



# SCHOOL ABSENCES POLICY AND PROCEDURES

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# SCHOOL ABSENCES PROCEDURE

## Types of Absences from School

There are two types of absence from school: authorised and unauthorised:

Authorised absences are those where the pupil has received authorisation from a teacher or authorised representative of the school or where satisfactory explanations have been received from a parent/carer (e.g. pupil illness.)

Unauthorised absences are those where a pupil is absent from school without the permission of a teacher or representative of the school (i.e. truancy).

## Planned Absence Notification:

If parents/carers are planning to take pupils out of school (perhaps for a family holiday or on religious grounds), the school needs to be consulted before the planned period of absence.

Parents/carers should be referred to the School Attendance Policy for initial guidance and should then complete the Request Form for Planned Absence. The Request Form should be signed by the parent/carer and sent to the Principal and/or Head of ABA well before the start of the period of absence and before making any bookings relating to the absence.

Important note: Parents/Carers are to be strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday, and Chrysalis School for Autism will not as a rule authorise leave for such holidays.

If the pupil is absent from school and where advance authorisation has not been agreed, Chrysalis will record an 'unauthorised absence' against the pupil.

The Request Form should only be used and submitted by parents/carers to request a pre-planned pupil absence.

## Same Day Notification:

For 'same day' notification (short-term illness or doctors' appointments etc) Parents/carers should notify the school as soon as possible, ideally by 8.30am on each morning of absence.

If the pupil is absent from school and a notification of absence is not received, Chrysalis may record an 'unauthorised absence' against the pupil.

If a pupil is due to leave school premises during the school day (perhaps to go to a medical appointment) the parent/carer should also write a short explanatory note in their child's Home/ School book.

This authorisation will be checked by the Principal, Head of ABA or and/or tutor of the lesson they are leaving. The pupil must be 'signed out' before leaving the school premises so the school has a record of them being off-site in the event of a fire evacuation or other emergency. The pupil should be 'signed in' on their return.

#### General Notes:

If the circumstances of a pupil absence do not fit any of the above scenarios, parents/carers should phone the school and leave a brief explanation and contact number. A member of staff will call them back during the morning to discuss the details.

Parents/carers are asked to notify Chrysalis by 8.30am on each day of pupil absence, unless alternative arrangements have been agreed.

Upon notification, details will be entered on the pupil records and the relevant staff will be informed.

Any pupil found using the notification facilities with the intention to mislead or gain advantage will have committed a significant breach of school discipline. Such misuse will result in disciplinary procedures being opened by Chrysalis School for Autism.

For long term medical absence, please refer to our School Attendance Policy. Additional information can also be obtained from Hertfordshire County Council, Children Schools and Families <http://www.hertsdirect.org/infobase/docs/pdfstore/attendingreg08.pdf> "Attending School Regularly" leaflet . The leaflet covers general topics as 'Regular Attendance', 'Holidays During Term-time', 'Extended Visits Overseas', 'What Parents Can Do to Help', 'Education Welfare Officers' and then explains some aspects of 'The Law' relating to a pupil's absence from school.