



**ATTENDANCE  
MATTERS**  
SUPPORTING EVERY STUDENT. EVERY DAY



## Reporting a term time absence:

### Illness (Physical and Mental Health):

- Absences of 1 or 2 days must be reported each morning via the attendance hotline (01484 382140) or via [attendance@nlonline.org.uk](mailto:attendance@nlonline.org.uk) stating the child's name, year group and nature of illness.
- If you fail to report an absence, you will be contacted by text message, and can respond with the reason via the text messaging service. Please be specific with your reason
- On the third day of absence, absences will need to be discussed with our attendance team in order to be authorised further. Please report absence in the normal way, and a member of our team will get in touch to discuss the absence further. Medical evidence may be requested in order to authorise extended absences where attendance is becoming a concern.

### Medical and Dental Appointments

- All appointments should be reported via the attendance hotline or via [attendance@nlonline.org.uk](mailto:attendance@nlonline.org.uk) with supporting evidence of appointment
- Where possible, please try to make appointments outside of school time or at the very start or end of the day.

### Term Time Leave of Absence

- For preplanned absences, parents/carers must complete a Term Time leave of Absence form which can be found on the school website. This form must be received to the attendance office either by email: [attendance@nlonline.org.uk](mailto:attendance@nlonline.org.uk) or paper copy at least 4 weeks before the first day of absence and with supporting documentation.
- The Department for Education regulations state the school may not grant any leave of absence during term time unless there are exceptional circumstances (see Term Time Leave of Absence form for details)
- Parents/carers who take their children out of school during the school term without the school's authorisation or beyond an agreed date will be issued a Penalty Notice.
- In 'exceptional' circumstances, the school can authorise a small amount of time out of school.