

Sallygate School

Attendance Policy & Procedure

Date Agreed: September 2016

Date of next Review: September 2017

Headteacher signature:

Management Committee Chair signature:

**All staff must have access to this policy, and sign to confirm that they have read,
understood and will adhere to its contents.**

Attendance Policy & Procedure

Introduction

Full attendance at school is crucial for all children.

Absence from school means that children may miss crucial lessons and may fall behind as a result. Class groups are also disrupted by absence.

Requests for holidays during school time

Please apply in writing to the Headteacher/School Operations Manager if you wish to take your child on holiday during school time, giving a minimum of two weeks' notice.

It is the policy of the school that permission will only be given in exceptional circumstances based on the child's needs. These circumstances are likely to be unusual and particular to the child.

Absence due to illness etc.

Please inform the school office before 10.00 a.m. on the first day of absence to explain the absence.

A note/telephone call should always be sent/made to inform the school of planned absence (medical appointment etc.), on the day of absence when this is unplanned, and absences covered by note when the child returns to school. If this note is not received, the school will record the absence as unauthorised.

This policy is supported by Local Authorities who have asked that schools inform parents / carers that they should not arrange holidays in school time.