**OUR ABSENCE POLICY**

LCPS has a policy on absence in accordance with Regulation 10 of the Education (Schools and Further Education) Regulations of 2013.

The school day is split into 2 sessions, morning and afternoon. An absence is for one session, so that a child who misses one whole day at school is considered as absent for two sessions. Absences can be authorised, when the school recognises the need for an absence, e.g. medical or family reasons. Absences are unauthorised, where the school considers the absence to be unnecessary, e.g. a shopping trip, or no explanation is given to the school.

It is the parents/carers responsibility to inform the school on the first day of absence by 10.00 am either by telephone or letter. If a child is not present at registration, and no reason has been given to the school, the school will make every effort to contact the parent/ carer as quickly as possible to establish the child’s whereabouts. It is recommended that a child does not return to school for 48 hours after the last bout of sickness.

Parents are able to apply for a ‘Leave of absence’ for their child. This will only be granted by ther head teacher on behalf of the governors if there are exceptional circumstances. A form, including examples of exceptional circumstances is available from the school office or on Moodle. The Governors do not authorise any absences in September or May.

We are required to report termly our number of children of compulsory school age on roll and the number of authorised and unauthorised absences to the DfE. Our figures for the academic year 2010-2011 are:-

· Number of day pupils of compulsory school age on roll **for at least one session** 219

Percentage of sessions missed through **authorised** absence 4.1

Percentage of sessions missed through **unauthorised** absece 0.4

Our absence figures are constantly below County or National figures.