

ATTENDANCE POLICY

Rationale:

Attendance is a legal requirement and it is our expectation that parents, having enrolled their child will ensure that they attend school daily and promptly. It is only with good attendance that the children can make good progress.

Aims

The Attendance Policy will be implemented to reflect our school's aims and Mission Statement

We aim to

- Register the children at the start of each session
- Monitor the children's attendance
- Monitor the children's lateness

Details

Registers will be marked following DfES guidelines and kept in a secure place in school. The school will retain all registers for at least 3 years after their final closure.

Lateness

Registers will be closed at 9.10 a.m. and at 1.10 p.m. and children arriving after this time will be recorded as late unless there is an authorised reason for their lateness.

Absence

- All absences will be marked to indicate whether the absence is authorised or unauthorised
- All absences will be reported as and when required to the DfES and statistics will be published in the school profile.
- If a child is unwell and unable to attend school, parents are expected to notify the school at the start of each day of absence.
- The school will expect a note confirming the absence to be sent to the school when the child returns.
- The school will keep all notes in the register until the absence marks have been amended to show the nature of the absence.
- The school will follow up any unauthorised absences on a monthly basis.
- Parents wishing to apply for leave of absence during term time must complete a form from the school requesting authorisation. This is at the discretion of the Head teacher and will be no more than 10 school days in any school year (see below).
- If longer leave is requested a valid reason must be given.
- Extended leave of absence may be liable to a penalty notice (see below).
- It is the policy of the school that leave of absence in term time is strenuously discouraged and only authorised in extreme circumstances. The child's overall attendance level whilst at school will be taken into account – the expectation is that children's attendance will be over 95% over the last two years.
- The Head teacher will not authorise leave of absence for children in Year 6 **during the preparation and assessment periods relating to SATS.**
- **Evidence, such as plane tickets of travel dates showing the return date will be required to be shown.**
- **If a child has a period of 20 days of continuous unauthorised absence the law allows for the child to be removed from the school roll.**
- **School cannot guarantee a place will be available once a child has been removed from roll.**
- **The Authority's tracking officer will be notified.**
- Meetings will be arranged when the children's attendance or lateness is a cause of concern – attendance below 85% or lateness on a regular basis.
- The school will work closely with the School Nurse if the absences for health reasons are a cause for concern **(80%)**.
- The school will work closely with the Education Welfare Service and/or Social Services when necessary to ensure that parents whose children are not attending regularly or promptly are made aware of their obligations and are assisted in meeting the legal requirements.
- The school will refer to the EWO if the unauthorised attendance is below 70% or as deemed necessary.
- Once a referral has been made, the EWO will work with the parents to ensure that the children attend school regularly and on time. Use can be made of parenting contracts where appropriate.
- The EWO will make decisions as to the next steps in the process. School will support the EWO in their actions.
- The school is operating a system of penalty notices. Details of the criteria for penalty notices will be made available to parents. In summary: penalty notices will be issued if a child has 10 sessions or more unauthorised absences in one half term or has been late after register closes (see above) more than 5 days in a half term.

Equal Opportunities

We will respect the diversity of cultural backgrounds and languages of the families in our school communities.

This policy is written using The Education Pupil Registration, England, Regulations 2006

APPLICATION FOR LEAVE OF ABSENCE

The schools within the Cantell Cluster have agreed that full attendance and punctuality are essential for all children to enable them to reach their full potential in all aspects of life.

Parents have a legal duty to ensure regular and punctual attendance by their child at school. The Headteacher has the discretion to grant up to 10 school days of authorised absence, in any academic year, during term time. This is not, however, an automatic entitlement. Taking 2 years in account, the child's attendance must be 95% before any leave of absence is considered. Exceptional circumstances may be taken into account except in September during important assessment periods. (see school's attendance policy.)

Please note the following:

- The law states that applications should be made in advance – in this cluster we expect applications to be at least 4 weeks in advance.
- Parents are stronger advised to apply for leave of absence before they confirm their arrangements.
- Any requests for leave of absence that are not granted, but subsequently taken, will result in the absence being recorded unauthorised.
- Unauthorised absence may result in the issue of a Penalty Notice to each parent, for each child absent.
- Unauthorised absence may result in a referral to the Education Welfare Service and can lead to prosecution.
- If a pupil does not return to school on the agreed date and no communication is received from parents, the pupil may be removed from the school roll.
- Under no circumstances will application for leave of absence in term time be authorised after it has taken place.
- The Headteacher will notify you of a decision within 10 days of the receipt of this form.
- A separate application must be made to each of the schools your children attend.

A copy of the School Attendance Policy can be obtained from the school office and includes the arrangements for term-time leave of absence in more detail.

Overleaf is the application for leave of absence to be completed at least 4 weeks in advance and given to the Headteacher.

Application for Leave of Absence

**To the Headteacher
(to be completed by parent/carer)**

Pupil's Name:		Class/Tutor Group	
Dates for which leave of absence is requested:			
From (first day of absence)	To (last day of absence)	Number of school days	
Have you previously had leave of absence for this pupil during this academic year?		YES	NO
If YES, Please give dates:			
Are you applying for leave of absence for a sibling at another school?		YES	NO
Please give the reasons for this leave of absence being taken during school term time.			
Please provide an emergency telephone contact during the period of absence. If travelling outside the UK this must be a UK resident.			
Tel:			
Relationship to pupil:			
I apply for leave of absence for my child.			
Signed		Date:	

To the parent/carer

Pupil's Name:		Class/Tutor Group
Dates for which leave of absence is requested:		
From (first day of absence)	To (last day of absence)	Number of school days
Attendance this year:	Authorised absence:	%
	Unauthorised absence:	%
Attendance last academic year	Authorised absence:	%
	Unauthorised absence:	%
Leave of absence is APPROVED (the absence will be recorded as authorised)		Signed:
Leave of absence is NOT APPROVED (I regret that your child's absence in the circumstances would be recorded as unauthorised)		Signed:

Signed

Headteacher

Date

Date

To the parents of:

Thank you for your application for leave of absence for school days, from

I have considered your application carefully and have taken into consideration the last two years' attendance. This was authorised and unauthorised.

Therefore the leave of absence is

*Absences have to be recorded as authorised in the school register and the child's annual report. The school is required to publish annually statistics on authorised and unauthorised absence.

Signed: