

## ABSENCES

*For request for leave of absence* please complete the form a minimum of 10 days before you require leave, available **below** and hand it to the office. You will be informed of the decision if the absence would be authorised or unauthorised. It is the Head's decision to authorise all absences and requests for absences. Please see further details in our Attendance Policy. **Family holidays during term time will not be authorised.**

*Unauthorised absence* can lead to the involvement of the Local Authority, fines and in extreme cases a custodial sentence for parents. The Local Authority can issue a fixed penalty fine per child per parent if a student is absent for 10 sessions (5 days) consecutively, even if interrupted by a school holiday and those absences are unauthorised. Any 10 sessions absence (even if not consecutively) which are unauthorised can lead to a fixed penalty notice and a warning period from the Local Authority.

*Unavoidable medical appointments* - please notify the school as soon as possible and provide a copy of the appointment card or appointment letter for our records. **If at all possible doctor's and dentist appointments should be made outside school hours.**

*If your child is ill* – please phone the school before 9:00 am in the morning giving the reason for absence. The school needs a daily phone call to ensure the safety of all students.

If the illness continues you will be asked to provide medical evidence. The school will ask for such evidence if your child is absent for longer than 5 days (continuous) or their general attendance is below 95%. If your son or daughter's attendance falls below 95% you will receive a letter. Not providing medical evidence will mean the absence will be recorded as unauthorised.

Medical evidence is a doctor's note, a copy of the discharge letter if your child was admitted to hospital, a stamp or signature in your child's planner confirming you have attended your GP practise, a copy of any prescription relating to this period of illness or a copy of the medicine label as prescribed.

*Concerns around attendance* – should the school be concerned about your son / daughter's attendance you may be asked to attend a meeting with our attendance officer. Should you have any worries or concerns please do contact the school to discuss