Scientia Academy

Attendance & Punctuality Policy

Audience:	Parents/Carers Academy staff and volunteers Local Governing Bodies Trustees
Approved:	February 2019 Trust Senior Leadership Team
Other related policies:	Safeguarding and Child protection, Home Visits, Health and Safety, Admissions.
Policy owner:	Scientia Academy
Policy model:	Trust
Review:	February 2022
Version number:	1.2

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

Integrity   We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour

Responsibility   We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements

Inclusion   We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style

Enjoyment   Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved

Inspiration   Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full

Learning   Children and adults will flourish in their learning and through learning discover a future that is worth pursuing

Leadership   REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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1. Mission statement

Scientia Academy is committed to providing an education of the highest quality for all its pupils. At Scientia Academy we consider good and regular attendance to be above 96%. A key element is a child's attendance at school; only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. Regular school attendance is a major factor in ensuring that children are safe, achieve well and develop socially, emotionally and behaviourally. Good school attendance prepares children well for their future, preparing them for high school, further education, employment and training, and plays a crucial role in enabling them to become happy, healthy and successful adults. High achievement depends on good attendance. Children who miss out on lessons are vulnerable to falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

The whole school community; pupils, parents and carers, teaching and support staff and governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current statutory and Local Authority guidance. The school will ensure that all members of the school community know of the policy and have access to it.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
95%	Satisfactory	10-13	2-3
90-94%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

The whole school community – pupils, parents and carers, teaching and support staff and all members of the Governing body – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community know of the policy and have access to it.

2. Legal framework

The Education Act 1996 states that:
- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable
  a) to their age, ability and aptitude, and
  b) to any special educational needs, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age
  a) when they attain the age of five, if they attain that age on a prescribed day, and
  b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.
  a) if they attain the age of 16 after that day but before the beginning of the school year next following,
  b) if they attain that age on that day, or

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c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Scientia Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

3. School's roles and responsibilities

3.1 All staff at Scientia Academy have a key role to play in the safeguarding of children and in supporting and promoting excellent school attendance. All staff will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

3.2 A member of the Senior Leadership Team will be delegated to take the school's strategic lead on attendance and will be responsible for overseeing, directing and coordinating the school's work in promoting regular and improved attendance. They will ensure that the school's Attendance Policy is consistently applied throughout the school and will be responsible for analysing attendance data they will also be responsible for reporting on attendance to the Senior Leadership Team and governing body.

3.3 The Deputy Headteacher and the Administrative Officer will be responsible for attendance on a day-to-day basis and will provide support to any pupils whose attendance drops below 96%. They will be responsible for liaising with the class teacher and will contact the parents/carers to discuss the child's attendance, and offer support when needed. They will collate attendance data and provides this along with information on the impacts of the school's actions to improve attendance to the attendance strategic lead on a regular basis.

3.4 A dedicated member of the admin team is responsible for maintaining the electronic registers, signs children in who arrive late, carries out first day calling and, produce and send letter to parents and carers, as directed by the Deputy Headteacher and the Administrative Officer.

4. Parents' / carers' responsibilities

Parents/carers are required by law to ensure that their children receive an appropriate and fulltime education.

Scientia Academy expects parents / carers will:
- ensure their children attend the school regularly (96% or more) and on time;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school;
- notify school on the first day of absence and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence;
- provide the school with a minimum of 2 emergency contact numbers; and
- provide specific medical evidence for absences when attendance falls below 95%

5. Pupils' responsibilities

All pupils should be aware of the importance of regular school attendance and punctuality.
- ensure they attend the school regularly (96% or more) and on time

If they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late, they should speak to their class teacher, a member of the pastoral team or the attendance lead.

6. Governors' responsibilities

The Governing Body will make arrangements for ensuring that their functions relating to the practices of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

7. Registration

7.1 Class Registers

Class registers are recorded using Arbor. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

7.2 Morning registration

Scientia Academy will be open to all pupils from 8.40am and the morning the registers will be taken at 8.50am children who arrive after this time will need to report to main reception and sign in as late (L). The registers will close at 9.30am across the school, anyone who arrives after this time will be marked as unauthorised (U). We will conform to the time on the clock in the main reception area to meet the times listed above.

7.3 Afternoon registration

Registers must be submitted straight after lunch before afternoon lessons commence at 1.15pm

7.4 First-day calling

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. Scientia Academy follows this system:
- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to establish the pupils whereabouts or to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- SLT to speak to the parents at home time if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on Arbor.
- When no contact has been established the school will consider conducting a home visit or request a safe and well check from the police, if the absence is unusual or school has concerns regarding the child's welfare. This may also result in a referral to Staffordshire County Council Children Services.

