

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 they have been agreed as an 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 why and to know that they are safe. If we do not find out or your child's attendance remains low, relevant referrals will be submitted to ensure your child is accessing their personal right to an education. House visits may be performed to ensure your child is safe – if there is no answer at the door, we may refer onto other agencies.