



## THE TOWERS

### ATTENDANCE AND ABSENCE REQUEST POLICY

---

<b>Approved by :</b>	SLT - 6 December 2018
<b>Ownership:</b>	<b>Deputy Head</b>
<b>Next Review:</b>	September 2019

---

**The policy is applicable to all pupils including those in EYFS.**

#### **ABSENCE FROM SCHOOL**

If a pupil is to be absent, parents are requested to telephone the office or complete the online form before 8:30am and provide a letter confirming the reason when the pupil returns to school. When no telephone call is received, office staff will check the late book and if the pupil is absent will make contact with the family to ensure the pupil is safe.

If a pupil has to leave the building before the end of the day, the school requires a written parental request before permission may be granted. No pupil may otherwise leave the premises during the school day, unless the Headmistress is made fully aware of the circumstances concerning the requested absence. Pupils who arrive late or leave early must sign in/out in the book provided outside the main school office.

If a pupil has to leave the building before the end of the day, the school requires a written parental request before permission may be granted. No pupil may otherwise leave the premises during the school day, unless the Headmistress is made fully aware of the circumstances concerning the requested absence. Pupils who arrive late or leave early must sign in/out in the book provided outside the main school office.

If a pupil has to leave the building before the end of the day, the school requires a written parental request before permission may be granted. No pupil may otherwise leave the premises during the school day, unless the Headmistress is made fully aware of the circumstances concerning the requested absence. Pupils who arrive late or leave early must sign in/out in the book provided outside the main school office.

Regular and punctual attendance is expected of every pupil.

#### **REQUESTING ABSENCE DURING TERM TIME**

There are strict Department of Education guidelines (DFE, School attendance, 2016) to which we adhere and parents have a legal obligation to ensure that their child regularly attends school. Evidence shows that attendance that falls below 95%, significantly impacts on a child's academic progress and

development. Therefore, absence during term time will only be sanctioned under exceptional circumstances. We do not sanction individual days of leave for social reasons.

A school must notify the Education Welfare Service when a pupil's attendance is a cause for concern or their attendance falls below 85%.

**TO MAKE AN ABSENCE REQUEST PLEASE OBSERVE THE FOLLOWING PROTOCOL:**

Please make a formal request to the Headmistress by completing the Absence Request form, which parents will find on Firefly.

Parents are expected to request leave of absence in advance of any holiday being booked. The Headmistress will look very carefully at the child's attendance record and if there are any concerns, for example should the child's average attendance be 95% or below, it is unlikely that the absence will be authorised.

Leave of absence will not normally be given for the first week or last week of any term. Only schools can authorise absence. Parents do not have this legal authority, hence the need to frame your application as a request. Any absence not authorised by school is an unauthorised absence. Unauthorised absences are recorded formally and form part of the summative report and assessment of a pupil when they leave the school.

**PUPIL SUPPORT**

Parents/Carers of pupils, whose absence falls below 95% will be contacted by the Head of Key Stage to discuss concerns and support. Parents should be aware that pupils' attendance is recorded and provided in references to schools and colleges.

Pupils that are absent from school, should catch up on important school work that they have missed. Subject teachers will ensure that additional support is provided at Subject Clinics and provide resources to facilitate this. In some circumstances, pupils may be invited to attend INSET days and/or Homework Club to ensure that they do not fall behind.

If a pupil is absent for more than 1 week, the Head of Key Stage will contact parents to discuss support. Where regular absence continues, due to illness or other medical factors, The Head of Key Stage will arrange to meet parents to prepare an action plan to support their child. In exceptional circumstances, a reduced timetable may be arranged, with medical certification.