



ATTENDANCE

If your child is absent from school for any reason please inform the school by telephone or letter. We are required to publish details of authorised and unauthorised absences. We currently operate a First day Absence scheme where the school phones the home if the children are absent and the school has not been notified. If your child needs to leave the premises during the school day (e.g. hospital appointment) please notify the school office in writing. Children must be collected from and signed out of school for any such appointment by a parent or parent-designated adult. No child will be allowed to leave the premises unaccompanied. We prefer dental and non-urgent appointments are made out of school hours.

The Government has issued new guidelines which prohibit head teachers from authorising any holiday during term time except in very exceptional circumstances. Taking holidays during term time can have a very detrimental effect on a child's education. Not only do they miss the work whilst they are away but it often takes them time to pick up concepts when they arrive back in school. Therefore the school **will NOT authorise holiday during term time.**

Cheaper holidays, working hours, visiting relatives, or birthdays are NOT exceptional circumstances and therefore will not be authorised. If you take unauthorised holiday you are likely to be fined. If you do this more than once you may end up in court for non-attendance at school.