

Fyling Hall School

Attendance Policy



Attendance

Late arrivals/Absence during the day

Pupils should sign in or out at the School Office if they arrive late or are leaving during the school day.

It is requested that an email is sent to office@fylinghall.org , notifying of an absence during the day, for appointments etc. Please specify times of arrival or departure so that we can update staff.

Absence

If your child is absent from School please telephone or email in the morning, before 8.30am to let the School Office know. As a matter of good practice, we will always endeavour to check your child's absence with you, should we have an unexplained absence.

The School expects parents to maintain reasonable communication with the school during the absence of the child. Initially this would probably be daily but may become less frequent in the case of a long absence.

For any absence of over two weeks unless the child has been hospitalised, the school will require a letter from the doctor indicating what has been the reason for the absence.

Absence for holidays

This is not encouraged and there are strict DfE guidelines to which we have to adhere. This means that any absence for longer than 10 school days in term time must be reported to the local Education Welfare Officer.

Our guiding rule is that if you absolutely have to take your son or daughter out of school for any part of normal school time, a letter/email should be written to the Head requesting permission to do so!

Please observe the following protocol for requesting holidays in term time:

- Please make a formal request to the Head Teacher in writing to take your child out of school during term time, giving appropriate reasons why.
- Your request for leave of absence should be for no more than 1 week of duration in term.
- Parents are expected to request leave of absence in advance of any such holiday being booked.
- For other exceptional leave, for a longer period than a week please book an appointment with the Head Teacher to discuss the matter.
- Unauthorised absences are recorded formally and form part of the summative report and assessment of a pupil when they leave the School.