children in the class. Every day in school makes a positive difference for all children and their future prospects, so please make every effort to ensure that your child/children are in school.

The Board of Governors would appreciate your co-operation in arranging any visits, holidays or absences for other reasons during the school holidays.

Term time absence can lead to a fine from Sheffield City Council for non-attendance at school.

The Board of Governors value everything that you as parents contribute in partnership with school to help support your child's learning and we would ask that the impact of absence during term time is considered and avoided if at all possible. Furthermore, school receives many requests from parents to provide letters to confirm the attendance of their children at Springfield Primary School. Parents are reminded that school can **only** certify the attendance of children who are pupils at Springfield Primary School and cannot verify any other family members' whereabouts.

A handwritten signature in black ink, appearing to be 'Mike Patterson', with a long horizontal line extending to the right.

Mike Patterson
Chair of Governors