

# Authorised & Unauthorised Absences

## Authorised Absences

Absence for the following reasons is authorised but patterns of absence will be monitored and investigated if necessary. More detailed absence information is available from the **Attendance Policy** on the school website.

- Illness
- Medical Appointment
- Funerals
- External Examinations
- University Visits
- Study Leave

**S2 Form** The law states that the Headteacher can authorise absence in exceptional circumstances, and that this must be sought in advance of the proposed absence using the **S2 form**.

## Unauthorised Absences

More detailed information on absences is available from the **Attendance Policy** on the school website. Examples of unauthorised absence are shown below:

- Looking after younger children/sick relatives
- Attending concerts/events
- Birthdays (student/relative)
- Relatives visiting/visiting relatives
- Resting after a late night
- Holiday during term time
- Truancy
- Any absence school not informed about and not approved

## Holidays in Term Time

School holidays are published well in advance and parents are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances the Headteacher has the discretion to authorised leave in term time but parents should be aware this is **not a legal entitlement**.

With only 190 statutory school days in the year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1 September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

At Barley Lane School we take school attendance very seriously and are committed to attempting to engage every child with the school, their well-being and happiness and their learning. We are a very supportive school and will try to make considerations for students who need additional support. We are, however, bound by law to ensure that each pupil attends school in excess of 9% of the time



Everyone matters at.....



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