



Evelyn Street Primary School

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Executive Principal:
Mrs L. Smith BA.Hons PGCE

Policy Title	Pupil attendance and Planned Absence 16
School/WBC (Adopted date)	School
This policy complies with Warrington LA guidance	Yes
Linked Policies:	POLICY FOR PUPIL AUTHORISING ABSENCE (INCLUDING POLICY FOR TERM TIME HOLIDAY ABSENCE) 2015
Written By	School
Staff Approval Date	January 16
FGB Ratification Date	March 16
Signed by Chair of Governors	Mr Nigel Spencer
Review Date	January 19

POLICY FOR PUPIL AUTHORISING ABSENCE

G:\School Files\Policies\General policies\Pupil Attendance planned absence Policy 2015 updated March 2017.doc

(INCLUDING POLICY FOR TERM TIME HOLIDAY ABSENCE) 2015

Mission Statement

“To enjoy, to believe, to be amazed”

Rationale:

- To reduce the number and frequency of term time holidays
- To ensure consistency of practice across the Local Authority
- To ensure the policy is transparent to parents

Purpose:

The purpose of this policy is:

- To ensure pupils’ full attendance
- To give our pupils every opportunity to be successful in their learning
- To outline parent’s responsibilities to support child(ren)’s learning by ensuring attendance
- To outline the school’s approach to dealing with absence

Policy implementation:

The school will not authorise term time holidays except in exceptional circumstances. **In any event, the school will not authorise term time holidays in the following circumstances:**

- Where there have been previous term time holiday absences of any length
- Where pupils are in Year 2 or Year 6 (national curriculum testing)
- Where there is a retrospective request for term time holiday
- Where there is a history of poor attendance
- Where there is failure to evidence that any request is due to an exceptional circumstance

Process for seeking authorisation for a planned absence:

In all cases of planned absence, authorisation from the Principal must be sought in advance of the absence by using the planned absence form (attached). As a matter of policy, all retrospective requests for absence will be classed as unauthorised.

POLICY PRINCIPLE: AUTHORISED HOLIDAY ABSENCES WILL BE THE EXCEPTION. THE RULE WILL BE THAT HOLIDAY ABSENCES WILL NOT BE AUTHORISED

..... SCHOOL

REQUEST BY PARENT / CARER FOR A PLANNED PUPIL ABSENCE

Date of request: _____

Child’s name: _____ Teacher’s name: _____

First date of absence: _____ Last date of absence: _____

Total school days planned to be absent: _____

Current Attendance _____% FOR SCHOOL USE ONLY

Reason for planned absence (please tick)

Religious Observance R/O	Medical /Hospital Appointment M/O	Dental Appointment M/O
Approved sporting activity P/O	Holiday F/H/G	Other authorised circumstances C/O

Further details: Please give further details of your request for absence - failure to do so will compromise your request. If this is a request for holiday absence and the reason given is that holiday patterns are determined by parent/carer's employer, please provide written confirmation from employer of holiday pattern and an employer contact name and telephone number for verification purposes. Should this request for absence also affect siblings/relatives in another school please give details below of the pupil's name, class, year group and name of school.

Signed: _____ Parent / Guardian

School policies pertinent to this request can be found at (website).

Absence authorised / unauthorised Code given: _____

Principal: _____ Date: _____

CC: Parent/Carer
CC: School File



Parents of Pupils
All schools

Academic Year 2012/2013

Dear Parent

This letter is intended to emphasise the importance of school attendance and the need to avoid holidays during school term time. It is only by working together that we will continue to improve the achievements of Warrington's young people.

Contrary to popular belief, there is no entitlement to ten days off school for family holidays. Parents should not normally take pupils on holiday in term time and parents must apply for the leave in advance of taking it. All Warrington Principals have agreed in line with government guidance that, unless exceptional circumstances can be proved, any absence for a family holiday will be treated as an unauthorised absence.

Parents sometimes believe that if a pupil takes time off school at the beginning or end of a school term that this does not matter as much as at other times of the year. The teaching of the national curriculum and the need to prepare pupils for national tests and examinations means that there are no longer times of the school year when pupils can be absent without missing essential learning opportunities.

Further advice can be found on the Government's website www.gov.uk/

Schools in Warrington have high targets for improving upon the already impressive achievements of their pupils and one of the issues that will hamper them in doing this is pupils being absent from school for reasons apart from illness.

I am sure that you want your child to have the best possible start in life that comes from doing as well as they can during their time at school. I would ask parents who are considering taking their children on holiday during term time to consider the possible impact on their learning.

Yours sincerely

Pinaki Ghoshal

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