

Absence due to Special Circumstances in Term Time– New regulations from September 2013

In accordance with current statutory regulations we have revised our policy regarding attendance and absences from school in term time.

Headteachers no longer have discretion in authorising up to 10 days 'holiday' a year. Any leave of absence can only be for exceptional reasons and authorised on a case-by-case basis. Please write to the Headteacher if you wish to ask for any leave of absence.

As a parent you can only apply for an absence in term time if there are **exceptional circumstances**. The application **MUST** be made in writing, explaining the reasons for the absence, to the Headteacher **at least two weeks** before to allow time for a decision to be made and notification of that decision given.

It should also be noted that no leave of absence will be authorised during the months of September and May.



If your child has achieved 97% attendance they will have missed just over a week—or 5 days of education.

The chart below shows the effect of education lost through absences.

Percentage	Weeks absent from school
95%	2
90%	4
85%	5.5
80%	7.5
75%	9.5

If you have any questions or queries about school attendance please do not hesitate to contact Mrs Fisher or the School Office.

We fully appreciate that children cannot avoid being ill from time to time and that sometimes prolonged absences due to illness cannot be avoided.

In these circumstances there is no question that these absences are authorised.

We hope you will support our school by aiming high for attendance, just as the children are in their learning.

Attendance Information 2016-17



A shared policy with
PEGS



Hayfield Primary School

Regular attendance at school is extremely important if your child is to make good progress, and parents are responsible for getting their children to school everyday on time.

If your child is ill and absent from school then you as parents are asked to take the following action:

Reporting Absence

Please telephone the school office on 01663 742357 by 9.15am where you can speak to a member of staff or leave a message on the school answerphone.

Please leave the following details:

- Your child's name
- Their year group
- Reason for absence
- Expected date of return or please phone daily until your child is ready to return if that is uncertain.

Punctuality

The school day starts **promptly at 8:50am** and there are members of staff on the playground from 8:40am.

It is important that your child is not late and starts the day with the rest of the class. If your child is likely to arrive at school after 9:00am please let us know.

Authorised and Unauthorised Absences

Authorised absences cover:

- Illness - on occasion school may ask for a doctor's note to confirm this
- Dental/medical appointments
- A day of religious observance
- Family bereavement
- Absence due to 'special circumstances' if approved by the Headteacher and within the guidelines of local authority policy.

Unauthorised absences cover:

- Family holidays
- Days overlapping with beginning or end of term
- Birthdays
- Absences taken without prior approval
- Late arrival after the register has closed (9:00am)

Unauthorised absences, where the school has not given permission for the pupil to be absent, are classed as truancy and can result in a fixed penalty notice. Unauthorised absences will be referred to the Education Welfare Service if overall attendance drops below 90%.

Persistent Absence

'Persistent absence' refers to absence of more than 15% during any given school year, or actual attendance of less than 85% - regardless of what the absences were for.

Persistent Absentees are picked up by the Education Welfare Service and monitored for further action.

Ofsted

Ofsted Inspectors look very closely at attendance figures when making judgments about schools, as the outcomes for pupils can be significantly affected by low attendance.

At Hayfield Primary School we are proud of the children's good levels of attendance and it is very clear to us that there is a link between excellent academic progress and excellent attendance at school.

For the last few years, we have achieved our attendance target, which has always been set at 96%. This year, we are aiming for 97% - please help us to achieve this!