In the event of absence of three or more days without contact from the family, a home visits will be made and the Education Welfare Worker informed to investigate further. The Academy will follow Staffordshire Children Missing Education Policy (please see website).

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The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day, this will allow the DSL to make an informed decision on the necessary response, this may include a referral to the Police or Children's Services.

8. Categorising absence

Any child who is not present during registration will be marked as absent, unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

Scientia Academy recognises the clear links between attendance and achievement, and attendance and the safeguarding of children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence. If absence is frequent or continuous we will challenge parents about the need and reasons for their children's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

If no suitable explanation for the absence is received by the school within 1 week, from the main carer of the pupil, the absence will remain unauthorised.

8.1 Authorised Absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances;
- Leave has been granted by the school in advance
  NB An application must be made in writing on the prescribed form (Appendix 2), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006. From 1st September 2013 Term-time absence will NOT be authorised unless there are exceptional circumstances.
- The school is satisfied that the child is too ill to attend. (Code I)
- The pupil has a medical appointment (code M) (although parents should endeavour to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand)
- There is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions (code Y)
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parent belongs. This must be a well-recognised and published religious observance from one of the six major religions e.g. Eid, Orthodox Christmas (code R)
- The pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil / student has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months (code T)
- In other exceptional circumstances (see page 9 section 12) and for a very limited period which is at the discretion of the head teacher. (code C)

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8.2 Unauthorised absence

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:
- ➢ no explanation has been given by the parent
- ➢ the school is not satisfied with the explanation
- ➢ the pupil is staying at home to mind the house
- ➢ Staying at home to care for a sick or disabled parent / carer / family member.
- ➢ the pupil is shopping during school hours
- ➢ the pupil is absent for unexceptional reasons, e.g. a birthday
- ➢ the pupil is absent from school on a family holiday
- ➢ the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence
- ➢ the parent / carer has medical appointment

8.3 Persistent absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.
We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

8.4 Term-time absence due to exceptional circumstances

The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (Appendix 2), with appropriate evidence, in advance of the intended circumstance wherever possible. Scientia Academy will only consider authorising leave of absence for the following: -
- Serious and sudden illness of a close relative and you must leave in an emergency e.g. Sudden life threatening illness or serious
- A one-off, never to be repeated occasion that can only happen at that time, eg wedding/funeral.
- Any religious observance
- A significant educational opportunity afforded to the child by a national organisation e.g. ballet exams, filming for a TV commercial, taking part in a theatre production.
- Traveller pupils travelling for occupational purposes. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school

8.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

8.6 Religious observance

Scientia Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times. Parent/carers will be aware of these dates and should give the school written notification in advance.

8.7 Reluctant attenders / School refusal

You should do everything possible to encourage your child to attend. However if the reason for their reluctance appears to be school-based, such as difficulty with work, or social issues, please discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out. Colluding with your child's reluctance to attend is likely to make the matter worse.

School refusal/school phobia is a psychological condition that in most cases will have been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

9. Early Years expectations

The expectations for pupils in our school under the age of 5 years is the same for those who are of statutory school age. The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at school across to parents and carers.

Regular attendance from the point that a child attends an educational provision has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a school place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

10. Staff training

The Administrative Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately. The Senior Leadership team will also ensure that attendance is a regular discussed during staff meetings and INSET days.

11. Collection and analysis of data

The school uses Arbor to keep an electronic record of attendance.

The Attendance Strategic Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team on a weekly basis, and to parents and the Governing body as appropriate. The report should be contextualised and include commentary on the progress towards achieving the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual child, year group, class group and by reasons of absence. It is also analysed by specified groups such as gender, Pupil Premium, pupils with special educational needs and those who are vulnerable to poor attendance (this is not an exhaustive list). This data is used to identify where intervention and support is required to improve attendance (See appendix 3 & 4).

Accurate attendance returns are made to the Department of Education (DfE) within the stipulated time frame.

12. Systems and strategies for managing and improving attendance / punctuality

Strategies to support improving punctuality:
Night time routines:
Encourage children to pack their school bag before going to bed, ready for the next day.
Getting to bed earlier.
Setting a time for television, iPad, computer, mobile phone and other devices to be turned off.

Morning routines:
Setting the alarm for a time that allows all morning routines to be carried out without making children late for school.
Having breakfast before leaving home.
Encourage children to leave home at least five minutes earlier than they think they will need to.
Meeting a reliable friend to walk to school with,
Coming to school for breakfast club if required.

Strategies for promoting/rewarding excellent attendance:

Aims:
To ensure excellent attendance and punctuality (above 97%) is regularly promoted and supported and remains high profile across school.
To achieve high levels of attendance and punctuality (above 97%) through rewarding excellent attendance and punctuality.

