

Absence due to Special Circumstances in Term Time.

In accordance with statutory regulations, head teachers no longer have discretion in authorising up to 10 days 'holiday' a year. Any leave of absence can be for only exceptional reasons and authorised on a case-by-case basis.

As a parent you can apply for an absence in term time if there are **exceptional circumstances**. The application MUST be made in writing, explaining the reasons for the absence, to the head teacher at least three weeks before to allow time for a decision to be made and notification of that decision given.



If your child has achieved 97% attendance they will have missed just over a week (5 days) of education.

The chart below shows the effect of education lost through absences.

Percentage	Weeks absent from school
95%	2
90%	4
85%	6
80%	8
75%	10

The impact on children's learning due to poor attendance is significant. Those who are making least progress are often those children with the greatest number of absences.

We fully appreciate that children cannot avoid being ill from time to time and that sometimes prolonged absences due to illness cannot be avoided.

In these circumstances there is no question that these absences are authorised.

We hope you will support our school by aiming high for attendance, just as the children are in their learning.

ATTENDANCE INFORMATION



High Peak Federation



A SHARED POLICY WITH THE
PEAK EDGE GROUP OF SCHOOLS



Regular attendance at school is extremely important if your child is to make good progress, and parents are responsible for getting their children to school every day on time.

If your child is ill and absent from school then as parents you need to take the following action:

Reporting Absence

Please telephone the school office BEFORE 8.45AM, where you can speak to a member of staff or leave a message:

Please leave the following details:

- Your child's name
- Their Class
- Reason for absence
- Expected day of return or please phone daily until your child is ready to return if that is uncertain

Punctuality

It is important your child is not late as electronic registration will be completed soon afterwards.

Authorised and Unauthorised Absences

Authorised absences cover:

- Illness – on occasion school may ask for a doctor's note to confirm this

- Dental / medical appointments – please provide evidence where you can.
- A day of religious observance
- Family bereavement
- Wedding (day allowed)
- Holidays when a parent is employed with the Armed Forces and leave is during term time

Unauthorised absences cover:

- Family holidays
- Days overlapping with beginning or end of term
- Birthdays
- Absences taken without prior approval

Unauthorised absences, where the school has not given permission for the pupil to be absent, are classed as truancy and can result in a fixed penalty notice. Unauthorised absences will be referred to the Education Welfare Service if overall attendance drops below 90%.

Persistent Absence

'Persistent absence' refers to absence of more than 5% during any given school year, or

actual attendance of less than 95% - regardless of what the absences were for.

Persistent Absentees could lead to Education Welfare Service involvement.

Ofsted

Ofsted inspectors look very closely at attendance figures when making judgments about schools, as the outcomes for pupils can be significantly affected by low attendance.

At the High Peak Federation we are very proud of the children's good levels of attendance and it is very clear to us that there is a link between excellent academic progress and excellent school attendance.

Our overall attendance figures have repeatedly been above 97%.

Children with 100% attendance will be rewarded and the class with best attendance will also receive recognition.