



DARRICK WOOD SCHOOL

AN ACADEMY AND TEACHING SCHOOL

10th November 2017

Dear Parent/Carer

Attendance at School

Attendance and punctuality are generally very good at Darrick Wood. In recent years, however, there has been an increasing tendency for parents to take their children on holiday during term time, often with very little notice. Clearly students cannot learn if they are not at School and work missed is rarely fully understood when copied up later. For this reason I think it would be helpful to remind parents about a few points from our attendance policy and procedures.

In exceptional circumstances students could be granted leave of absence of up to ten school days in an academic year. In such cases, an Application for Leave of Absence form should be submitted at least 15 days prior to the leave. It will be returned, duly signed, if the application is approved. Authorisation of leave of absence can only be made by the Head Teacher. The School is not obliged to agree to family holidays during term time and leave of absence is not intended to cover day trips or holidays spent at home.

Authorisation of leave of absence for pupils in Years 7, 8 and 9 will be granted in exceptional circumstances. Requests will not be granted during examination/modular test periods, nor in the two weeks immediately prior to or following them. This is because valuable revision work is done before the examinations and it is important for students to be present at the feedback sessions following them. Leave of absence will not be authorised at any time for pupils in Years 10, 11, 12 and 13 until after the end of the public examinations (e.g. GCSE, AS and A2) and, additionally, requests will not be granted where the student concerned has a poor attendance record.

Every half-day absence has to be classified by the School as either authorised or unauthorised and recorded as such in the students' educational records. Unauthorised absences are those which the School does not consider reasonable and for which no leave of absence has been granted. Absences for trivial reasons, truancy, absences which have never been properly explained and arrival at School more than one hour after the start of the registration period without good reason (explained in writing by the parent) will be counted as unauthorised absence.

If a student is unfit to attend School through illness or some other legitimate reason, parents are encouraged to contact the School on the first day of absence. When the student returns a written note from the parent/carer must be brought in. Absence may be authorised for reasons other than illness, such as medical appointments which have to be taken in school time, provided that a written request is made to the School in advance.

I should be grateful for your co-operation in complying with these procedures. They are intended to ensure that our students get the very best out of their time with us.

Yours sincerely

Dr M J Airey
Head Teacher