

Child Absence

We are required to keep a record of attendance throughout the year, to publish figures and report them to the Local Education Authority (LEA). The school target for attendance is 96% or better.

Holidays during term time cannot be authorised unless there are exceptional circumstances. If a holiday has to be taken then a "Holiday Form" must be completed along with a letter detailing the exceptional circumstances at least two weeks beforehand. Forms are available from school.

Unauthorised absences are recorded when we have no explanation, from the parents, for a child's absence. Parents will be informed if unauthorised absence has been recorded for their child.

Keep Us Informed

Please phone the school office before 9.00am:

- If your child is to be absent due to illness
- If you are unable to collect your child from school as planned
- If you need to contact your child during the school day

When a child has been absent from school please send a letter on their return detailing the dates of the absence and the reasons for the absence. Please address this letter to Mrs Settle.