

14th September 2009

Dear Parents

In accordance with DCSF regulations, at the end of each school year we are required to report our attendance record. As a group of local schools we have joined together to produce the following guidance to ensure that there is a common approach.

Parents have a legal duty to ensure their child's regular attendance at school.

Any application for leave should be made well in advance and parents are strongly advised to apply for leave of absence before they confirm any arrangements. Under no circumstances will absences be authorised after they have happened.

Authorised absences include:

- Medical reasons – e.g. illness, admission to hospital, medical appointments
- Religious observance
- Death of a close member of the child's family
- Competition/Examination
- Participation in a public performance
- Agreed holidays in term time.

Please would you make sure that you notify the school of your child's absence and the reason for this, in advance of the absence being taken (except in the case of illness).

Please note that the maximum period allowed annually for absence in term time is two weeks (10 school days) at the discretion of the Headteacher. The regulations stress this is not an entitlement.

Please only take breaks when it is completely unavoidable since the breaks do have a detrimental effect on your child's education. Application forms must be completed and approved by the Headteacher prior to leave being booked or taken.

The Department for Children, Schools and Families defines unauthorised absence as:

An unauthorised absence means an occasion on which a pupil is recorded as absent without authority in the school attendance register. This includes all unexplained or unjustified absences.

Unauthorised absences include:

- Truancy
- Moving house
- Family outings
- Coming home late the night before
- Shopping trips – buying shoes, etc
- Relations visiting/visiting relations
- Caring for sick relatives
- Parents' business trips
- Any days over and above the 10 days covered above
- Holidays in term time when prior agreement has not been sought with the Headteacher
- Birthdays

Please make sure your children attend school regularly – it is your responsibility.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs K Fuller', written in a cursive style.

Mrs K Fuller
Headteacher