

# Haddenham Community Junior School

## Attendance Policy

This school aims to provide a safe environment that stimulates and enthuses, according to our children's abilities.

In order for the children to experience this they must attend school regularly.

They have to be ready to participate in the challenges of a full school day.

**Haddenham Community Junior School** will encourage good attendance and will investigate all absenteeism.

We will work closely with parents should attendance give cause for concern.

**Parents** are responsible for ensuring that their child attends school regularly, properly dressed and ready to participate in the challenges of a full day.

**Parents** are responsible for informing the school of an absence on the first full day, by letter, phone or personal visit.

On notification the Governors will decide whether the absence is authorised or unauthorised.

Absence from school may be authorised if it is for one of the following reasons:-

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement
- Marriage of immediate family.

Absence from school will not be authorised for:-

- Shopping
- Birthdays
- Holidays
- Long weekend breaks.

Parents have the right to request leave of absence for family holidays (up to ten days) and are advised to apply to the school at least one month before the proposed period of absence. Any request will be unauthorised unless one or more of the above exceptional circumstances exist. In such instances, the request should be put into writing.

The policy will be reviewed regularly.

This Attendance Policy has been agreed by the Governors of the following schools:-

Haddenham County First School

Haddenham St. Mary's CE Infant School

Cuddington CE Infant School

Haddenham Community Junior School

May, 2003.