



An Academy in the Good Shepherd Trust
No 08366199



Ashley Road
Walton on Thames
Surrey KT12 1HX
Tel 01932 227695

www.ashleyschool.org.uk

Absence from school

It is important your child attends school to get a good education.

During term times, your child should attend school regularly unless: he or she is ill or the school has authorised their absence. If your child is too ill to come to school, you must let the school know. Please contact the school either by:

- ✓ calling the office number: 01932 227695, selecting option 1 and leave a message.
- ✓ or e-mailing the school, parents@ashley.surrey.sch.uk

Absence due to illness

You should also let the school know about your child's treatment for any illness and any special care needed. If your child is absent frequently because of illness, the school may ask for medical guidance to make sure the right support is given.

If prescribed medicine needs to be taken during school hours, we would ask parents, whenever possible, to administer the medicine themselves.

In cases of vomiting and diarrhea, children should definitely be kept off school until at least 48 hours after their symptoms have gone.

If your child is unwell at school, the school will contact you as the parent or guardian to make suitable collection and care arrangements.

Authorised absence

Only your child's school can authorise an absence from school. If you plan to take your child out of school during term time it must be for a good reason (family bereavements and funerals, doctor, dental and hospital appointments). An "Application for Leave of Absence form", must be filled in, giving us as much notice as possible, and handed in to the school office to obtain permission from the school's headteacher.

Unauthorised absence

If your child is absent without good reason – for example, because of family birthdays, visits from relatives, family outings or holidays – it will be recorded as unauthorised.

If you do not ask for or get permission to take your child out of school and do so regardless, your child's absence will be recorded as unauthorised.

Taking holidays in term time

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. These circumstances will be determined by your child's headteacher, including the number of school days your child can be away from school if leave is granted. You must allow enough time for the headteacher to consider your request before leave is taken.

It is possible that the headteacher may refuse permission. Parents can be given a penalty notice or prosecuted for periods of unauthorised holidays.



Being late for school

It is important your child gets to school on time. School gates open at 8.40 and registration takes place at 8.55. If they are late and miss registration this will be logged on the register. Parents/guardians must insure they always sign in their children on the “Late Pupils” board in the school office.

Our education welfare service

Each school has an external education welfare officer (EWO) who can act on enquiries from schools, other organisations, parents and members of the public. This is to ensure that attendance is monitored. Where a child's absence from school gives cause for concern, the EWO works with everyone involved to create an action plan supporting full-time attendance and will stay involved until this is achieved. Legal action may be taken to ensure your child attends school regularly.