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Ripley Infant School

Kirk Close
Ripley
Derbyshire DE5 3RY
Headteacher: Mrs P Doleman
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School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools. As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 come into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. As a consequence of these changes, approval for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

will not be granted.

Parents needing leave of absence for **exceptional circumstances** should complete an official form **at least two weeks before** the anticipated start date. The reason for the request should be given in detail and the form returned to the school office for consideration.

We would like to remind parents that this is Government policy and anyone who takes their children on holiday without permission will incur unauthorised absences for their child. These will be indicated as a code G on the attendance register. Parents could be issued with a Penalty Notice and if this is unpaid could lead to prosecution under section 444(1) of the Education Act 1996.

