

## **SCHOOL ATTENDANCE / ABSENCE**

“The Headteacher has the discretion to decide whether absence can be authorised and whether a holiday in term time can be authorised or not. In the exceptional circumstances that a holiday application is put in, a school can allow parents to take their children out of school for up to 10 days in a school year.

In the event of a parent putting in an application for their child to be removed for a holiday in term time, various factors will be considered including the following:-

- The age of the child and the time and duration of the requested leave. Leave is not recommended during the first year at a new school and at the start of any new term, particularly when new work and new friendships are so important.
- The child’s current level of attendance and whether it is below the expected 96% mark or not, the previous year’s attendance.
- The child’s ability.
- Whether leave has been requested during, or close to, examination times or SATS in Year 6.

In the event that a school turns down an application for leave but the child is still taken out of school, this will be registered as unauthorised absence and a Penalty Notice may be issued.”