

# Balcombe C E (C) School

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## Attendance Policy

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Adopted by Governors: Sep 2012

Reviewed: Sep 2015  
Nov 2018  
Nov 2021

Next Review: Nov 2024

School starts promptly at 8.55am and registers close promptly at 9.05am.

Children arriving between 8.55am and 9.05am will be recorded as 'authorised late before the close of register.' Arrivals after 9.05am will be recorded as 'unauthorised late' and this is counted as an absence.

All late children must report to the office to sign in. This is a fire safety protocol.

If a child has not arrived by 9.15am and no suitable reason has been provided the parents will be contacted.

If you intend to keep your child away from school due to illness (or any other reason) please inform us as soon as possible.

If your child is unwell please either;

- telephone the school, selecting option 1, and report the reason for absence and anticipated date of return, if known
- email the school office (parent email address or use the 'Contact' tab on our website)

as early as possible but **no later than 9am**

**Children with vomiting and diarrhoea are to be kept off school for a minimum of 48 hours *after* the last bout of illness. They may only return to school 48 hours after their symptoms disappear.**

Attendance is monitored closely. If children are away from school for prolonged illness or regularly miss odd days, it is likely that you will be invited to have a discussion with the Head Teacher, to discuss ways to minimise the impact on your child's learning.

## **TERM-TIME HOLIDAY**

**DfE amendments to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head**

**teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

A 'Request for Absence from School' form must be submitted for applications for absence due to 'Exceptional Circumstances'. Below is a list of reasons for which permission might be granted:

- Major and/or prolonged illness of a parent or child
- To attend a family member's funeral
- Participation in a major competition
- To take an exam

This list is not exhaustive but taking children on holiday during term time for financial reasons is not included. Absence requests for holidays in term time due to parents' work commitments will not routinely be authorised, but consideration will be given where there are exceptional circumstances and the application is accompanied by an employer's letter.

### **COVID**

The Head Teacher will continue to monitor attendance guidance from the DFE and risk assess the measures needed in order to keep the school functioning and the school community safe. Any changes will be communicated to parents as required.