

The Department for Education (DfE) has published a new version of Working Together to Improve School Attendance.

We would like to bring your attention to a few important changes relating to attendance/absences from September 2024:

Medical appointments

The new guidance states that medical absences (e.g. for dentist, hospital, GP etc.) require a leave of absence request.



Where it is not possible to schedule medical appointments outside of school hours, we request that you notify the Attendance Officer as soon as possible once you receive your child's appointment so that the absence can be authorised.

Holidays during term time

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. There will no longer be a code for schools to use for any authorised holidays during term time.



If there is an exceptional circumstance that you would like us to consider, we will look at each request for a leave of absence on a case by case basis. Any requests for leave of absence for exceptional reasons must be made in writing at least 2 weeks prior to the first expected day of absence.

Fines

All schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) of school for unauthorised reasons within any 10 school week period.

We will continue to work together with families to improve school attendance and are available to support you with any barriers to attendance that you or your child may be experiencing.

