



**Executive Headteacher:**

**Mr JA Brown**

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Dear Parents/Carers

**Absence and Attendance Procedures**  
**Redlands Primary School**

Here at Redlands we pride ourselves on “working together and aiming for excellence”. The attendance of our pupils is vital to ensuring that we are able to continue to work towards this goal and with this in mind we would like to take this opportunity to reiterate our Absence and Attendance procedures for Redlands.

The School and its staff regard the regular attendance of children at school as being vital to each child’s education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

Details of the updated Leicestershire County Council Guidance Notes for Unauthorised Leave of Absence can be found on our website [www.redlands.org.uk](http://www.redlands.org.uk)

**Lateness**

Children are expected to report for registration by 8.45am. The school gates at Redlands open at 8.30am and close at 8.50am. Any child arriving after 9am should sign in at the School Office and will be marked as late on the register. Continued lateness will be monitored through our attendance reporting and continued lateness may be forwarded onto an Educational Welfare Officer and/or County Hall for their consideration.

**Absence due to illness**

If your child is too unwell to attend school, we request that you contact the school on the morning of the first period of absence and to give a brief description of why your child will not be in attendance.

If your child is absent for more than one day as a result of the illness, please contact the school on a daily basis to update, even where you may be following school guidelines regarding 48hr sickness procedures.

**Absence due to Medical appointments**

Although we ask that, where possible, all medical appointments are made outside of school time, we understand that this may not always be possible.

In the event that your child has a medical appointment that will require them to be absent from school, please advise the school office and provide proof of the appointment for our attendance records, this can be a text message, written letter, appointment card etc. In most cases a copy of this proof will be taken.

Please ensure that you outline whether or not your child will be returning to school prior to or following the appointment.

**Absence due to Holiday.**

It remains the position that Head teachers should not authorise leave of absence unless there is a request made in advance and the reason is deemed to be exceptional circumstances.

**Penalty Notices will be issued where there are 5 or more days of unauthorised leave of absence.**

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates’ Court for the purposes of a criminal prosecution.

Regards

Mr Jon Brown  
Executive Headteacher

Mrs Michelle Tobin  
Head of School

Mrs Louise Headley  
Assistant Headteacher