



## Deer Park Primary School Attendance Policy

### REQUEST FOR WITHDRAWAL FROM LEARNING - TERM TIME ABSENCE Policy from September 2013

Absence from learning has been proven to adversely affect children's academic progress. The governing body, at this school, have therefore decided that holidays taken in term time will not be authorised.

In September 2013 the Education (Pupil Registration) (England) Regulations 2006 were amended [the Education (Pupil Registration) (England) (Amendment) Regulations 2013]. These amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Holidays are not considered to be an exceptional circumstance.

#### **Illness**

Please notify the school on the first day of absence due to illness. Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised.

#### **Other absences**

Only in exceptional circumstances will a request for absence from school be authorised and this will only be for a very short period of time.

Examples of this would be:

- Funeral of a close relative – 1 day
- Close family wedding – 1 day
- Medical appointments which cannot be arranged outside the school day

All requests, in writing, should provide details and reasons why the absence is considered to be exceptional. The Headteacher, in accordance with the above criteria, agreed by the governing body, will determine if the absence will be authorised. Absence cannot be authorised retrospectively.

#### **Family holidays do not meet the criteria for exceptional circumstances.**

Consequently, absence for holidays will not be authorised and will be recorded as unauthorised.

Unauthorised absences have to be reported to the Local Authority by the school. It is up to the Local Authority to decide whether to issue a Fixed Penalty Notice fine (£60 per child, per parent).



## REQUEST FOR WITHDRAWAL FROM LEARNING - TERM TIME ABSENCE

Policy from September 2013

I am writing to request authorisation for my child's forthcoming absence.

Child's name: .....

Class: .....

The dates of the proposed absence from school are:

from: ..... to.....[inclusive]

Total number of school days requested .....

The reason for making this request during term time is fully explained as follows :-  
(Provide details and reason here explaining why the absence is 'exceptional')

I have enclosed a copy of a relevant document to support my request e.g. a letter of special invitation

I have read the information on the back of the letter so understand that absence will only be authorised for exceptional and unavoidable circumstances and that holidays will not be authorised.

Parent/carers name: .....

Signature: .....

Date: .....

For School use: Date received:

Attendance %:

Has been authorised/Has not been authorised

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Headteacher

Reason: