



## SCHOOL ABSENCE POLICY

### September 2016

York Steiner School has a responsibility to do all that is reasonably practical to meet the educational needs of each child. If your child is regularly absent the school is unable to meet this legal obligation.

As parents you have a legal responsibility to ensure your child receives a full-time education between the ages of 5 and 16 (the term after they turn 5 and the last Friday in June of the school year they turn 16).

In September 2016 the Department for Education published 'Keeping Children Safe in Education' Statutory guidance for schools and colleges. In this document it states:

***All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.***

A child's attendance is recorded and monitored on an ongoing basis. If attendance falls below 90%, as parents you might be asked to attend a meeting with the Class Teacher to gain a better understanding and where appropriate develop a plan to improve attendance.

'Keeping Children Safe in Education' Statutory guidance for schools and colleges also states

***All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)***

Absence requests for a day or less may be granted by the class teacher – please put your request in writing to your class teacher.

Absence requests for more than one day must be submitted in writing to the Education Mandate Group or to the Administrator in advance of the period for which the absence request is made.

It is entirely at the discretion of the Education Mandate Group whether or not the request is granted. The Education Mandate Group will consider the request in the light of the following priorities:

- i) The total number of absences (for any reason) already recorded by the child in the school year in question.
- ii) The educational progress of the child in school
- iii) The nature of the request made.

Absences for the days leading up to and including the end-of-term festivals at Christmas, Easter and Summer are very unlikely to be authorized.

Parents need to know that the school expects them to co-operate with its absence policy and that failure to do so, in any respect may ultimately compromise their child's place in the school.

Pupil attendance is monitored on a regular basis and is incorporated into our overarching approach of safeguarding the child (Children Missing Education 2016).

### ***Approval & Review***

This policy was approved by the Board of Trustees on: 3<sup>rd</sup> March 2016  
It has subsequently been updated to reflect Keeping Children Safe in Education 2016 and Children Missing Education 2016)

Policy review date: February 2017