

Planned Absence Policy



Aldridge School - An Academy

Parents should be aware that any absence from school, for whatever reason, has a detrimental effect on learning and progress.

Therefore:

- We will not authorise any planned absence taken in school time, unless this is for an authorised sporting or educational visit.
- We will forward all absence of 4 days or over to the Educational Welfare Officer.
 - The only exception to this will be for students in Year 7 or 8
 - where the headteacher decides there are exceptional circumstances and
 - those students have over 96% attendance (and will remain above 96% after the planned absence). This is the equivalent of no more than 7½ days absence in an academic year.
- Any absence which lasts for 20 consecutive days may result in the student(s) being removed from the school roll.

MISSED LESSONS = MISSED OPPORTUNITIES

| Attendance during one school year | Equivalent Days | Equivalent Weeks | Equivalent Lessons missed |
|-----------------------------------|-----------------|------------------|---------------------------|
| 95% | 9 days | 2 weeks | 50 lessons |
| 90% | 19 days | 4 weeks | 100 lessons |
| 85% | 29 days | 6 weeks | 150 lessons |
| 80% | 38 days | 8 weeks | 200 lessons |
| 75% | 48 days | 10 weeks | 250 lessons |
| 70% | 57 days | 11.5 weeks | 290 lessons |
| 65% | 67 days | 13.5 weeks | 340 lessons |

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|--|-----------------------|-------------------------------------|
| Student's Name | | Form : |
| Absence requested from: (Start Date) | To: (End date) | Total number of School days: |
| Reason for request: (please continue over if necessary) | | |

I understand that this absence will disrupt my son's/daughter's learning and I will ensure that he/she requests work from their teachers prior to the absence and that all missed work will be completed.

Signed (Parent/Guardian) Date:

For School Use only:

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| Decision: Approved sporting/Educational visit <input type="checkbox"/> Forward to Educational Welfare Officer <input type="checkbox"/> | Signed (Headteacher) (Date) |
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