



**High Beeches Primary School  
Attendance/Leave of Absence Policy**

**Attendance**

All children are expected to be in school, on time, every day. Late arrivers must use the front entrance to school and will need to be signed in by a parent/carer. The school closes at 3.15pm each day and children will only be released early in exceptional cases, with advance notification to the class teacher. Medical/Dental appointments should be made outside school time whenever possible.

If a child is absent, the school must be informed on the first day of absence and every other day thereafter. A letter of explanation should then be brought with the child on his/her return to school. If the school has not been informed of an absence by 9.30am at the latest, the school will contact parents/carers.

The Attendance Improvement Officer (AIO) visits the school on a regular basis and liaises with the Headteacher regarding lateness and absence figures. If a pupil's absence is deemed to be a cause for concern then the following steps will be taken:-

- 1) A letter/verbal approach from the Headteacher informing the parents that their child's lateness/absence figures were causing concern.
- 2) A formal referral to the AIO if there has not been improvement.

**Leave of Absence**

Headteachers do not have the authority to grant any leave of absence during term time unless there are exceptional circumstances. Parents/carers should not expect such leave to be granted as of right. Each case will be looked at on an individual basis with regards to a child's individual needs, taking into account such factors as the timing of the absence and the pupil's attendance record.

Parents/carers requesting leave of absence should complete an Application for Leave of Absence Form at least 2 weeks prior to the leave commencing, indicating the exceptional circumstances.

If parents/carers take a child out of school without permission, or fail to apply for permission in advance of the absence this absence will be recorded as unauthorised.

**Reporting**

Authorised/unauthorised absences will be published on a child's end of year report.

Attendance certificates will be awarded to pupils with excellent attendance records at the end of each academic year.

High Beeches Primary School  
Application for Leave of Absence

As a parent or carer, you should fill in this form if you wish to take your child out of school during term time for any reason.

After completing the form, please return it to the school office, **no less than 2 weeks before the date when you wish the period of absence to start.**

The conditions under which leave of absence during term-time may be granted are contained in The Education (Pupils Registration) Regulations 2006 (amendment) 2013.

Parents and Carers should not expect leave to be granted as a right, as schools may decide whether or not to authorise leave of absence. Permission will not be given if it is applied for after the absence has taken place.

Please complete:

I request that.....(Name of child) Class.....

Be granted leave of absence from High Beeches Primary School from:

Date and time..... inclusive to: Date and time..... inclusive  
If partial day please state if child will be staying for lunch.

Exceptional Circumstances:

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Signature of Parent/Carer.....Date.....

Office use only

Authorised/Unauthorised

Signature of Headteacher.....Date.....