



Authorised Absence

Absence will continue to be authorised for the following reasons:

- Medical and dental appointments, although non-urgent appointments should be scheduled outside school hours where possible
- Illness
- Exams – Dance, Music etc...
- Bereavement
- Religious Observance

The above statements are not exhaustive and it is recognised that there will be times when compelling and exceptional reasons will mean absence from school.

Unauthorised Absence

There are 190 school days in a year – these leaves 175 days for time with family, cultural activities and holidays.

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence.

If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

Leave of absence can be applied for in advance. It is the school's decision as to whether this is granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence). **Parents/carers will be asked to complete an 'Leave of Absence' form 4 weeks in advance of the leave.**

The following requests for absence will not be authorised:

- Holiday requests during term-time will not be authorised, unless there are exceptional circumstances;
- Absence request for a child's birthday, 'family reasons', to 'beat the rush hour', 'parents' work commitments', 'cheaper holidays' will not be authorised;
- Any absence at the start of the school term and particularly in September, where the start of the year is so formative, will not be authorised;
- Permission will not be granted for any absence during formal assessment periods or in the run up to Statutory Assessments.