



Valley Invicta Primary School at East Borough

Important Attendance Information / Absence Request Form

(Please read this information carefully before completing the details overleaf)

By law it is a parent's responsibility to ensure their child attends school regularly and on time.

East Borough is committed to addressing and improving any attendance issues.

90% attendance is the equivalent to your child missing one half a day every week!

There are 175 non-school days a year, medical appointments should be booked for one of these days wherever possible or before/after school hours.

Persistent lateness causes disruption to learning, causes embarrassment for your child and makes learning harder for them as they miss vital instruction. It can legally be counted as unauthorised absence.

If your child is ill and you are unsure if you should send them to school – ring and talk it through with us.

The first day of any absence and the reason for it must be reported to us before 9am by calling 01622 754633 and leaving a message on the absence line or texting 01622 320063.

Absence requests for a holiday during term time **will not** be authorised.

Absence requests for the following **will not** be authorised:-

- Visits of relatives
- Birthdays
- Family outings
- Parent/sibling being unwell
- Lack of uniform
- Waiting in for deliveries or services

Authorisation for absence **may** be provided in exceptional circumstances such as:-

- A death in the family or the funeral of a close relative
- A family wedding for a close family member
- A doctor, hospital or dental appointment where it has not been possible to make an appointment outside of school hours.

If absence is not authorised and you still take your child out of school, the absence will be recorded as unauthorised which could lead to a fine for each person with parental responsibility.

Any absence requests need to be in writing on the form below and at least two weeks in advance of the date(s).

Child's name:	Class:
First date absent from school:	Date of return to school:
Total number of school days missed:	
Exceptional reason for absence:	
Signed by parent/guardian:	
Print name:	Date:

We will respond to your request in writing, please note absence cannot be authorised retrospectively and the Head Teacher's decision is final.