**Attendance and Holidays Information - Updated 17th November 2015**

Parents of children of compulsory school age (i.e. the term following their 5th birthday), have a legal responsibility to ensure that they **attend** **school regularly and punctually**. Our expectation is that all children will attend full-time i.e. from 8.50 am until 3.30 pm from the start of the academic year.

There is a legal requirement also for the school to account for all absences. If your child is absent, we need to know why so we ask you to telephone us before 9.10 am on the first day of absence and every day thereafter.

If we do not hear from you we will contact you via our messaging system (text) or by telephone to ask for the reason for absence. The Department for Education is specific on the subject of absences, which are either authorised or unauthorised by the school.

Reasons for authorised absence are:

* any absence that is unavoidable (e.g. illness)
* medical appointments (with verification, if necessary)
* religious observance

Children, who need to leave school for medical appointments and return later, need to be registered at the office on exit and entry.

For an absence to be authorised the school has to be satisfied with the parents’ explanation. Except for illness and medical / dental appointments, ***all other absences*** need to be requested by parents using the Hampshire form ‘ Request to Authorise Absence from School Due to Exceptional Circumstances’. Please click on the link below or collect a form from the school office.

<http://www3.hants.gov.uk/application_form_to_request_absence.pdf>

A directive from Hampshire County Council states that schools are not allowed to authorise absence for holidays during term time, therefore a child’s absence from school for a family holiday ***will not*** be authorised. We hope you will endeavor to keep any planned absences for your child within the school holidays.

The latest information we have received from Hampshire County Council is available on the following link:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

If you are having any problems with your child relating to attendance, please contact school and request a telephone call or meeting with

Mrs Lever our Home School Link Worker who will be pleased to help.