



Dear Parents/Carers

Absence and Attendance Procedures
Fossebrook Primary School

Here at Fossebrook we pride ourselves on being “a place of discovery and friendship”. The attendance of our pupils is vital to ensuring that we are able to continue to work towards this goal and with this in mind we would like to take this opportunity to reiterate our Absence and Attendance procedures for Redlands.

The school and its staff regard the regular attendance of children at school as being vital to each child’s education and development. It is for this reason that nonattendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

Details of the updated Leicestershire County Council Guidance Notes for Unauthorised Leave of Absence can be found at [Guidance Note - Unauthorised Leave of Absence - Penalty Notices \(leicestershire.gov.uk\)](https://www.leicestershire.gov.uk/guidance/leaving-school/unauthorised-leave-of-absence)

Lateness

Children are expected to report for registration by 8.45am. The school gates at Fossebrook open at 8.30am and close at 9am. Any child arriving late, and/or after 9am should sign in at the School Office and will be marked as late on the register. Continued lateness will be monitored through our attendance reporting and continued lateness may be forwarded onto an Educational Welfare Officer and/or County Hall for their consideration.

Children arriving via the office **must use the online sign in system to register into school for the day**. This is a new process that supports with attendance monitoring and pupil welfare.

Absence due to illness

If your child is too unwell to attend school, we request that you contact the school before 9am on the morning of the first period of absence and to give a brief description of why your child will not be in attendance. This can be done by calling 0116 3087966 or emailing admin@dsatfossebrook.org.uk.

If your child is absent for more than one day as a result of the illness, please contact the school on a **daily basis** to update, even where you may be following school guidelines regarding 48hr sickness procedures.

48hr sickness and diarrhoea policy

If your child has diarrhoea and/or is sick for any reason, they cannot attend school for 48hrs following the last episode of sickness and/or diarrhoea – you must contact the school on a daily basis)

Absence due to Medical appointments

Although we ask that, where possible, all medical appointments are made outside of school time, we understand that this may not always be possible. In the event that your child has a medical appointment that will require them to be absent from school, please advise the school office and provide proof of the appointment for our attendance records, this can be a text message, written letter, appointment card etc. In most cases a copy of this proof will be taken. Please ensure that you outline whether or not your child will be returning to school prior to or following the appointment.

If your child will need to be collected during the school day, proof of appointment will still be required along with confirmation of the time you will be collecting your child from school. Upon collection, children must be **signed out via the office using the online sign out system** for attendance, safeguarding and welfare purposes.

Continued...

Absence due to Holiday.

It remains the position that Headteachers cannot authorise holiday absence during term time, unless there is a written request made in advance and the reason is deemed to be of exceptional circumstances. **The onus would on parents to show clear evidence in all requests for an absence from school.** In difficult family situations or where the parents feel the absence is of exceptional circumstances, this should be clearly outlined within the written request to ensure that the Headteacher can consider the request upon its own individual merits, taking into account the overall welfare of the child. The Headteacher may use his/her discretion in granting leave should they feel that exceptional circumstances have been met along with supporting documentary evidence.

Examples of exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad, where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- The death or terminal illness of an immediate relative.
- Religious observance – The Education Act 1996 S444(3) (c), states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”.
- To attend a wedding or funeral of an immediate relative. Leave may only be authorised for this purpose when the Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time. In such cases, only the day of the wedding/funeral itself would be agreed, any additional time would be unauthorised.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the Trust prior to any authorisation being given to the parent. Evidence would be required in each case.

Should you wish to make a request for a leave of absence – please email the school to admin@fossebrook.org.uk or collect a holiday request form from the school office – you will then be notified via email of the outcome of your request.

Penalty Notices will be issued where there are 5 or more days of unauthorised leave of absence.

If your child has unauthorised leave of absence, you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution. This process is facilitated by the Local Authority; Redlands do not receive any of the fine money collected from any penalty notice issued.

Best Wishes

Mrs Stone
Headteacher