

Request for Leave of Absence

The Department for Education made changes in September 2024 regarding Leave of Absence during term time. Leave of Absence is not permitted during term time unless there are 'exceptional circumstances.'

Family holidays and term time leave

Parents/carers should ensure that family holidays are arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first filled in a leave of absence form in advance. (The form can be obtained from the school office and is on-line).

All requests for term time absence will be responded to in writing and will only be authorised in the most extreme circumstances. If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.



Reporting an Absence

Most cases of absence due to illness are short-term, but parents/carers must make a phone call to alert the school before 9am on the first day and every day that your child is absent.

To report an absence, you should call the school office on 01908 867356. There is an answerphone so that you can leave a message out of school office hours.

Please state the reason for the absence so that we have enough information to decide whether the absence should be authorised or not.

What is an unauthorised absence?

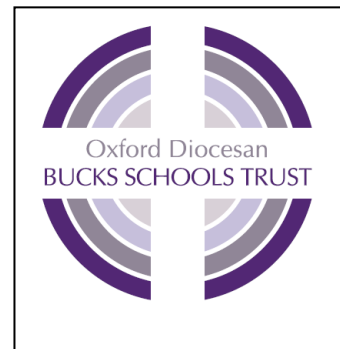
These are absences which the school does not consider reasonable and for which "leave" of absence has not been given. This also includes where the school is not informed of why a child is absent.

Some examples of this type of absence include:

- Parents/carers keeping their child away from school unnecessarily – e.g. childcare arrangements, looking after siblings or relatives or because parents are unwell. Alternative arrangements should be in place to ensure the child attends school
- Shopping trips
- Birthdays
- Holidays
- Weekend Visits



Attendance Information for Parents and Carers September 2025



Attendance Matters

Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- 98% attendance = 4 school days missed
- 95% attendance = 10 school days missed
- 90% attendance = 19 school days missed
- 80% attendance = 38 school days missed
- Five minutes late = 3 days missed
- 15 minutes late = 2 weeks missed
- 30 minutes late = 4 weeks missed

Please help us promote good attendance throughout our school – you really do play an important role.

At Christ the Sower we believe attendance is a shared responsibility, involving both the school and parents. We will work with families to identify the reasons for poor attendance and try to resolve any difficulties. If there is no improvement, legal action can be taken by the local authority.

If you need any support with attendance or getting to school on time, please contact the Mrs Robertson via the school office.

Punctuality Matters

Good attendance doesn't just involve being present in school – it also involves punctuality. Parents have a responsibility to ensure that their child arrives at school on time and stays in school during the day.

The school gates open at 8:30am and all pupils are expected to be in their classrooms at 8.50am ready to start lessons.

If your child arrives after 8.50am, when the gates are closed, children and parents must report to the school office to sign in to ensure that we can be responsible for their health and safety whilst they are in school.

Children arriving after 09.20am when the register is closed will be marked as U – this is classed as an unauthorised absence for the morning session.

10 or more U codes over a period of 6 weeks can result in the issuing of a Fixed Penalty Notice.

Once you have registered your child at a school, as a parent, you are legally responsible for ensuring that your child attends. Failure to do so is an offence under section 444(1) of the Education Act 1996. If a child is registered at a school, they must by law attend that school regularly and punctually.

Is my child too ill for school?

Although being ill may prevent your child from coming to school, **if they can get out of bed and play or enjoy TV, they should be in school.**

Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.

Looking after your child is very important to us and we will contact you if we feel they should be at home.

Individual days off school for headaches and stomach aches add up and can significantly affect learning. If you are concerned that your child is struggling to attend school due to anxiety, please contact Mrs Robertson – the earlier we address a problem the easier it is to solve.

How do we monitor attendance?

Mrs Robertson monitors attendance closely and may speak with you in person by making a home visit or by telephone to discuss any concerns we have.

If your child misses 10 days of school across the school year you will be issued with a letter informing you of this.

If your child misses 15 days you will be invited to attend a meeting and agree an attendance contract.

Should a child miss 19 days of school they are regarded as a persistent absentee.