

## Policy on Attendance

### 1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### 2 Definitions

#### 2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### 2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### 3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, the school office will then endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

#### **4 Requests for leave of absence**

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible.

There is no automatic right to absence for a family holiday.

Request for leave of absence should be sent to the school no less than 6 weeks prior to the start of the holiday.

We will then apply the LA criteria to calculate whether a holiday will be authorised or unauthorised (see appendix A).

#### **5 Long-term absence**

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

#### **6 Repeated unauthorised absences**

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services.

- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

#### **7 Rewards for good attendance**

- 7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

#### **8 Attendance targets**

- 8.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the SIP as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years.

## **9 Monitoring and review**

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the school prospectus, and in the annual school profile.
- 9.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.
- 9.5 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

**Signed: Angela Stanton**

### Calculation Chart – Authorisation of Holidays in Term time

Request made by ..... in respect of ..... Year/Form Group  
.....

From: / / to / / . Date Received: / / . Calculation completed by:  
.....

**The educational impact of each individual holiday request should be evaluated by scoring ALL the following questions:**

Evaluation Criteria	Points Possible	Points allocated	Total
What stage of their education is the pupil in question at?	Year R = 1pt    Year 4 = 3pts Year 1 = 2pts    Year 5 = 3pts Year 2 = 3pts    Year 6 = 4pts Year 3 = 2 pts		
What is the overall level of attendance taking into account this request (refer to chart overleaf)?**	70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts		
How close are they to a major exam?	More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts		
Holiday to be taken in	First 2 weeks of school year = 6 pts Between 3 <sup>rd</sup> week & Autumn Half term of Year R = 2pts		
Mitigation: e.g. elements of holiday relevant to curriculum; special family circumstances not specifically prohibited by DfES guidance	Subtract 2 points from total.		
Details of mitigation ...		<b>TOTAL</b>	

**DELETE WHERE APPROPRIATE:-    REQUEST APPROVED / REQUEST DENIED**

N.B. Leave for Family Holiday where the Total number of points exceeds 6 should not be authorised by the school . The only exceptions to the above would be where the parent has applied for Extended Leave of Absence in special circumstances

\*Where the level of attendance is below 70% at the time of the request, and a pupil has already been referred for ESWs action, absence for holiday should not be authorised as the LA may well be in the process of taking legal action against the parents.

\*\* This chart relates the amount of leave requested to the level of attendance at the time of the request. Where the absence would reduce overall attendance to 80% or less, this will accrue maximum points and, in the majority of cases, lead to refusal of the request.

*N.B. Head Teachers may not legally authorise more than 10 school days leave of absence in any academic year, save in exceptional circumstances following a request for Extended Leave of Absence using the 'F' code.*

# Warwickshire County Council Children's Services Department

## APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL

Date form handed into school office:

### Important Information For Parents/Carers

- There is no automatic right to absence for a family holiday.
- Requests for leave of absence should be sent to the school **no less than 6 weeks** prior to the start of the holiday
- Authorisation during SATs, and in the first term of any new school placement **cannot** be granted
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with a senior member of staff to look at options for ensuring continuity of education

I wish to apply for leave of absence from school to be granted to:

Name of Child..... Class .....

Dates of Proposed Absence: From..... To:.....

Reason for Proposed Absence (please tick the appropriate box (see guidance on reverse) and provide necessary evidence where requested)

a) Holiday dates imposed by parent's employer  
(please **provide written evidence from parent's employer**)

b) Unexpected **special family circumstances**  
(please **make an appointment** to see a member of staff to discuss or **attach a written explanation**)

c) Request for Extended Leave due to **special circumstances**  
(please **make an appointment** to see the Head Teacher or **attach a written explanation**)

Total Days Requested On This Occasion

Total Days Taken Previously This Academic Year

Signature of Parent/Carer:

Tel. contact number:

### For School Use Only

Previous Holiday Checked Attendance %

Interview requested by Parent/Carer Date: Time;

Authorised/Unauthorised Head Teacher..... Date:

**The Education (Pupil Registration) (England) Regulations 2006 state:**

Regulation 7 (1): Leave of Absence **may only be granted** by a person authorised in that behalf by the proprietor of the school.

Regulation 7 (3): A pupil may be granted leave of absence from the school to enable him to go away on holiday where-

- a) an application has been made **in advance** to the proprietor **by the parent with whom the pupil normally resides**
- b) the proprietor, or a person authorised by the proprietor, considers that the leave of absence should be granted due to **the special circumstances** relating to that application

Regulation 7 (4) **Save in exceptional circumstances**, a pupil shall not be granted more than 10 school days leave of absence in any school year.

**The 2006 DfES Guidance to School on 'Keeping Pupil Registers' states:**

1. Time off school for **family holidays** is not a right. Schools have discretion to allow up to 10 days absence in a school year for a family holiday **if** they believe that the circumstances warrant it.

1. Schools **may** agree up to 10 days "holiday leave" in special circumstances such as:
  - for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
  - when a family needs to spend time together to support each other during or after a crisis.
2. Holidays which are taken for the following reasons **should not** be authorised:
  - availability of cheap holidays;
  - availability of the desired accommodation;
  - poor weather experienced in school holiday periods; and
  - overlap with beginning or end of term.
3. Whilst the application must be made by the parent(s) that the child normally resides with, there is no restriction on who the holiday is taken with. This is a matter for the parent(s) not the school.
4. If the local code of practice allows, parents can be given a [penalty notice or prosecuted](#) for unauthorised holidays.