



## ROBERT KETT PRIMARY SCHOOL WYMONDHAM CLUSTER LEAVE OF ABSENCE POLICY



### Responsible Person

The appropriate responsible person for the updating of this policy is: **The Headteacher**

### Review and Monitoring:

This policy will be reviewed every year.

Reviewed: Spring Term 2017

Next Review due: Spring Term 2019

### Reviewed by:

Signed ..... (Chair of Governors)      Date: .....

Signed ..... (Headteacher)      Date: .....

This policy has been developed by the Wymondham Cluster of Primary Schools. These are:

Ashleigh Primary School & Nursery  
Barford Primary School  
Barnham Broom Primary School  
Browick Road Primary School  
Morley Primary School  
Robert Kett Primary School  
Spoooner Row Primary School  
Tacolneston Primary School  
Wicklewood Primary School  
Wreningham Primary School

The Wymondham Cluster of Primary Schools is committed to providing an education of the highest quality for all children and recognises that this can only be achieved by supporting and promoting excellent attendance for all.

Amendments to the 2006 regulations state that Headteachers **may not grant** any leave of absence during term time unless there are exceptional circumstances. This came into effect from September 2013.

Exceptional circumstances in which a Headteacher or other designated professional may authorise absence, where the absence is requested:

- Medical, dental or optometric consultations that could not take place out of school hours – proof of appointment e.g. hospital letter/appointment card
- Religious observance;
- A one-off significant family event or circumstance;
- Representative or elite sporting, musical or drama activity approved by the school;
- Deployment of a parent/carer who is a member of HM Armed Forces.

Schools have to report all absences to the local authority.

An absence is defined as any time a child is not in school when the school is in session. Any absence will impact upon a child's learning.

Having the correct information about the reason for the absence enables schools to accurately monitor a child's attendance and avoid unnecessary follow up action.

**The Law:**

All children have a legal right to education.

All parents are legally responsible for ensuring their child receives an education.

Section 7 of the Education Act 1996 places a duty on all parents to ensure their children receive an efficient full time education.

Parents who are seen to fail in their duty can be brought before the Magistrates Court where a maximum £2500 fine and/or 3-month prison can be imposed.

Absence from school can only be authorised by the Headteacher.

There is no good time to be absent from school. It is particularly important that children attend school in the first few weeks of the school year; this is the time when friendships are made and learning routines are established.

National statistics show 10 days absence in any academic year does have a negative effect on attainment.

Your school is open for 190 days each year. This leaves 175 days for holidays, appointments, shopping and spending time together.

If your child has 10 days absence during the school year, this means your child will only have 180 days at school and 185 days off.

If your child has 10 days absence, they can only achieve 94.74% attendance across the year.

 ***It affects their ability to succeed***



 ***It affects their ability to make friends***



#### Absence Information

- All parents must complete a leave of absence form to apply for any leave of absence in school term time.
- All requests will be considered on an individual basis and subject to the cluster policy and school's attendance policy.
- Schools will submit referrals to the Local Authority where unauthorised holidays exceed 5 days (10 sessions). The Local Authority may decide to issue a fixed penalty notice.

We want to give your children the best chances in life.

Tina Bell, our Pastoral Care Manager, is available to support parents/carers with any family issues which may affect your child's attendance e.g. health, bereavement, separation.

Tina can be contacted on 07595 221240 or 01953 609783.

***Working together we can achieve great things for your children.***