

Term Time Leave of Absence

We are always concerned about the amount of school time pupils miss as a result of family holidays. Government guidance states that “Parents should not normally take pupils on holidays during term time” and “ Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it”

Leave of absence is only allowed at the discretion of the headteacher, in accordance with the school policy as agreed by governors. The fact a holiday is cheaper during term time is unlikely to be considered as “special circumstances” Parents wishing to apply for leave of absence need to fill in an Leave of Absence application form well in advance and before booking.

No more than 10 school days absence is likely to be granted in one school year. If the request is not approved by the Headteacher and the parent proceeds to take the pupil out of school, all the absence during this period will be recorded as unauthorised. Further time than allowed will be also be unauthorised.

Please avoid taking a holiday in September as it is very unsettling for a child to miss the start of the school, year.

No holiday will be authorised in May for children taking SATS (Years 2 and 6).

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school, of registered pupils (Section 7 Education Act 1996). Failure to do so is an offence. In some cases, parents are prosecuted or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards

“Every day counts.....”



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Bransgore
Church of England
Primary School

Attendance at Bransgore CE Primary School



Information for Parents

“Attendance Matters”

Good attendance is important because:

- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason
- Arranging dental and doctor's appointments out of school hours or during school holidays
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

As a school we aim to:

- Maintain an attendance rate of a **minimum** of 96%
- Maintain parents' and pupils' awareness of the importance of regular attendance, sending letters to parents half-termly if children's attendance is of serious concern (85% or less).

We will:

- Follow up unexplained absences by phone calls and letters as soon as possible
- Remind parents of the importance of regular attendance and punctuality with letters if low attendance affects the child's progress.
- Acknowledge and reward good attendance
- Publish your child's attendance rate of his/her annual school report
- Let you know if we have concerns regarding your child's attendance
- Make a referral to the Education Welfare Officer who visits the school regularly to review and support attendance matters, if we continue to have concerns

Punctuality

- Morning registration is at 8.55am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8.50am
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise school work for the rest of the day.
- Arrivals after the 9.25am may be marked as unauthorised absence in line with government guidance.
- We will let you know if we have concerns about your child's punctuality.

Authorised absences

Some absences are allowed by law and are known as "authorised absences". For example, if a child is ill, family bereavement, religious observance. We realize that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we will and try to deal with it sympathetically.

Unauthorised absences

There are times when children are absent for reasons, which are **not** permitted by law. These are known as unauthorised absences. Examples are:

- Going for a family day out
- Sleeping in after a late night
- Because it is your child's birthday
- Going shopping or for a hair cut
- Waiting on a delivery
- Unapproved Holidays
- Where there is no explanation for the absence or where the explanation is considered unsatisfactory.

Unauthorised absences have to be reported to the Local Authority. The Education Welfare Officer may contact you and consider taking legal action against you if your child has unauthorised absences.