St George's Church of England Infant School
White Lion Road, Amersham, Buckinghamshire, HP7 9HX
Telephone: 01494 762552
Email: office@st-georges.bucks.sch.uk
www.stgeorgesamersham.org.uk
Head Teacher: Miss Victoria Harjette



Monday 9th November 2026

Dear Parents/Carers,

Attendance and Absence Procedures
We know that children are sometimes unwell or may need to be absent from school. To help us keep our attendance records accurate and, most importantly, to ensure the safety of all our pupils, we ask parents and carers to follow the procedures below when their child is absent.

If your child is unwell
If your child is unwell and unable to attend school, please contact us **before 8:15am on the first day of absence**.
You can report an absence by:

- **Emailing:** absence@st-georges.bucks.sch.uk
- **Calling the school office:** 01494 762552

When reporting an absence, please provide:

- Your child's **full name**
- Their **class**
- The **specific reason for their absence**

If your child remains absent, you must **contact the school on each subsequent day of absence** to provide an update.
Please do not simply state that your child is "unwell". Providing a specific reason helps us to monitor illness across the school and ensure that we are able to offer appropriate support where needed.

Medical Appointments
Where possible, we ask that routine medical and dental appointments are arranged **outside of school hours** to minimise disruption to your child's learning.
Where an appointment during the school day is unavoidable, please let us know in advance by emailing absence@st-georges.bucks.sch.uk and provide evidence of the appointment, such as an appointment letter, text message or screenshot.

Planned Absence
If your child needs to be absent from school for a planned reason, such as a family event or other exceptional circumstance, please complete a **Pupil Absence Request Form**.
The form can be **downloaded here from our school website.**
Please note that requests for leave during term time can **only be authorised in exceptional circumstances** and will be considered in line with the school's **Attendance Policy** which can be found on our school website here.

Inspire, Believe, Achieve ~ Let your light shine (Matthew 5:16)

Our Core Christian Values: Community, Compassion, Commitment, Courage & Love

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School Holidays

St George's Infant School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.
In line with guidance from the Department of Education, we **do not** authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare and can only be granted by the Headteacher. Any such request should be addressed to me in writing before the holiday is taken and, I'm afraid, you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer.
The current penalty charge is £80 per parent per child, increasing to £160 per parent per child if not paid in 21 days.

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is an ongoing matter of concern, the local authority may consider prosecution in any event.

Half Termly Letters

At the end of every half term, Miss Harjette, Headteacher, completes a detailed analysis of attendance across the school. As part of our ongoing commitment to improving attendance, letters are sent to parents and carers where concerns have been identified.
These letters highlight different levels of absence:

- **Severe absence:** Children who have missed 50% or more of school sessions.
- **Persistent absence:** Children who have missed 10% or more of school sessions.
- **At risk of persistent absence:** Children who have missed 5% or more of school sessions.

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The purpose of these letters is to keep families informed, raise awareness of attendance concerns at an early stage and work together to ensure that every child attends school regularly and benefits fully from the learning opportunities available at St George's.

Kind regards,

Miss V Harjette