

Absence from school

What are the different types of absence?

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences

Authorised absences are mornings or afternoons away from school for illness, where an adult informs us of the child's illness.

However, this authorisation will only be given if a student has an illness that is:

- contagious and is serious enough to require a visit to a G.P
- a notifiable disease,
- where the student has been medically advised not to attend school.

It does not include coughs and colds.

In all other circumstances a student should attend school. Authorised absences do not include medical/dental appointments, which should be arranged outside school hours. However, please note that absences without medical evidence will only be authorised for the first 5 days of illness and after that medical evidence will be required.

Any absence for illness, which is not authorised in either of these ways, will be classified as unauthorised.

Unauthorised absences

Unauthorised absences are those for which no permission can be given. This includes absences for the following reasons:

- Parents/carers keeping students away from school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- students who arrive at school too late to get a registration mark
- shopping, looking after siblings or birthdays
- day trips and holidays in term time
- excessive illness without medical evidence

These types of absence can lead to using sanctions and/or legal proceedings.

Whilst any student may be off school because they are ill, occasionally this can be where a child is reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents/carers and the student. If a student is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending.

Procedures for reporting absence

If a student is absent, parents/carers must:

- Contact the school as soon as possible on the first day of absence;
- Send a note/absence slip with an explanation of the absence to the Form Tutor on their first day of return – parents/carers must do this even if they have already telephoned us;
- Or, parents can call into school and report to reception, who will arrange for a member of staff to speak with them.

Once a student returns to school they will need to prioritise catching up with any work missed and familiarising themselves with any topics covered during their absence.