



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
Telephone: 01202 380015 Email: contact@teachpoole.com
Company Number: 09484306

Article 28: Every child has the right to an education.

18th December 2025

Dear Parents/Carers

IMPORTANT – Amendment to TEACH Attendance Policy – Leave of Absence in Term Time

Throughout the TEACH Trust, pupil attendance and punctuality is constantly monitored and analysed. It has become apparent that there have been a number of pupils who are absent from school due to illness either prior to, or directly after, an unauthorised Leave of Absence (holiday) during term time, or in the days immediately before or after a scheduled school holiday, or in the days immediately before or after school Inset Days.

Whilst the school fully appreciates that there are genuine illnesses that can occur, there have been several instances where parents/carers have informed the school that their child is unwell in order to avoid meeting the Government threshold at which Fixed Penalty Notices may be issued. This approach is not acceptable and undermines the procedures in place to ensure fairness and consistency across all families.

Therefore, **from 6th January 2026** TEACH Trust may not be able to authorise any pupil absence due to illness that occurs:

- either before or after a period of authorised or unauthorised Leave of Absence;
- or in the days immediately before or after a school holiday;
- or in the days immediately before or after school Inset Days;

if the school has reason to suspect that the pupil may be absent for holiday purposes or is not genuinely unwell. Such absences will be recorded in the legal register as unauthorised, and may result in a request for BCP Council to issue a fixed penalty notice.

However, the school will reconsider its decision and may authorise an absence due to illness that occurs if the parent/carer can provide evidence of the holiday dates, such as a flight booking or similar documentation, which clearly shows when the 'holiday' was taken. The majority of airlines, travel agents, holidays firms and hotels etc. send confirmations of booking via email or text message and this evidence can be provided to the School Office. The evidence must include the pupil's details on it. We will also consider any confirmation that the pupil sought medical advice from a medical professional, such as, confirmation of appointment booking at the GP surgery.



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Canford Heath Infant School

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Canford Heath Junior School

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Ad Astra Infant School

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Haymoor Junior School

haymoor_junior_school

Please rest assured, that if your child is genuinely poorly around these times and this (or your holiday dates) can be evidenced, we will, of course, not record the sickness as unauthorised, and there is no need to worry about this change.

If you require clarification or have any further queries, please do not hesitate to contact myself or Mrs Mandy Bates, Attendance and Welfare Officer, on 01202 380015. Alternatively, you may email l.specterman@teachpoole.com or attendance@teachpoole.com.

Thank you for your cooperation.

Yours faithfully



Lesley Specterman
Home Academy Liaison Officer
TEACH Trust



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