

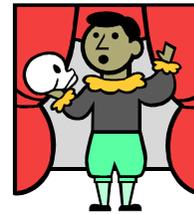


# Attendance - guidance for families

Our expectation is that pupils attend school every day for every session. We believe that regular, uninterrupted attendance secures the best possible learning achievement for all our children and we are committed to working in partnership with families to achieve this. Schools are expected to monitor all pupils' attendance records closely and to pass these on to the receiving school when pupils transfer.

**From September 2013, Headteachers no longer have discretion to grant leave of absence during term time** unless there are exceptional circumstances. It is the responsibility of parents to contact the school in writing when requesting any leave for their children so that each case can be considered on an individual basis.

For further information please refer to the document 'School Attendance Parental Responsibility Measures', available from the DfE website.



The following situations might be considered examples of 'exceptional circumstances':

- ❖ The wedding of a close family member
- ❖ Religious observance
- ❖ A family bereavement
- ❖ Educational purposes in another setting (previously agreed with the school / Local Authority).

Any request for absence which might be considered as 'exceptional circumstances' should be put in writing to the Headteacher as far in advance as possible, including any relevant supporting documents. The decision whether to grant leave, and if so how much, remains with the Headteacher.

## Holiday

In line with the new Department for Education regulations, no holiday will be authorised in term time unless there are genuinely exceptional circumstances.

## Medical and Other Appointments

We ask all parents to avoid arranging routine medical / dental appointments during the school day. If circumstances make this unavoidable, please inform the school in advance. In the event of emergencies, please contact the school as soon as possible.

## Lateness

School starts at **8.55am** and the register closes at **9.05am**, after which a child will be marked as late and will need to be signed in at the school office. Pupils who arrive **later than 9.15am without explanation** will be marked with unauthorised absence.



## Reporting Absence for Illness

Parents should inform the school by telephone of the reasons for their child's absence by 9.30am on the first day of the child's absence. If a child is absent with no explanation,

school office staff will phone the parents to ascertain the reason. **Please make sure that we have up to date details.**

## What is authorised and unauthorised attendance?

We will **not** authorise absence due to:

- Lateness
- Other family members' appointments
- Transport difficulties
- Holidays in term time

We are able to **authorise** (at the Headteacher's discretion) absence due to:

- Illness or medical treatment
- Education in a setting other than school (this would be pre-arranged and agreed with school)
- Days of religious observance
- Exceptional circumstances (see overleaf).

## Penalty Notices

Penalty notices are issued by the Local Authority in selected cases where pupils have been absent from school without authorisation for at least 10 or more half days within a 12 week period. Arrangements for payment are detailed in the Penalty Notice. Currently penalties are set at £60 within 21 days of receipt, and thereafter £120.