

HEALTH AND ABSENCE FROM SCHOOL

Parents will be aware of the importance of regular and punctual attendance. Children's progress can be affected if their work is interrupted by frequent absences. Schools are legally obliged to publish records of pupil attendance under two categories: authorised and unauthorised. Absences are authorised if they result from medical reasons or family holidays or exceptional circumstances which the Headteacher approves/authorises.

Total attendance for 2017 – 2018 was 95.51%.

Leave of Absence Requests

Chalton Lower School is part of the Harlington Area School Partnership and follow a joint policy agreed by all member schools.

Guidance from Central Bedfordshire Council (August 2014) make it clear that there is no right of entitlement to term-time leave and any request for such leave will not, as a rule, be granted.

- It is only in very 'exceptional circumstances' that leave will be granted. Any decision as to what constitutes 'exceptional circumstances' is down to the discretion of the Headteacher.
- Please provide the Headteacher with any extenuating circumstances as to why you are requesting term time absence.
- Requests must be made in advance of holidays.
- Permission will **not** be granted if it is applied for after absence has taken place.

Schools decide whether or not to authorise the absence. Therefore, the absence may be recorded as an authorised or unauthorised absence. The school must report the numbers of all absences to the Educational Welfare Officer who monitors absence and may speak, write or visit parents of children with high levels of unauthorised absence.

Fixed Penalty Notices

A Penalty Notice (£60 per parent/carer per child) may be issued when:

- A pupil is taken out of school during term for a holiday which has not been authorised by the school;
- A truancy patrol carried out by a School Attendance Officer has found a pupil absent from school and the absence has not been authorised by the school;
- A child's school attendance has been poor and his/her school believe that the issuing of a Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents/carers fail to address the situation).