

## Authorised Absences

Absence for the following reasons would normally be authorised but patterns of absence will be monitored and investigated if necessary. If absence drops below certain thresholds then absences may need to be evidenced (e.g. doctor's note for illness) before it will be authorised.

Illness	Essential Medical Appointment
Funerals	Wedding of Parent / Sibling
Other Circumstances Considered Exceptional	

## Unauthorised Absences

Examples of unauthorised absence are shown below:

Truancy	Looking after younger children / sick relatives
Birthdays (pupil / relative)	Resting after a late night
Relatives visiting / visiting relatives	Attending concerts / events

Any absence the school has not been informed about and not approved

Holiday during term time (even if parents consider their line of work to be such that they cannot take holidays during designated school holidays, e.g. owning a hotel, this still would be unauthorised)

# ATTENDANCE MATTERS



At Pathfield school, we recognise the unique challenges and barriers that some of our students may face. We will work collaboratively, using relational approaches, to engage with parents and ensure that barriers to good school attendance are removed. This includes making reasonable adjustments and working with outside agencies where appropriate. Please contact your child's class teacher if you are concerned about your child's attendance.

## INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance for parents. Our full attendance policy can be found at:

<https://www.pathfield.devon.sch.uk/about/policies-documents/>

### Why Attendance Matters

We want your child to thrive in our school every day. We build strong and enduring relationships because we believe this is the foundation pupils need to fully engage in our community, to feel a sense of belonging and succeed.

Every child has a right to access education, and **everyone** is responsible for supporting and promoting excellent school attendance and punctuality. Pathfield School are committed to providing the highest quality of education to our pupils and we recognise the clear link between attendance and the attainment of our pupils.

As a parent/ carer you have a legal duty to ensure your child of compulsory school age attends school regularly. This includes promoting a positive culture of school attendance. It is our duty to strive for a goal of 100% attendance for all pupils, so that they can take full advantage of the opportunities offered. It is vital that your child is at school, on time, every day the school is open, unless the reason for absence is unavoidable.

### What Constitutes Good Attendance?

Attendance %	Rating	Days absent	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress
92%	Concern (Persistent Absence*)	15	
90%	Serious Concern **	19	<b>Serious Concern</b> <b>Missing this much education is not fair on your child and may result in legal action</b>

### Persistent Absence / Suspicious Absence

If poor attendance is persistent, or suspicious, we will contact you to consider the reason(s) for absence, outline the importance of good attendance and offer support.

For a more detailed explanation of this process, please refer to the full attendance policy available on the school website.

### Authorised & Unauthorised Absences

The law states that the Headteacher can authorise absence in exceptional circumstances. If you need to request authorised absence, you must complete an S2 form. These are available on request from reception. As parents/ carers you are responsible for ensuring the S2 form is completed in advance, allowing time for a decision before the date of intended absence.

It is recommended that this completed form is sent into the school at least three school weeks before the intended absence.

Following support and intervention, if absence continues to be persistent/ severe, the school will progress to legal intervention. This may include: Formal Support, Attendance Prosecution and/or referral to Children's Social Care (Working Together to Improve School Attendance, 2024)

**As a parent/carers, you have a legal responsibility to ensure that your child attends school regularly and punctually.**

**9.15  
am**

Parents/ carers should notify school of the reason for a absence before 9.15am. This can be done by phoning **01271 342423** (choose **Option 1**), or by emailing:

**absence@pathfield.devon.sch.uk**

Parents are expected to contact the school for each day of pupil absence.

### Granting

### Leaves of Absence

School holiday dates 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.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

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

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.