



# Why do I need to inform school if my child is absent?



Every half-day absence from school, by law, has to be classified as either **authorised** or **unauthorised**.

This is why information about the cause of absence is always asked for.

## **Authorised Absences**

These are mornings or afternoons away from school for a valid reason such as illness, emergency medical or dental appointments (routine appointments should always be made out of school hours) and emergencies.

## **Unauthorised Absences**

An absence is classified as unauthorised if the reason was not recognised as acceptable. The Department for Education (DfE) and Local Education Authorities provide information for schools as to what is acceptable and what is not.

Examples of reasons that would not be accepted:

- A birthday
- A shopping trip
- Day trips
- Holidays – unless have been agreed as exceptional circumstance

## **Safeguarding**

By law, your child must attend school. If they are not in school and we are not informed, we have a duty to find out and know they are safe. If we do not find out or your child's attendance remains low, relevant referrals will go in to ensure your child is accessing their personal right to an education. House visits maybe performed to ensure your child is safe – if there is no answer at the door, we may refer onto other agencies.