



Ss Alban & Stephen Catholic Infant & Nursery School
Vanda Crescent, St. Albans, AL1 5EX
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Dear Parents/Carers

School Attendance Policy

Regular, prompt attendance at school is essential for your child to make excellent progress in their learning and development. I wanted to take this opportunity to highlight to you the legal requirement you are under for them to be educated. The Governors have re-considered the school's absence policy in the light of Government guidance and advice from our local attendance improvement officer. The school's revised absence policy is effective immediately. Any existing authorised absence is not affected.

The Government and school policies are:

- **Government policy** - Parents are legally responsible for making sure that their children of compulsory school age receive a suitable full-time education.
- **School Policy** – Absence will only be approved during term-time in exceptional circumstances.

Head teacher's discretion

'Exceptional circumstances' are to be determined by the Head Teacher. Such consideration is given great care.

Please note that:

- Absence will only be authorised in 'exceptional circumstances' which include, for example, a funeral/bereavement where absence in term-time is unavoidable.
- Leave will not be granted for holidays or travelling to/from holidays (including those to visit family) as these are not usually exceptional circumstances.

If the absence is unavoidable, even if not authorised, the school will work with you to try to ensure that your child's education does not suffer.

We all want what is in the children's best interests and can work together to achieve this.

Yours sincerely

Aisling Cannon,

Acting Head teacher



Application Form for Leave of Absence

Name of child:	
Class:	
Name of parent/carer:	
Contact details of parent/carer:	
Dates of absence requested:	From to
Number of days requested:	
Reason for request:	
Exceptional circumstances (if applicable):	
Date of request:	

For office use only:

Attendance %:	
Approval given: Y/N	
Reason:	
Date replied:	

To the parent/carers of Class.....

Your request for authorised absence from to has been approved/denied.

If you have any concerns over this decision, or intend to take unauthorised absence, please contact Miss Cannon to discuss.