

The decision to authorise absence is at the head teacher’s discretion based on their assessment of the situation. Circumstances vary from school to school, and so there can be no absolute rules on this subject. However, DfE have published strict guidelines for schools and local authorities.

Application for absence

Parents/carers should fill in the form available at school office or on website from the ‘Attendance @ JG’ page, with enough information to support the headteacher’s consideration on whether this absence could be authorized under DfE guidelines. The school office will contact you to inform you whether it has been authorized by Miss Law, or will be recorded as an unauthorized absence.

Authorising Absence

The DfE guidance means that -

- Absences will not be granted during term time and will only be authorised in exceptional circumstances.
- If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence. Absence during term time for holidays is therefore not considered an exceptional circumstance.
- Absences to visit family members are also not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may, however, need time to visit seriously ill relatives, but not for extended leave – such a circumstance will be considered on its merits.
- Again, absence for a bereavement of a close family member is usually considered an exceptional circumstance, but for the funeral service only, not extended leave.
- Absences for important religious observances are often taken into account, but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.

We hope that this description of what the DfE guidelines might mean in practice are helpful, when considering whether to take term time absence from school.

See also Nottinghamshire County Council website for information on attendance and absence via <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Monitoring and Managing Attendance

As a school we have responsibility to monitor all pupil attendance, absence and punctuality.

We’ll contact all parents of pupils whose attendance falls below national guidelines of 96%, on a termly basis or whose punctuality levels cause concern.

If you need advice about any aspect of attendance, absence and punctuality – please don’t hesitate to get in contact with us via our school office.



Sarah Law, Headteacher



Frances Moore, Deputy Headteacher

See also ‘Attendance @ JG’ section of our school website www.jessegray.notts.sch.uk

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM JESSE GRAY PRIMARY SCHOOL DURING TERM TIME**

Pupil's Name Class

Home Address

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at SchoolDate of Return to School

Total number of school days missed

Reasons for absence from school:

.....
.....
.....
.....

I make application for my child named above to have absence from school for the reasons stated. I understand that any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed

Contact mobile number : and email address:.....

Date

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL
GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

For office use only:

Authorised

Unauthorised

Signed _____ Headteacher Date: _____