



## **Attendance Policy**

### **Absences**

Parents should phone or email before 9 a.m. if possible giving a reason why their child is absent and this should be followed up with a written note or e-mail on the pupil's return to school. If a pupil is absent without explanation when the register is called the class teacher should contact the parents as soon as possible.

Pupils who are persistently late or absent without explanation should be reported to the Head Teacher who will then take up the matter with the parents. The Head Teacher has a responsibility to inform the LEA if a pupil fails to attend regularly for no good reason, or has been absent for a continuous period of ten days without contact from the parents.

(In addition the local authority is to be informed when a pupil ceases to attend the school to receive education otherwise than at school, no longer lives locally, has been permanently excluded or is ill and unlikely to return to school before ceasing to be of compulsory school age.)

### **Family Holidays**

Family holidays during term time are strongly discouraged because it is disruptive to a child's education. However, according to DfE guidelines, family holidays up to 10 school days in any school year may be authorised. In exceptional circumstances the School may agree to a lengthier period.

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Immanuel Christian School  
Attendance Policy – version 1  
Adopted at Governors Meeting on 12/10/2012.