

## **Authorised and Unauthorised Absence from School**

The Governing Board would like to clarify the school's position in relation to authorised and unauthorised absence from school.

Attendance at school is a legal requirement during school term. The Headteacher can only authorise absences in exceptional circumstances. Holidays are not considered an exceptional circumstance. Dates for the start and end of each school term are sent out and publicised well in advance. Including weekends and holidays, children and families have around 175 days off school each year to spend time together. If an event can reasonably be scheduled outside of term time, it will not be normal to authorise absence. If there are exceptional circumstances where a parent or carer believes a child would benefit from being taken out of school during term time, that parent or carer must write to the Headteacher seeking approval. A pupil's previous record of attendance will be taken into account when the Headteacher considers whether any particular circumstances can be described as exceptional. If the absence goes ahead after an application for approval has been declined, the school can ask the local authority (Cheshire West and Chester Council) to issue each parent or carer with a Fixed Penalty Notice.