

Notes to accompany Important Information for Parents & Carers

Understanding types of absence

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher/principal, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

Term-time Absence

ALL applications for any term-time leave of absence must be submitted in writing to the Principal **at least 14 school days in advance of the period of absence** and prior to making any travel arrangements. You should only then remove your child if the absence has been authorised, and once you have received a decision in writing. Please note that this also includes situations where your return from holiday falls at the beginning of a new term resulting in term-time absence.

Medical Appointments

As far as possible, parents/carers are encouraged to book medical and dental appointments outside of academy hours. Where this is not possible, an appointment card, hospital letter or text from the GP/Hospital/Dentist is forwarded to the academy. Providing these retrospectively is acceptable. Absence will only be authorised for the duration of the appointment plus any reasonable travel time. Pupils will be expected to attend the academy before and after the appointment wherever possible.