



Stanbury Village School

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Reporting Absence and Requests for Leave During Term Time

Dear Parents and Carers,

At Stanbury Village School, we are committed to working in partnership with families to ensure that every child attends school regularly and benefits fully from the education, support and opportunities available to them each day.

We would like to remind all parents and carers of the importance of providing a clear reason whenever your child is absent from school.

If your child is absent, it is not sufficient simply to inform school that they will not be attending. Parents and carers must provide a reason for the absence, for example illness, medical appointment or another specific reason. This enables school to record the absence correctly and fulfil our statutory responsibilities around attendance and safeguarding.

If no reason is provided for an absence, the school office will make contact with parents or carers to ascertain the reason for the absence.

For medical or dental appointments during the school day, we require sight of the appointment confirmation, such as an appointment card, letter, text message or email. Wherever possible, we ask that routine appointments are made outside of school hours to avoid disruption to your child's learning.

National guidance is clear that parents have a legal responsibility to ensure their child receives a suitable full-time education. GOV.UK guidance states that children can only miss school if they are too ill to attend or if they have advance permission from the school. The Department for Education's statutory guidance, *Working Together to Improve School Attendance*, also makes clear that schools, parents, carers and local authorities all have a role to play in maintaining good attendance and addressing absence.

Where a reason is not provided, or where the reason given cannot be authorised in line with attendance guidance, the absence may be recorded as unauthorised.

We would also like to remind families that requests for holidays or leave of absence during term time must be submitted using the Bradford Council leave of absence form. This form can be found on our school website here:



<https://www.stanburyvillageschool.co.uk/information-for-parents/leave-of-absence-for-pupils>

This form must also be completed if a child is leaving school early to go on holiday, for example if they are being collected at 1:00pm to travel. Any planned absence for the purpose of a holiday, including part-day absence, must be requested in advance using the correct form. Please note that holidays in term time will only be authorised in exceptional circumstances.

We have also recently had queries regarding children being collected early or being absent during the school day to attend enrichment activities, such as swimming lessons. While we fully appreciate that activities such as swimming are valuable and help to develop children's confidence, skills and wellbeing, school attendance is compulsory. Children should not be taken out of school early for such activities.

We kindly ask that parents and carers make arrangements for enrichment activities, including swimming lessons, outside of school hours. Our school day finishes at 3:15pm, and we would ask that any such activities are arranged after this time wherever possible.

Thank you for your support in helping us maintain high standards of attendance. Good attendance is essential for children's learning, friendships, routines and overall development. If you are experiencing any difficulties with your child's attendance, please contact school so that we can work together to offer support.

Kind regards,

Mr A Robinson
Headteacher

