



NOTIFICATION OF PUPIL ABSENCE IN TERM TIME

(updated January 2024)

To help us with our system of safeguarding children & monitoring attendance we need to know in advance of any planned absences from school whatever the reason. If a child is absent and we cannot ascertain that they are safe we will undertake a home visit to ensure their safety. This is disruptive to the running of the school and in nearly all cases, very avoidable. Please provide absence information here.

Name of child(ren) Class

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

Reason:

.....
.....

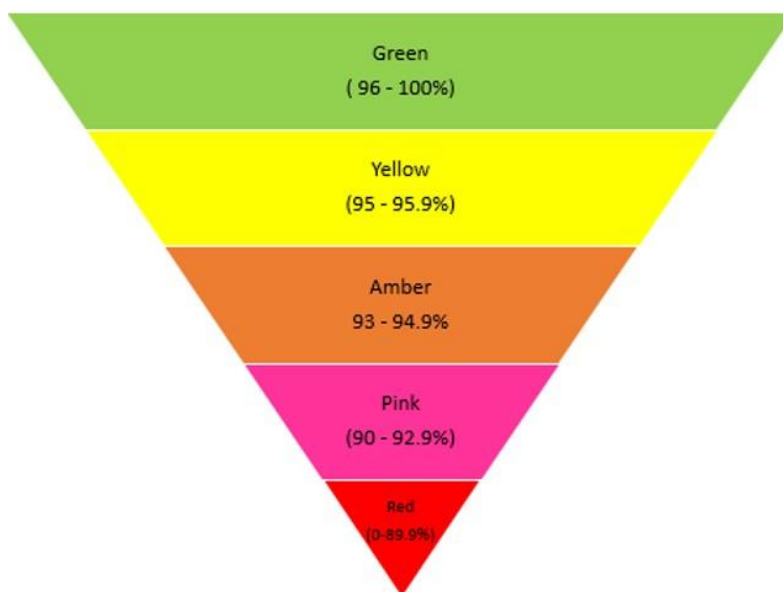
Signed Parent/Guardian Date

Holidays During Term Time

The Dell Primary School is committed to securing excellent attendance for its pupils in order that they receive an excellent education and do not jeopardise their future life chances to succeed. As such, 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/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 in the school register. While absence level may trigger internal processes and referrals, the school does not have the power to stop parents taking a child on holiday during term time.

Attendance



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	Poor
85% Attendance	28 days of absence OR 5 weeks and 3 days of learning missed	Very Poor
80% Attendance (or Below)	38 days of absence OR 7 weeks and 3 days of learning missed	Unacceptable

Signed (headteacher)

Date Reviewed