

Holidays in term time

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”.

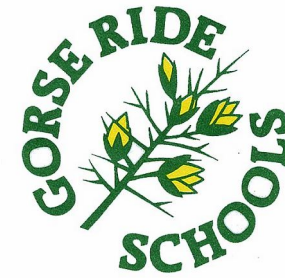
As Headteacher I will look very carefully at your child's previous attendance record and should I have concerns, for example if your child's average attendance is below 95%, it is highly unlikely that I will agree to authorise any further absence.

Please be Aware

Should I not agree to grant leave and you take your child on holiday regardless then this will be counted as unauthorised absence - this is the same as 'truancy' and will be looked into by our Education Welfare Officer. Parents should be aware that if leave is granted it will be for the purposes of an annual family holiday - that is, a single period of absence which occurs

once in a school year. An annual family holiday is **not** a series of long weekends nor several two or three day breaks.

Should leave be granted but the child remain absent for longer than agreed then this extra time will be recorded as unauthorised absence. Should a child fail to return to school within 10 school days of the agreed return date and there is no contact from the parents *the school may inform its Education Welfare Officer who will instigate an investigation and may take action against a family if non-attendance continues. Parents would be responsible for ensuring that their child returns to school or is registered at and attends another school. (In such circumstances parents would not be entitled to receive any assistance with regard to transport). There is no guarantee that the child's place would remain unfilled if absence is prolonged.*



Gorse Ride Infant and Junior Schools

Parent Guidelines on Absence and 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,

Eileen Rogers, Sarah Phillips
Head Teachers

Regular Attendance

Regular attendance is important, not just because the law requires it but because it is the best way of ensuring your child makes the most of the educational opportunities available to them. When a child is absent from school they miss the teaching and are less prepared for the lessons building on that when they return. There is a consequent risk of underachievement which we all wish to avoid.

Daily Attendance

What time should my child arrive at school?

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

What happens if my child is late?

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. We also ask that if you know you will be late you let us know as soon as possible.

What is the difference between an "Authorised" and an "Unauthorised" absence?

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

Some absences are allowed by law. If your child is too ill for school, has a

specialist medical or dental appointment that cannot be arranged out of school hours – these are called "**authorised**" absences.

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

Illness



If your child is ill they should stay at home. A child who is unwell does not gain anything from being in school and may pass on their illness to the rest of the class (including the staff!) Sometimes a child who appears unwell in the morning brightens up during the day- if this happens then bring your child to school as soon as they are 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**.