

Parsloes Primary School

**Reporting Absence &
Leave of Absence during Term Time**

Good attendance has an impact on your child's attainment. However, there will be times when your child may be unavoidably absent from school, for example when they are ill or have medical appointments that cannot take place out of school time. On the first day of absence parents must phone the main school number, **020 8270 4925** or leave a text message **on 07860 034989**, explaining the reason for the absence. Messages can also be given at the door in the morning. Please ensure you give your child's full name and class. Letters and/or appointment cards for medical appointments must be shown for us to authorise the absence.

If we do not receive a reason for the absence on the day, you will get a text message from our Groupcall system asking for this information. This information is kept with our registers and provides evidence of the reasons for absences.

Only the school can authorise an absence and authorisation will depend on the reasons for absence, which is why it is important to this communication. If we have not received a reason for any absence a written request for this information will be sent.

All schools are required to submit termly absence figures to the Local authority. The school is then required to meet an agreed attendance target. Our attendance figures and absences are monitored fortnightly by our Local Authority Attendance Officer.

Attendance figures are also included on your child's end of year report.

At Parsloes we do not approve any term time holiday. This is in line with DFE guidance that came into force September 2013.

We would expect all holidays to be taken during school closures. If under exceptional circumstances you need to take your child out of school during term time you must put your request for the absence to be authorised in writing to the school. Please note it will only be in very exceptional circumstances that these absences will be authorised.

If the leave is not authorised the absence will be marked as 'unauthorised holiday' and will be noted as such on your child's end of year report.