

Attendance and Absence Procedures

Absence

We would ask that you notify school before 9.00 a.m. if a child is going to be absent through sickness or to be late, e.g. when keeping a doctor's appointment. If you have not informed us of the absence by 9.30 a.m. we will telephone to ascertain the reason for the absence and to ensure your child is safe.

4.

If your child is absent from school through illness or from any other cause, a note of explanation should always be sent when he or she returns to school. This ensures that the absence is known to you, that further enquiries need not be made of you and that any authorised and unauthorised absences are identified as required by legislation.

Taking holidays during term time

Taking children out of school during school time does cause considerable disruption to a child's education. There is no automatic right to any holiday in term time; the granting of leave of absence to go away on holiday in school term time is, by law, a matter for consideration and decision by the school. Neither the LA nor the school regard the granting of leave of absence in any school year as any kind of norm. National, Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that family holidays should not normally be taken in school term time. Where such requests are made, exceptional circumstances must be the reasons for them. From September 2013 Amendments to The Education (Pupil Registration) (England) Regulations 2006 make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Unauthorised Absence

The school uses the services of the Education Welfare Officer (EWO) for schools in the Newport Cluster. Any unexplained absence will be referred to the EWO and contact will be made on the day of the absence by the EWO with the parents/carer of the child/ren. All unexplained absence will be reported as unauthorised and will be followed up by contact made to the LA Attendance Support Team.