12.1 Profile & Rewards

Weekly Assemblies
Assemblies are held every week and classes with the highest attendance/punctuality receive Attendance & Punctuality Certificates and trophies.

Monthly School Newsletter
Each month, the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

Breakfast Club
Daily Breakfast Club is available every day and offered free to pupil premium children. This supports parents by allowing them to drop their children off from 7.40am ensuring they are on time for school. The club is supervised by three members of staff.

The School Learning Environment
A welcoming, organised learning environment that supports and celebrates its learners are key factors in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous learning walks are carried out by the SLT to ensure this.

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

Being frequently late for school adds up to lost learning:
Arriving 5 minutes late every day adds up to over 3 days lost each year.
Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
Arriving 30 minutes late every day is the same as being absent for 19 days a year.

19 days lost a year through being late = 90% attendance = Persistent absence.

End of Term Attendance Awards

Each child with 100% attendance receives an Attendance Medal at a special ceremony from the lead Governor for Attendance. The SLT and the Office Manager organise and lead on the end of term attendance incentives. A child who has achieved 100% attendance for one tem earns a Bronze medal, a child who achieves 100% attendance for two terms receives a silver medal and a child with 100% attendance for the academic year receives a Gold medal.

12.2 Lateness and punctuality

Pupils are expected to arrive at school by 8.50am every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the School Office on arrival with their parent/carer who must sign them in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure. For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day sign out and provide a reason for leaving early. On his/her subsequent return to school, they must sign in again to say that they have returned.

12.3 School Strategies to table absence

The Headteacher is responsible for the school management of attendance, policy and systems to ensure that Scientia Academy intervene in non-attendance at an early stage. The Attendance Leader meets with the Attendance strategic lead on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken. Our policy states that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, or designated member of staff (see authorised absence), irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for term time leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

Where there is an emerging pattern of a pupil's absence or if staff are particularly concerned, the school will contact the parents to discuss reasons for the absences with them. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of

a good reason for them. If the pattern persists a Penalty Notice referral may be issued where there is no improvement seen.

13 Referral to the Child Missing Education (CME) Service

In line with Children Missing Education (2016) and Staffordshire County Council procedures, we will work with local agencies and make timely referrals as required to ensure that circumstances where children are missing from education are swiftly and appropriately responded to (policy is on our website)

14 Staffordshire County Council – Code of Conduct

Rationale

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school.

Penalty Notices are one of the sanctions available for this offence and offer a means of swift intervention, which can be used to combat attendance problems early, before they become entrenched.

Parents and children should also be supported by their school to overcome barriers to regular attendance, through a range of intervention strategies.

Therefore, Penalty Notices and other legal sanctions will only be used where parental cooperation with this process is either absent or deemed to be insufficient to resolve the problem. They will also be used as a means to support and challenge parents to meet their legal responsibilities and where there is a reasonable expectation that their use will secure improved school attendance.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 made an amendment to the Education (Pupil Registration) (England) Regulations 2006 to: clarify that leave of absence shall not be granted by schools unless there are "exceptional circumstances"

Legal Framework:

Section 444 of the Education Act 1996 (as inserted by section 23 of the Anti-Social Behaviour Act 2003) empowers designated Local Authority (LA) officers, head teachers (as well as deputy and assistant head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

- The Education (Penalty Notices) (England) Regulations 2007

- The Education and Inspections Act 2006.

- The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010.

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- Section 444 of the Education Act 1996 makes if an offence if a parent fails to secure their child's regular attendance at school at which they are registered, if that absence is not authorised by the school. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

The Regulations also require each local authority to publish a code of conduct for issuing penalty notices, after consultation with governing bodies, head teachers and the police. Guidance from the Secretary of State states that this "should set out the criteria that will be used to trigger the use of a penalty notice".

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.

- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 20 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.2

- There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher.(e.g. family holiday)

- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.

- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Other conditions.

- There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.

- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child

- Use of a Penalty Notice or formal warning of a Penalty Notice for unauthorised persistent absence / lateness will be restricted to one notice/ warning per parent of a pupil per academic year

Appendix 1 – Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
D	Dual registered	Pupil is attending a session at another setting where they are also registered
E	Excluded	Pupil has been excluded but no alternative provision has been made
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
H	Authorised holiday	Pupil has been allowed to go on a holiday due to exceptional circumstances – this has been agreed by the HeadTeacher
I	Illness	School has been notified that a pupil will be absent due to illness
L	Late arrival	Pupil arrives late before register has closed
M	Medical/dental appointment	Pupil is at a medical or dental appointment
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their GCSEs
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
U	Arrival after registration	Pupil arrived at school after the register closed
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Request for Leave of Absence during Term Time*

*To be completed and returned to the school prior to the leave, along with a letter detailing the "exceptional circumstance for which the leave of absence is required.

