

## Carnarvon Primary School Attendance Policy

Attendance is generally not an issue at Carnarvon Primary School. When parents do decide to take children out of school for extended holidays and long weekends, there is no doubt that this impacts on their learning.

Another issue is, taking children out of school at the beginning of the academic year. During the first few days, children get to know their new teacher and the expectations of the class. This is a time when classes 'gel' and latecomers miss this vital period. Experience has shown that they can then find it more difficult to settle.

Two weeks' absence in term time means that your child will miss up to 50 hours of learning. The law says that parents do not have an automatic right to take their child out of school and that permission should only be granted in 'exceptional' circumstances.

Parents are reminded that, if you are considering taking your child out of school in term time, a holiday form is required and this is available from the school office. This should then be submitted to the Headteacher who will consider if it constitutes 'exceptional' circumstances.

So, what constitutes exceptional circumstances?

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family
- Out of school programmes such as music, arts or sport operating at a high standard of achievement
- Religious observance – The Education Act 1996 S444(3)(c) states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
- To attend a wedding, funeral or 'special' family event

Examples of circumstances not considered as exceptional are

- Holidays abroad for the purpose of visiting a sick relative (except where that person is seriously ill)
- Holidays taken in term time due to lower cost/parental work commitments
- To fit in with a sibling's school holiday pattern

These will be classed as 'unauthorised' and will be reported on the end of year report.

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Pupil's Name ..... Tutor Group/Class .....

Home Address .....

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I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Reasons for absence from school:

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*I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.*

Name of Parent/Carer making application .....

Signed .....

Date .....