



ATTENDANCE

The different types of absence and holiday requests

Unbroken attendance at school is important for learning. However, there will be times when absence is unavoidable and acceptable. Each absence is classed as **authorised** or **unauthorised**. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Unacceptable Reasons

The following reasons are not acceptable:

- shopping visits and days out to theme parks or to attend concerts/shows
- celebrating their birthday or a family members birthday
- parental illness
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)

Term time holidays

(including long weekends taken on Fridays and or Mondays)

Belmont School does not authorise the taking of family holidays in term time, unless exceptional circumstances apply,

We would interpret 'exceptional' in this context as **fully meeting the criteria of rare, significant, unavoidable and short**. We consider the attendance over time and not simply within the current school year. This interpretation will have different parameters from one case to another but the **normality will be that requests for authorised absence will be refused**.



90% and below
Drastic effect on academic achievement

91% - 94%
Cause for concern

95% - 100%
Expected

Parents/carers are reminded that pupils have regular opportunities for holidays and that absence from school, for any reason, can have a negative impact on a child's educational progress and potential achievement.

It is the responsibility of the requesting parents/carers to evidence the exceptionality of the circumstances.

All requests for leave of absence for holidays during term time, will be screened. The Headteacher may determine the number of school days that a child can be away from school (as justified by the exceptional circumstances for non-attendance during term time), or a request made to the Local Authority for the issuing of a Fixed Penalty Notice (FPN).