

Q What do I need to do if I have to take holiday in term time?

A *You will need to complete a leave of absence request form (available from the office)*

The form needs to be completed and returned to the office (not your child's teacher) for consideration. You are very welcome to discuss your application with the head before you submit the form.

When deciding whether or not to authorise the absence the head will take into consideration factors such as the general pattern of attendance, the reason for the request and if any similar requests have been made within the academic year. The head will then inform you whether the request will be approved.

Q What happens if my request is not approved?

A *Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly.*

Please be aware that all circumstances will be taken into consideration when deciding whether or not to authorise a request for leave of absence during term time, however it should be noted that authorisation **will not** be given for any requests during the following times;

- The start or end of the school year
- SATs' week

*Woodley
C of E Primary*



Parent Guidelines

Attendance

Dear Parents,

As a parent it is your responsibility to make sure that your child attends school - this leaflet will hopefully answer any questions you may have with regard to attendance. As always, if you have any questions or need advice, please do not hesitate to ask.

Yours sincerely,
Ann Dee

DAILY ATTENDANCE

Q What time should my child arrive at school?

A School starts at 8.50am so children should aim to arrive between 8.40 and 8.45am.

- Foundation children should enter school via the Foundation playground.
- Infant children should enter via the gates at the front of school.
- Junior children should enter via their designated door.

All children should be in their classrooms by 8.50am ready for registration. Children arriving after this time should enter via the main office and will need to be signed in.

If for any reason you need to drop your child off earlier than 8.40am please put your request in writing stating the reason and the date(s). This is so that we can make sure a member of staff is aware and available to accept responsibility for your child.

Q What happens if my child is late?

A *Punctuality is a good habit to develop - lateness is disruptive to the class and may mean that your child misses out on information. Arrival is considered late if your child arrives after the register has been called. This is deemed unauthorised and counts as a half day's absence. In severe weather conditions exceptions to this ruling apply.*

We recognise that sometimes being late is unavoidable and would much rather you arrived late than not at all. For example, if you've overslept or your car doesn't start - let us know and we will try to help. However late you are it is still better to come in than miss school.

Q What is the difference between an 'Authorised' and an 'Unauthorised' absence?

A Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If you are too ill for school, have a specialist medical or dental appointment that can't be arranged out of school hours - these are called 'authorised' absences.

Things that could be done outside school time – days out, birthday treats, routine dental appointments or having a lie in because of a late night are all considered 'unauthorised' absences.

Q What if my child is ill?

A *If your child is ill s/he should stay at home.*

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

Sometimes a child who appears unwell first thing brightens up during the day – if this happens then bring him/her to school as soon as s/he is feeling better.

If your child is ill please make sure that you let the school know as soon as possible either in person or by telephone – please do not send a message via another child/sibling.

Q Can I take my child on holiday in term time?

A *Holidays in term time have often been the subject of the misconception that families are 'allowed' up to ten days in any school year. There is **no entitlement** to holidays in term time and it is only in **exceptional circumstances** that the school will grant an authorised absence for a term time holiday.*

Exceptional circumstances, for example, might be parents restricted in terms of leave from their employer. Whilst we recognise that term time holidays are much cheaper - this reason would not be deemed an 'exceptional circumstance'. Only one request will be granted in any academic year even if it is just a few days. Any further requests will be deemed 'unauthorised'.