

Attendance Policy - A Summary for Parents

Aiming for 100% Attendance at School

At Crookham Infant School we want all our pupils to achieve and thrive and with this in mind we are committed to helping every child attend school every day. We ask all our parents to support us in aiming for 100% attendance through our Home School Agreement. Absence from school is only authorised in exceptional circumstances, for example when a child has to miss school because they are unwell.

Informing us if your child is absent

If your child is going to be absent from school you must contact us before 8:30am by telephone or email on the first day of the absence and on subsequent days as appropriate.

Illness and Medical Appointments

Please try to make routine appointments such as dental check-ups during the school holidays or after school hours.

The difference between Authorised and Unauthorised Absence

When your child is absent from school, their absence is recorded as Authorised or Unauthorised. We can authorise your child's absence when we have either given approval in advance or received a satisfactory explanation for the pupil's absence.

Examples of Authorised Absence

- Genuine illness of the pupil
- Medical appointment for the pupil
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

Examples of Unauthorised Absence

- Shopping / day trip / visit to a theme park / birthday treat
- Oversleeping due to a late night
- Appointments or trips for other family members
- Repeated lateness

Punctuality/Lateness

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as unauthorised absence. Please note that school starts at 8.30am.

Requests for "Exceptional" Leave of Absence including holidays

If you intend for your child to be absent from school you will need to fill in an application form for leave of absence. The regulations state that Headteachers can only authorise a leave of absence if an application is made in advance and if they consider that there are exceptional circumstances. Holidays during term time cannot normally be authorised.

If exceptional leave is not granted but the pupil takes time off school without approval, this can result in a Penalty Notice being issued.

Penalty Notices and Penalty Warning Letters for Unauthorised Absence

We are required to follow the Hampshire County Council Code of Conduct which states that **Penalty Notices** and **Penalty Warning Letters** may be issued in certain circumstances for **unauthorised** absence from school.

A **Penalty Warning Letter** will be issued where a pupil has ongoing periods of unauthorised absence or where a request for leave of absence is being declined.

A **Penalty Notice** will be issued for any **unauthorised** absence where the pupil has been absent or persistently late for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions - these do not need to be consecutive.