THE RALEIGH FEDERATION

School Absence

LA Maintained Schools – open to all pupils for 190 days

Unavoidable Absence

Will be recorded as:
C – other authorised absence
E – Excluded
I – Illness
M- Medical/Dental Appointment (where possible these appointments should be made for outside of school hours)
R – Religious Observation

Avoidable Absence

Are there exceptional circumstances?

Yes

Recorded as:
C - Other authorised absence
H – Family Holiday (agreed)

No

Recorded as:
G – Family Holiday (NOT agreed)
O – Unauthorised Absence

% = Days Missed

100% = 0 days

95% = 10 days

90% = 20 days

85% = 30 days

80% = 40 days

Authorised Absence

12 Sessions missed due to illness or medical appointments – Letter advising of concern over time missed

20 Sessions missed – further letter requesting medical evidence of all illnesses and appointments
Failure to provide evidence will result in an unauthorised absence and there may be referral to the Education Welfare Officer.

If there are further absences you will be invited to meet with the Head Teacher and there may be intervention by the Education Welfare Officer

Unauthorised Absence

10 sessions of unauthorised absence – referral to the Education Welfare Officer
Penalty notice issued by Devon County Council for unauthorised holidays