



Bellevue Place  
E D U C A T I O N T R U S T

## Attendance Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2022
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## 1.0 Bellevue Place Education Trust – Our Commitment

### *Learn. Enjoy. Succeed.*

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

#### Our Mission

To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

#### Our Difference

We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

#### Our Promise

Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn.

## 2.0 Introduction

The Trust, Local Advisory Board and staff in partnership with parents and pupils are committed to schools which serve the community and of which the community is proud.

The Trust, Local Advisory Board and staff firmly believe that all pupils benefit from regular school attendance. To this end, all schools within the Trust will do all they can to encourage parents and carers to ensure that the pupils in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and promptly resolved. The aim of this policy is to support excellent levels of attendance for all pupils to enable fulfilment of their potential at the school.

This policy applies to all schools within BPET. All schools will adopt this version of the policy in full, adapting their own attendance procedures (section 12). BPET schools use Arbor to log pupil attendance, monitoring where attendance dips below an acceptable level. Parents can expect to be questioned and challenged, if this occurs. The Trust will set an annual attendance target for all schools, which will usually be above national average as well as a persistent absence target to be below the national average.

## 3.0 Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)

- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Working Together to Improve School Attendance \(Sept 22\)](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

**Research demonstrates that regular attendance is important for several reasons:**

- It leads to better progress, both socially and academically
- statistics show a direct link between under-achievement and absence below 95%
- It leads to greater confidence and security for our children, which leads to better social progress
- It gives greater continuity to the learning process
- It makes the transfer to secondary school easier

**4.0 Key principles**

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in the school to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this, and sanctions may be applied in accordance with the behaviour policy.
- Some pupils find it harder than others to attend school. The school will work with pupils, parents and other local partners to remove any barriers to attendance.
- Subject to the terms of this policy, any day-to-day attendance issues that parents or pupils have should be discussed with [e.g., class teacher]. Where more detailed support around attendance is required, parents and pupils should contact the headteacher.

**5.0 Roles and responsibilities**

**The school will:**

- develop and maintain a whole school culture that promotes the benefit of high attendance
- work with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- take into account individual needs when implementing this policy, including having regard to the Academy's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- ensure that all pupils can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case
- ensure that the school leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, working together to improve school attendance (2022)

- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to the BPT Child Protection and Safeguarding Policy)
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- regularly inform parents about their child's attendance and absence levels
- support pupils who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- assign overall responsibility for championing and improving attendance at the school to a designated senior leader
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education (Summary table of responsibilities for school attendance to the extent not covered above or elsewhere in this policy).

### Parents and carers

We expect parents and carers to:

- ensure that their child arrives at the school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child from the school (see section 6.1 below)
- avoid unnecessary absences
- keep the school informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.3 below)
- inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: Summary table of responsibilities for school attendance ([publishing.service.gov.uk](http://publishing.service.gov.uk)).

### Pupils

We expect pupils to:

- attend the school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to the school late (see sections 4 and 5 below).

### Designated attendance lead (DAL)

The designated attendance lead ("DAL") at the school is the Deputy Head Teacher for Inclusion – Ms Georgina Harcourt –Brown.

The DAL will be responsible for the strategic approach to attendance at the school and will:

- offer a clear vision for attendance improvement
- evaluate and monitor attendance expectations and processes
- oversee attendance and absence data analysis
- ensure that key attendance messages are communicated to parents and pupils
- provide data and reports to support the work of the board of trustees (see below).

### The BPET Board

The BPET board of trustees will:

- take an active role in attendance improvement, recognise the importance of school attendance and promote it across the trust and Academy's ethos and policies
- ensure the school's leaders fulfil expectations and statutory duties

- regularly review attendance data, discuss and challenge trends and help School leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure School staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance
- share effective practice on attendance management and improvement across its academies
- require the school to report to the trustees termly through the BPET Performance Report
- have a dedicated attendance lead who will drive improvement across the trust and act as a central point for academies with attendance queries.

## 6.0 Registration

The school maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8.50am	9.00am
Afternoon	12.50pm	1.10pm

Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 7 applies.

The register is marked using the national attendance and absence codes which can be found in the [Department for Education's guidance on attendance - Working together to improve school attendance](#).

Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

## 7.0 Late arrival

If a pupil arrives at the school after the relevant registration period has ended, he/she must immediately go to the school office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.

Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy.

## 8.0 Reasons for absence and how to report or request authorisation

**Authorised absence** - absence will only be authorised where the school has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the School can authorise absence.

