

LORD DERAMORE'S PRIMARY SCHOOL

SCHOOL ATTENDANCE POLICY

Our aim is that children are happy healthy learners. We expect parents and carers to value their child's education and recognise that regular attendance is important for children to progress.

Set out below is the school's procedures for reporting absence.

- **Absence due to Illness**

We would like parents/Carers to inform the school of their child's absence as soon as possible, with the reason for absence and the likely length of absence. It is requested that dental and medical appointments are planned for after school but understand that emergency appointments may be during the school day. We would like parents/carers to inform the school. Illness is categorised as an authorised absence in the register.

- **Family Holidays**

Leave of absence may be given for up to ten days per school year. No time beyond that can be authorised other than in 'exceptional circumstances'. Requests for an annual holiday of not more than ten days can be made on the "Request for Leave of Absence" form available from the school office.

- **Family Bereavements**

Requests of this nature will be handled sensitively and will always be authorised.

- **Absence for a Special Event**

Any special event, such as a family wedding, or the graduation of an older brother or sister will be authorised.

- **Unauthorised Absence**

Absence for such things as shopping during school hours, or for visits to the hairdresser cannot be authorised by the school.

- **Truancy**

Truancy has never been a problem at this school. Parents/Carers are very supportive in informing us of absences. If, however, we suspect that a child is absent without parental/carers consent, we will contact parents/carers immediately.

- **Regular Attendance**

In promoting regular attendance, the school will work closely with the school's Education Welfare Officer, Kerry Gregory.

- **Registers**

School attendance registers are monitored regularly by the Education Welfare Officer.



Approved by FGB

Meeting Date July 2018