

Ladycross Infant School attendance policy statement: (July 2017)

In September 2013 **The Education (Pupil Registration) (England) (Amendment) regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any parent requiring a leave of absence due to exceptional circumstances **MUST** apply using the official Ladycross Infant School form. This **MUST** be done at least 10 working days before the date of the planned absence. This should be prior to any holiday/ leave arrangements being made. Any requests received after this time, without extraordinary reasons, will be unauthorised. Ladycross Infant School will reply within 5 working days of receiving the request.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.

To clarify, Ladycross Infant School cannot authorise a leave of absence for non-exceptional circumstances, including the following reasons for absence:

- Routine appointments to the dentist, doctors, opticians etc. which could reasonably be made outside of school times
- Parents picking up their child early due to their own attendance at an appointment (as we have the facility for you to put your child in Owls club)
- Wedding of non-close family members
- Child absence due to parental sickness (we suggest you identify a family member or child to support you with this or contact the school for support with this)
- Car trouble - it is your duty to ensure that you can bring your child to school, no matter what happens with your transport and you should make alternative arrangements
- Overnight stays at family members (separated parents should work together to ensure regular attendance and the means to transport children)
- Term time holidays

(This list is given as guidance only and does not provide all possible

reasons. If parents are uncertain, they should make sure they have spoken to the school office for advice, before arrangements are made.)

We will consider evidence for the following reasons:

- Emergency doctors or dental appointments on receipt of proof of attendance (appointment card (stamped), emails, texts with children's name on or similar reasonable evidence.
- Hospital/specialist appointments for the child
- Religious observances - one day (but if this happens abroad then a maximum of 3 to allow travel)
- Holidays if a medical professional provides advice that this absence is necessary on health grounds.
- Weddings of close family relative (parents/siblings etc.) - one day (but if this happens abroad then a maximum of 3 to allow travel)
- Sporting competitions/events with proof of participation from the coach or organisation
- Holidays where there is evidence from an employer that term time is the only possible time for a parent to obtain leave.
- Treatment of head lice (half a day for treatment)

If you take any unauthorised leave you will be issued with a fixed penalty notice by the Local Authority. Please note even if parents are separated, both parents are liable for this.

Children should still attend school with minor ailments such as:

- Head lice (following evening treatment)
- Cough
- Cold
- Headache
- Tired
- Stomach ache (without sickness and diarrhoea)
- General aches and pains
- Sore limbs

This list does not cover all ailments and we ask that you use good judgement with other examples.

A good rule of thumb is, if it wouldn't stop you from going to work, it shouldn't stop your child from going to school.