



Mr Rob Harris
Headteacher

Burchetts Green CE Infant School

Burchetts Green, Maidenhead, Berkshire. SL6 6QZ
Telephone: 01628 822926 Email: office@bgis.org.uk
website: www.bgis.org.uk



Dear Parents

ABSENCE OF CHILDREN FROM SCHOOL

Absence of children from school falls into two categories, authorised and unauthorised. Figures for both types of absence are published in the school prospectus which is available on line.

Authorised absence is recorded when children are:

- prevented from attending by sickness;
- prevented from attending by unavoidable causes (including the non-availability of LA provided transport);

Or the Governing Body may grant leave of absence in the following exceptional circumstances;

- acute personal or family difficulty
- Special religious occasions related to the family's faith
- Examinations out of school e.g. ballet, musical instrument
- Visits to other schools

However, you should not expect such leave to be granted as of right. Permission must be applied for at least ten days before the visit is to take place.

Unauthorised absence is recorded when:

- children arrive at school after the register closes at 9.30 a.m. and the absence cannot be authorised as above;
- the Governing Body has been unable to authorise a request due to the circumstances described.

Parents and Carers are advised that, following the introduction of new policy guidelines, request for leave of absence will **not** be authorised unless there are exceptional circumstances (see above). Additionally, for permission to be granted under this criteria, attendance over the previous twenty weeks would need to be over 97%.



The Governing Body will review the circumstances of each request and at their discretion may grant one leave of absence if, in their judgement, all the conditions for authorisation are met. If permission has not been granted then any leave taken will be recorded as unauthorised. Any unauthorised absence will appear in both the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

Yours faithfully

Chair of Governors
Burchetts Green CE Infant School