

26 January 2010

To: Parents/Carers

ABSENCES FROM SCHOOL

Reporting Absences

The school attendance is monitored by the Education Welfare Officer on a regular basis and, in order to ensure registers are correct, parents/carers are asked to follow the procedure shown below when reporting a child's absence:

- Contact the school office before 9am to report an absence.
- The school must be contacted each day a child is absent.
- On return to school, a note should be provided giving the reason for any absence.
- Home School Diaries should **not** be used to report absences.

Any absences not reported will be marked as unauthorised. Persistent absences may result in the involvement of the Education Welfare Officer.

Absence for Annual Holiday or Extended Visit Overseas

Parents/carers are reminded that they do not have any entitlement to term-time leave for their children and are therefore strongly urged to avoid booking holidays or visits overseas during term-time. Should such an event be unavoidable then the necessary form should be completed and forwarded to the Headteacher for approval one month before the proposed absence. Usually, a child will not be granted more than 10 school days leave in any school year and permission will not be given if applied for after the holiday or visit. If permission is withheld then the holiday/visit will be recorded as an unauthorised absence.

Yours sincerely



ANNE BROWN (Mrs)
Headteacher

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