

## SCHOOL ATTENDANCE

It is vitally important that your child attends school on time, every day unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Parents and carers have a legal duty to ensure that their children attend school. They must also ensure that school has up-to-date contact information for themselves and emergency contacts. If your child is going to be absent, parents must inform school as soon as possible and at the latest by 10am on the first day of absence.

### Leave During Term Time/Holidays

Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the Headteacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- A request for leave has been made in advance by a parent with whom the pupil normally resides, AND
- The head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Forms for 'Application for Absence from School' are available from the School Office and on our website. These should be completed and returned to school with the supporting evidence at least 2 weeks before the absence is due to commence.

### Persistent Absence

Persistent absence is when a child misses 10% or more of their schooling across the school year. Absence at this level will damage any child's educational prospects and we expect parents' fullest support and co-operation to address this.

We monitor all absence, therefore, any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly. Pupils who are persistent absentees are tracked and monitored carefully and the school attendance procedures followed.

### Religious Observance

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member. Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply.

