



Living by our Christian Values of

Peace  
Trust  
Love  
Hope  
Friendship



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# Attendance Policy

## St Edward's CE Primary School

Approved by:	Governors	Date: 1 <sup>st</sup> November 2016
Committee:	Curriculum and Standards	Co-ordinator: Alison Whiteman
Last reviewed on:	1 <sup>st</sup> November 2017	
Next review due by:	1 <sup>st</sup> September 2018	

The Governors and Staff at St Edward's Primary School believe that every day at school is essential to a child's education.

It is important to remind all parents/carers that medical appointments should be made outside of school hours. Dentist, optician and doctor appointments can all be booked during holiday periods, weekends and after school unless for emergencies.



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Hospital appointments are slightly different and we would request evidence of these appointments prior to the date.

All children need to be dropped off between 8.45am and 8.55am and collected at 3.15pm unless attending clubs or other school activities.

We have an appointed Education Welfare Officer who regularly scrutinises data showing late arrivals, attendance data and any related evidence. They look at the attendance of individuals and groups and compare it to national average.

### Leave of absence (Holidays in Term Time)

As of 1st September 2013 there has been a change in the School Attendance Regulations from the Department of Education. Where there used to be the option for Headteachers to grant leave of absence for the purpose of a family holiday during the term time in "special circumstances" of up to ten days in a year, **this has now been removed.**

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be an exceptional circumstance; **the annual family holiday would not be deemed an exceptional circumstance.**

When considering an application for leave of absence the Headteacher will need to decide whether it is highly unlikely that the event will occur again in a child's school life.

The changes now made by the DfE to the Education (Pupil Registration) (England) Regulations 2006 mean that our school policy has changed.

- Holidays during term time can no longer be authorised.
- An application for absence needs to be submitted prior to the date of absence
- Leave of absence will only be granted due to exceptional circumstances.



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