

## Absence Information



- All parents must complete leave of absence form apply for any leave of absence in school term time.
- All requests will be considered on an individual basis and subject to the cluster policy and school's attendance policy.
  - Schools will submit referrals to the Local Authority for 9 consecutive sessions (4.5 days) or more of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017). The Local Authority may decide to issue a fixed penalty notice.

We want to give your children the best chances in life.

***Working together we can achieve great things for your children.***

The Wymondham Cluster of Primary Schools is committed to providing an education of the highest quality for all

## LEAVE OF ABSENCE POLICY

This policy has been developed by the Wymondham Cluster Primary Schools.

These are:

Ashleigh Primary and Nursery School

Barford Primary School

Barnham Broom CE VA Primary

School Browick Road Primary and

Nursery School

Morley CE VA Primary School

Robert Kett Primary School

Tacolneston CE VA Primary School

Wicklewood Primary School and Nursery

Wreningham VC Primary School

children and recognises that this can only be achieved by supporting and promoting excellent attendance for all.

Amendments to the 2006 regulations state that Headteachers **may not grant** any leave of absence during term time unless there are exceptional circumstances. This came into effect from September 2013.

Exceptional circumstances in which a Headteacher or other designated professional may authorise absence, where the absence is requested:

- Medical, dental or optometric consultations that could not take place out of school hours – proof of appointment e.g. hospital letter/appointment card
- Religious observance;
- A one-off significant family event or circumstance;
- Representative or elite sporting, musical or drama activity approved by the school;
- Deployment of a parent/carer who is a member of HM Armed Forces. Schools have to report all absences to the local authority.

An absence is defined as any time a child is not in school when the school is in session. Any absence will impact upon a child's learning.

Having the correct information about the reason for the absence enables schools to accurately monitor a child's attendance and avoid unnecessary follow up action.



There is no good time to be absent from school. It is particularly important that children attend school in the first few weeks of the school year; this is the time when friendships are made and learning routines are established.

National statistics show 10 days absence in any academic year does have a negative effect on attainment.

Your school is open for 190 days each year. This leaves 175 days for holidays, appointments, shopping and spending time together.

If your child has 10 days absence during

the school year, this means your child will only have 180 days at school and 185 days off.

If your child has 10 days absence, they can only achieve 94.74% attendance across the year.

***It affects their ability to succeed***

***It affects their ability to make friends***