

ATTENDANCE AND LEAVE OF ABSENCE POLICY (Whole School)

At ICS we are committed to providing a full and effective education for all our students to ensure they achieve their potential in all that they do. We believe that maximum attendance from every student is required to benefit from the education that we are offering. We expect that all students attend school regularly, arrive at school on time and are prepared for the school day. We will do all we can to ensure that all any problems which impede attendance are identified and acted upon as soon as possible.

Parents have a legal duty to make sure that their children go to school regularly. The Local Authority can now issue Penalty Notices if a parent fails to make sure that their children receive the education they deserve.

It is the responsibility of all parents and guardians to report their child's absence(s) from school by 9.00am. Parents and guardians must formally make a request to the School Principal for leave of absence during term time for absence for any reason other than illness and medical appointments.

Requests for leave of absence should be sent to the school at least two weeks before the start of the leave. Parents and guardians are required to complete a '**Request for Leave of Absence**' form, providing a reason. Requests for are not automatically authorised and remain at the discretion of the school. Requests will only be authorised in exceptional family circumstances and will be based on a student's previous history of attendance, stage of education and the nature of the request. Please note that it is very rare for more than 10 days in the school year to be authorised and such a request will result in a discussion with a senior member of staff to look at options for ensuring continuity of education.

A **Request for Leave of Absence Form** can be found below. These are available to parents electronically on our school website, as well as from the school office.

Where the school has not been notified of a student's absence for a period, we are required by law to report the child as 'missing' to the Local Authority.

We appreciate that most parents recognise the importance of regular attendance in improving student achievement and do their best to make sure their children come to school every day that they can. Please remember these procedures apply to absence other than illness or medical reasons.

For students who take the school bus, we request that you inform the school bus service (Smartbus 01959 700 476) as early as possible on the day of absence. Please note it is necessary to also contact the school directly regarding the attendance.

Student absence should be reported to the school office by 9.00am on the day in question, either by telephone or through email.

*Updated by Brenda Murray and Michelle O'Connell: October 2010
Review date: October 2011*

REQUEST FOR LEAVE OF ABSENCE IN THE SCHOOL TERM

Please send this completed form to the school Principal at least 2 weeks before the absence is due to start.

NAME OF STUDENT(S)

YEAR GROUP(S)

REASON FOR APPLYING FOR LEAVE OF ABSENCE IN TERM TIME

Does the student have brothers or sisters at both the Primary and Secondary School? Yes / No

Please specify the dates of the absence:

Absence leave from _____ to _____

Name and Signature of Parent /Guardian

Date

Name and Telephone number of relative/friend who the school can contact if needed, during the absence

The school will consider the following points:

- The student previous attendance history
- The age of the student
- The student's stage of education
- The nature of the trip (an exceptional/cultural experience)
- The time of year
- If there is a fixed return date
- If previous holidays have been applied for, what length have they been

Office use only

Seen by School Principal

Agreement reached

Authorised/Unauthorised

Other points

Date: