



Requests for Absence from School

This process should be followed for all Children Looked After where a request is made by a parent, carer or professional to take the child out of school during school hours/term time for any purpose:

Carer to discuss any request for child to have an absence from school with their SSW and put in writing

If request is deemed appropriate by SSW, the request should then be made by the SSW to the child's SW including dates and details of the request If a professional requests to see a child requiring them to have an absence from school this request should be made to the child's SW

SW to consider with VS Coordinator and other relevant parties:

- Can this request take place out of term time or out of school hours?
- Will this time out have a negative impact on the child's education or on their return afterwards?
- Is there a legal requirement that this request takes place within a certain timescale?
- Are there exceptional circumstances that make it likely that school will authorise this absence?
- Can the amount of time that the child is absent from school be reduced in any way?

SW to share outcomes from these considerations and request agreement to this absence request from both the Service Manager for CSC Localities and from the Virtual School Head

If agreed SW to request agreed absence to be authorised by school

If not agreed SW to advise carer, SSW and school of this outcome

School will make and share final decision to record this absence as authorised or unauthorised

Absence recorded on CASS under Daily Record confirming whether authorised