Parent/Guardian Name and Address	Guidance
	Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are **exceptional circumstances** relating to the application.
How to use this form	
- Use for all absences other than sickness. **Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.** - Use a separate form for each child and each absence.	Taking your child out of school during term time could be detrimental to your child's educational progress. There is <u>no</u> entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Name of child:		Class:
Is this the first request for absence this academic year?		YES / NO

Dates of absence requested: The 1st day of absence from school is……………………………… I will return to school on……………………………. at 8.50am	No. of school days requested:

Which exceptional reason does your request fulfil? (please tick)	Please explain in more detail.
- Serious AND sudden illness of a close relative and you must leave in an emergency - A one-off, never to be repeated occasion that can only happen at that time, eg wedding/funeral. - Any religious observance - A significant educational opportunity afforded to the child by a national organisation e.g. ballet exams, filming for a TV commercial, taking part in a West End production	

Please provide the names of all siblings that attend any other education provisions	
Name of sibling	**Name of education provision**

Contact details whilst abroad/absent from school

If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issues. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.	
Address whilst away:	
Telephone number whilst away:	
Email address whilst away:	

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Please attach proof of where you will be whilst away

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I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

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I have read and understood the guidance above.

Parent 1*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Parent 2*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

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School to complete

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- Child's current attendance: _____%
- How many days' holiday already taken this academic year?   _____
- Is the Education Welfare Officer working with the family?   Yes/No
- Is Children's Services supporting the family?   Yes/No
- Is the request for leave during the exam period?   Yes/No
- Has the school received proof of where the child is stay during absence?   Yes/No
- Does the request fit the exceptional criteria?   Yes/No
- Has a written response been sent to all parents/carers?   Yes/No
- Penalty notice to be issued?   Yes/No

This request for term time leave is:	Authorised / Unauthorised.

Reason for decision:

Signed: _____ Headteacher Date: _____

Attendance Interventions
Who does what and when …?

Threshold	Intervention	By whom
100-97%	• Daily and weekly monitoring takes place (first day calling and weekly attendance figures). • Assembly is used to share and celebrate attendance figures with pupils. • Letter 1 sent out to any parents who cannot be contacted re: pupil's first day absence from school. Consider home visit if welfare/safeguarding concerns are present. • Annual awards for pupils that meet and exceed the school's attendance target of 96%.	• Class teacher encourages/monitors attendance • Admin • Deputy Headteacher • SLT
Below 96% (preventative)	• If attendance dips below 96% and is either unauthorised or the reasons provided are questionable, a letter (letter 2) informing parents of this is sent out, requesting an initial meeting with the Deputy Headteacher. • Three-week period of monitoring takes place where an insufficient reason for absence is provided (unauthorised). • Follow up with the family.	• Class teacher • Admin • Deputy Headteacher • SLT
95-90%	• If attendance continues to drop, a letter informing parents of this is sent out, requesting a meeting with the Headteacher. • Four-week period of monitoring takes place. • Other interventions to be considered here as appropriate. • Follow up with the family.	• Class teacher (to be kept informed) • Admin • Headteacher • EWO • SLT
90% and below	PA threshold: • Meeting with the Headteacher to discuss and agree on a plan of action. • Four-week period of monitoring takes place. • Follow up with the family. • Where there is no improvement, then a referral to the Local Authority for statutory action should be considered.	• Class teacher (to be kept informed) • Admin • Headteacher • EWO • SLT • Local Authority (statutory action)

Flow Chart for Attendance Letters/Interventions

Attendance falls below school target of 96% and is either unauthorised or the reasons provided are questionable.

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Send Letter 1 to parent requesting more information about the absence.

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Class teacher to have conversation with parent. 3-week period of monitoring will take place.

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Attendance has improved

↓

Letter 2 sent out

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No further action required at this time

Attendance has not improved

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Letter 3 will be sent out to parents to arrange a meeting with the Deputy Headteacher. Attendance will be monitored for 3 weeks. If parents/carers do not attend a DNA letter will be sent.

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Did attendance improve?

Yes

↓

Letter 2 sent out

↓

No further action required at this time

No – Due to unauthorised

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Letter 4 warning letter to be sent to parent/carer.

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Did attendance improve?

Yes

↓

Letter 2 sent out

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Ongoing monitoring to take place

No

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Penalty notice to be issued.

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Ongoing monitoring to take place