



## Attendance and Leave Requests



It is essential that children form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. St Augustine's is committed to working together to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent/carer's responsibility to ensure that their children attend school.

St Augustine's has agreed the following:

- It is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education but is also a key skill for adult life. Lateness is monitored by the school and contributes to absence rates.
- St Augustine's will monitor the attendance of our pupils and work closely with Dorset County Council's School Attendance Service to support children whose attendance levels are causing concern.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided.
- If a child is ill or absent from school for any reason, it is the responsibility of the parent/carer to ensure they inform the school of the reason for their child's absence by 9.30am. St Augustine's operates a targeted "First Day Call" system, which means that they will contact you to ask why your child is not in school and when they are expected to return.
- No Leave of Absence will be granted during term time, except in exceptional circumstances.
- Absence requests must be made in advance to the school by completing an 'Student Absence Request' form which is available from the School Office or the school website [https://www.staugustines.dorset.sch.uk/website/school\\_forms](https://www.staugustines.dorset.sch.uk/website/school_forms)
- Should you wish to take your child out of school for any leave of absence, holidays or otherwise, requests will **not** be routinely granted. Any absence which has not been authorised by St Augustine's will be recorded as 'unauthorised' and this has the potential to impact on your child's overall absence figure and could result in a fine and legal action.

**St Augustine's is committed to ensuring that every learner had the opportunity to thrive and achieve, and recognises that good attendance is central to this.**