

## **Attendance Policy**

### **Authorised and Unauthorised Absences**

You are asked, to ring the school administrative staff, Julie or Sylvia, on the first day of your child's absence giving a reason. Alternatively, you may send a written explanation with the home-school transport.

If you know in advance about hospital appointments or other absences please let the school know by writing a message in the home-school diary or ringing the school.

If your child is absent for more than two days without explanation, a member of the school staff will contact you to find out why your child is absent. Please do not be offended that we should do so. This response is required of us and is meant to be in the best interests of you and your child.

It is a requirement on all schools to regularly report levels of *authorised* and *unauthorised* absences. Authorised absences are the result as such events as illness, unavoidable medical appointments, family emergencies, transport failure, and special religious festivals. Unauthorised absences are recorded when there is no acceptable reason given for a child not being in school.

If your child arrives at school after 9.45, this will be recorded as a late arrival unless there is an acceptable reason, e.g. hospital visit, breakdown of home-school transport. Lateness without an acceptable reason will be counted as an unauthorised absence.

### **Holiday Leave and Other Leave**

The head teacher may give permission for up to ten days absence (or twenty sessions - mornings or afternoons) from school during any year for holidays or family events such as weddings, family gatherings, etc.

However, you should complete a form requesting permission at least two weeks in advance. The form is available from Julie or Sylvia in the school office.

Parents are advised that to avoid taking their child out of school on school days because of missed opportunities for learning and the potential disruption to their education.