Parkwood Primary School

Leave of Absence for Pupils: Policy

1. The school requests that parents inform the school office of all and any pupil absence during normal school hours in term time.
2. The school will record all medical absence (illness, doctor’s visits, surgery etc.) as authorised absence.
3. The school will record all other absence (holidays during school time, non-instructed absence, family visits) will be recorded as not authorised.
4. The school will not authorise any absence, during school time for holidays, trips away to visit relatives or other absences for other than medical reasons.
5. Parents should not take their children out of school during term time for other than medical reasons.

Agreed: November 2016

Review date: November 2017