

Pupil Absence from School, and Authorised and Unauthorised Absences from School

The majority of absences from school fall into the category of “authorised”. These are:-

- Medical and dental appointments and illness
- Other exceptional circumstances (e.g. bereavement) authorized by the Headteacher
- Day of religious observance in the religious body to which parents belong
- A performance for which an entertainment licence has been issued.

Parents are urged to take family holidays during school vacations in order to gain the maximum benefit from the education system. Where this is not possible, such absences must be discussed with the Headteacher. It is particularly important to avoid absence during certain periods of the school year, such as early in September and the weeks leading up to and during tests and examinations.

Please ensure that the class teacher or Headteacher are informed of the reason for all absences as they must be counted as unauthorized if no explanation is given. The registration period each morning ends at 9.10 a.m. Pupils arriving after that time are marked late and added to the unauthorized absences statistics. Parents are reminded, however, that school starts at 8.55 a.m. and they are required to help us to establish good habits of punctuality for their children.