

BEDGROVE INFANT SCHOOL

ATTENDANCE POLICY

This school aims to provide a safe environment that stimulates and enthuses, according to our children's abilities. In order for the children to experience this they must attend school regularly. They have to be ready to participate in the challenges of a full school day.

Bedgrove Infant School encourages good attendance and will investigate all absenteeism. We will work closely with parents should attendance give cause for concern.

Parents are responsible for ensuring that their child attends school regularly, properly dressed and ready to participate in the challenges of a full day.

Parents are responsible for informing the school of an absence on the first full day, by letter, phone or personal visit.

On notification the Governors will decide whether absence is authorised or unauthorised. Absence from school may be authorised if it is for one of the following reasons:-

- Sickness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement
- Marriage of immediate family
- Other exceptional circumstances will be considered on their individual merit

Absence from school will not be authorised for:-

- Shopping
- Birthdays
- Holidays
- Long weekend breaks

Parents have the right to request leave of absence (up to ten days) and are advised to apply to the school wherever possible at least one month before the proposed period of absence. **Any request will be unauthorised unless one or more of the above exceptional circumstances exist.** In such instances, the request should be put into writing.