

EASTERGATE C.E.



Attendance & Absence Policy

1. Introduction

Parents and Carers have a legal duty to ensure their child regularly attends school.

Government guidelines state that children can only be absent for the following reasons:

- illness and treatments
- an organised educational course
- sporting activity
- public performance
- family bereavement
- exceptional family circumstances
- days of religious observance.

The parent or carer must inform the school in advance of any planned absence.

2. Absence Requests

Wherever possible absence requests should be made to the Headteacher two weeks in advance of any planned absence, using the form attached. Copies of the form can be printed from the school website or obtained from the school Reception.

2.1 Absence requests will not be authorised for:

- Holidays

- Days out (including long weekends, birthday treats, visiting relatives)

3. Illness

If your child is too ill to attend school, you must contact the school on the first morning of absence, ideally, before school starts. You can do this by telephone to 01243 542297 (answer machine available) or email office@eastergate.w-sussex.sch.uk

- You must give a reason for absence.
- You must telephone or email each day your child is absent.
- If your child does not arrive at school and you have not contacted the office, we may contact you to ensure the child is safe.

When a pupil is absent and school is unable to contact the child's parent/carer, the school will adopt the process in line with the Children Missing Education guidelines. This monitors the unavailability of a child's parent/carer from their first day of absence through to Day 20, by which time the local authority and other agencies would have been notified. If the child is looked after or the subject of a Child Protection Plan, the school will notify the Key Worker within the first 24 hours of absence, if no contact has been made with the parent/carer. In the event of it being suspected that the child is at potential risk of harm, the school will notify Children's Social Care Services and/or the Police Child Protection Team immediately.

4. Punctuality

It is important that your child arrives at school on time and is prepared for the school day. The school day starts at 8:50am. If your child arrives after these times they must enter the school via the main entrance and sign in at Reception.

5. Unauthorised Absence

Absence of any nature can have an effect on a child's learning. Regular unauthorised absence by a child will be scrutinised by the school and may attract one or more or more of the following interventions:

- A warning letter
- Request for parents/guardians to attend the school for an interview to discuss attendance Referral to Local Authority (Pupil Entitlement: Investigation Team)
- Referral to Social services (in cases of child welfare concerns)

5.1 If your child has 10 unauthorised sessions (a session is half a day) of absence within a 10 week period, the Headteacher may choose to serve a fixed penalty notice on the parents/carers.

6. Appeals

The decision of the Headteacher (or their deputy) to authorise or not an absence is an absolute authority. There is no appeal process. The school governing body will fully support the Headteacher in their decision making.

REQUEST FOR LEAVE FROM LEARNING IN SCHOOL TIME

How to complete this form

1. Please complete this form 2 weeks in advance and give to the school office, where your child's attendance record will be added and passed to the Headteacher for review.
 2. Please read the schools Absence Policy in conjunction with completing this form.
 3. Use a separate form for each child and each absence request.
 4. Use this form for ALL absences (except sickness).
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Parent/Carer to complete this section

Name of Child

Class

Dates for which absence is requested.

From	To	Number of School days
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Please give the reason for making this request.

Please explain the exceptional circumstances why this leave of absence needs to be taken during school time?

Signed: Date:

School Office to complete this section

Attendance Previous Academic Year %	
Current Attendance	
Colour Code: Green/Amber/Red	
Green = more than 95% (Satisfactory)	
Amber = 90% 95% (Requires Improvement)	
Red = Less than 90% (Unsatisfactory)	

Headteacher to complete this section

Leave of absence is approved for _____ days	
Leave of absence is not approved. If the pupil is absent as proposed, it will be recorded as unauthorised and may result in a fixed penalty notice being served.	

Signed Date