'Be Kind, Be Your Best'

NOTIFICATION OF PUPIL ABSENCE DURING TERM TIME

To help us safeguard our pupils and monitor attendance we require advance notice of any planned absence from school. If a pupil is absent without notice from a parent or carer, we will undertake a home visit to ensure their safety. Please provide pupil absence information below. Thank you.

Name of child …… **Class** ……

Date from …….. **Date to** …… **Total no. of school days to be missed** ……

Reason:

……..

……..

Signed …… **Parent/Guardian** **Date** ……..

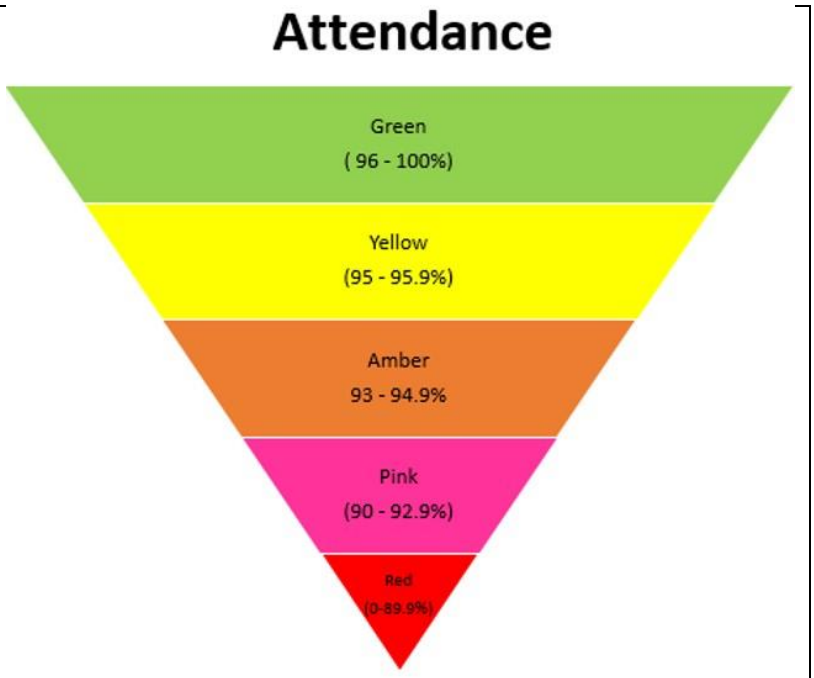
Holidays During Term Time

The Dell Primary School is committed to securing excellent attendance for all its learners.

The Dell Primary School is committed to upholding the legal requirements for compulsory school attendance for all pupils of statutory age.

There is no statutory right to take children out of school. The school does not authorise absence from school during term other than sickness, unavoidable medical or dental appointments, days of religious observance and exceptional family circumstances.

Please note that where absence is unauthorised, this is reflected in the legal coding used on the official school register. While pupil absence data may trigger internal processes, referrals and financial sanctions, the school does not have the right to stop parents taking a child on holiday during term time.



Attendance Groups & Risk	
Green	No Risk
Yellow	Risk of Under Achievement
Amber	Serious Risk of Under Achievement
Pink	Severe Risk of Under Achievement
Red	Extreme Risk of Under Achievement

100% Attendance	0 days missed	Excellent
95% Attendance	9 days of absence OR 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence OR 3 weeks and 4 days of learning missed	Unsatisfactory
85% Attendance	28 days of absence OR 5 weeks and 3 days of learning missed	Poor
80% Attendance (or Below)	38 days of absence OR 7 weeks and 3 days of learning missed	Unacceptable

Signed (headteacher) …… Date Reviewed ……