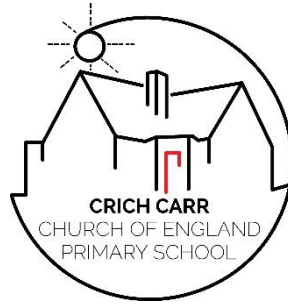


Crich Carr Church of England Primary School



ATTENDANCE AND LEAVE OF ABSENCE POLICY

Policy number 53

| | Date | Minute No. | Next Review date |
|-----------------------|----------|------------|------------------|
| Approved by Governors | May 2021 | 1316 | May 2024 |
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To be reviewed: Every 3 years

Nominated Governor responsible for review: V L Holmes

Attendance and Leave of Absence Policy

Crich Carr Church of England Primary school staff and pupils work together to make sure that every child achieves their full potential. Regular attendance is key to this:

Stay safe

If your child does not arrive in school by 9.15am and you have not contacted us we will phone you in order to be sure your child is not missing.

Healthy

We encourage families to walk to school wherever possible. It is a good chance to socialise and improve fitness.

Economic well-being

Regular attendance ensures good learning success. It instils good habits for the future such as punctuality and commitment.

Learn

Regular attendance ensures that your child does not miss learning opportunities.

Happy

We want all children to be happy to come to school. If your child is reluctant or appears unhappy about coming, please let us know.

Punctuality is a life skill and we find that children do not like to be late. Children who arrive after the register has been taken will be marked as late. Please ring school to inform us if your child is going to be late.

Authorised absence.

Absences that are allowable, e.g. illness, are marked as such on the register and the illnesses recorded.

Unauthorised absence.

An absence that has no reasonable explanation is marked as such on the register. In this school this is very rare and will cause concern. Unauthorised absences may incur a penalty notice from the local authority.

Request for Authorised Leave

On occasion it may be necessary to request leave for your child during term time. The regulations state that leave can only be granted under 'exceptional circumstances'. Each case will be judged individually and a decision made by the Head teacher. In order to ensure consistency across the Anthony Gell cluster of schools the following criteria against which to determine if there are 'exceptional circumstances' are:

- **Could this leave reasonably be taken at another time?**
- **Will the leave unduly affect the child's education and progress?**

If the answer to either of these questions is 'yes', then the application will be refused. Should a parent/carer decide to take their child out of school when leave has been refused, then the absence will be recorded as 'unauthorised'.

Procedure

The procedure to be adopted by all concerned regarding 'leave of absence' is as follows:

1. Where a parent or career identifies the need for a leave of absence, he/she should ask the School Business Officer for an Application Form. (**Appendix A**).
- NB:** There is no reason why the parent or carer should not ask the Head teacher for an informal view on whether the circumstances would be deemed to be 'exceptional'. If the Head teacher does not support the request and the parent or carer accepts that, then it may well obviate the need for an Application Form and a panel determination.
2. The School Business Officer will send out or otherwise provide an application form. (**Appendix A**).
3. On receipt of the application form, the School Business Officer will record the request and endorse the application form with the child's current attendance and previous leave data before sending the application form to the Head teacher.
4. The Head teacher will consider the request based on the criteria set and agreed by the Anthony Gell cluster of school Head teachers.
5. The Head teacher will undertake to respond to the request within 7 days, replying directly to the School Business Officer.
6. The School Business Officer will record the Head teacher's decision.
7. The School Business Officer will write to the parent or carer informing him/her of the decision. The number of authorised and unauthorised absences have to be reported to the local authority and are published. Your child's attendance rate will be on their annual school report.

Illness

If your child is ill, do not send them to school. In cases of diarrhoea or sickness you should keep your child at home for 48 hours after the symptoms have cleared.

If your child becomes unwell at school we will look after them, make them comfortable and use the contact details you have given us in order to contact home. Please ensure that these are up to date.

Review

The policy will be reviewed by the Governing Body every 3 years.

Signed: Co-Chair of Governors..... Date:.....