

## **Absence from School**

### **Illness**

Please ensure that you telephone the school to report your Child's absence by the close of registration; 9.05am. If your child has been absent from school and you have not informed the office on the day of absence, please send a letter on his/her return explaining reasons. Failure to do so will result in an 'unauthorised absence' mark on your Child's attendance records.

Once in school no child may leave the premises during school sessions unless a note is sent to the school office by the parent requesting that the child may leave. (Children should always be collected from reception and signed out on these occasions.)

### **Holidays**

Holidays during term time will only be granted in exceptional circumstances. Applications to take holiday during term time will be considered on an individual basis and should be applied for by personal letter stating why you wish to take your child out of school in term time and why the circumstances are exceptional.

Pupils with attendance of less than 95% are unlikely to be granted holiday.

Please note that you may be required to have an interview with a member of the leadership team before any holiday requests are granted.