**Unauthorised absence** – absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.

### Reporting absence from the school

Where a pupil is to be absent from the school without prior permission, the parent/carer should inform the school by telephone on the morning of the day of the first absence and let the school know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the school on each day of absence.

On the day of return to the school, parents must also provide written confirmation of the reason(s) for the full period of absence.

In cases of prolonged absence due to illness, the parents/cares may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

### **Appointments**

Medical, dental and other essential appointments for a pupil should take place outside of school hours where this is reasonably possible.

Where an appointment must take place during school time, the pupil should attend the school for as much of the day as possible and as much prior notice as possible should be given to the class teacher.

For the time absent from the school to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

Parents should request authorisation for the absence using the form in Appendix 2. Printed copies are available at the school office.

### **Leave of absence (including holidays during term time)**

Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time. The school will only authorise a leave of absence during term time where there are exceptional circumstances.

To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Headteacher and, wherever possible, at least 4 school weeks ahead of the planned leave. Parents should request authorisation using the form provided in Appendix 1. Printed copies are available at the school office.

Where a leave of absence is requested as above, the Headteacher will consider the specific facts and circumstances relating to the request. The decision:

- will be confirmed in writing
- is solely at the Headteacher's discretion and
- is final.

Where permission is granted, the Headteacher will confirm the number of days and dates of absence which are authorised.

If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised, and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see section 13 below).

### **Religious observance**

We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs,

the absence from the school will be authorised.

We ask that parents/carers notify the school by writing to the pupil's class teacher in advance where absence is required due to religious observance, using the leave of absence form (Appendix 1).

### **Coronavirus (Covid-19)**

There may be circumstances in which pupils cannot attend school due to Covid-19. The school will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to Covid-19.

If a pupil tests positive for coronavirus, their absence will be recorded as illness.

### **8.0 Other Absences**

Absence through child participation in public performances, including theatre, film or television work and modelling

- Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance through the completion of a leave of absence form.
- Parents/carers must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they should discuss with the parent/carer the nature and frequency of the absence and how learning will continue if absence occurs.
- Where a child's attendance has fallen to below 90%, leave of absence is unlikely to be approved unless there are arrangements for the provision of an education tutor.
- Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

### **Absence through competing at regional, county or national level for sport**

- Parents/carers can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions through the completion of a leave of absence form.
- Headteachers can apply their discretion as to whether to authorise this depending on the nature of the competition and the frequency of the absence. It is obviously vital to understand how learning will continue if absence occurs.
- Permission for a child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher, but this is not recommended to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

### **Gypsy, Roma, Traveller and Showman families**

- Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return.
- To ensure the continuity of learning for Traveller children, dual registration is allowed. This results in the school retaining the Traveller child on the school roll while they are travelling and records the absence as authorised through the T code.
- Distance learning packs for Traveller children are not an alternative to attendance at school.

### **Non-attendance due to Health Needs**

Children who cannot attend school because of health needs:

- Local Authorities, have a duty set out in Section 19 of the Education Act 1996 and the DfE Statutory Guidance 'Ensuring a good education for children who cannot attend school because of health needs' (DfE, 2013. See appendix 1) to provide education for children who cannot attend school full time due to their medical needs.
- BPET schools provide support for their pupils with medical needs under their statutory duties as defined in 'Supporting pupils with medical conditions at school' (DfE, 2014). It is only when the pupil's medical condition becomes too complex to manage in school that the schools Local Authority policy would then apply

### **9.0 Addressing poor attendance and punctuality**

The school will use data to target attendance improvement efforts to the pupils or groups of pupils who need it most. In doing so, the school, led by the DAL, will:

- monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance



- provide regular attendance reports to class teachers and relevant leaders
- identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner
- conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends
- benchmark school attendance data at each level against local, regional and national level
- monitor the impact of school strategies and actions to improve attendance on particular pupils and particular groups
- work with the local authority and other local partners to identify groups
- hold regular meetings with the parents or carers of pupils who the school and/or local authority consider to be vulnerable

#### **Procedures for managing unexplained absences at Watling Park School:**

Parents/Carers should phone or email the school to provide a reason for absence by 8.30am on the day of unplanned absences.

If no email or telephone call is received from parents/carers on the day of absence, the school will make contact. To ensure effective Safeguarding procedures are followed the following steps are taken.

First Day Call Procedure – for School and Attendance Officer:

- Teachers register promptly – all registers are submitted by 9am
- Admin team listen to absence calls and emails.
- Registers are collated, and absences and late attendance is recorded on arbor. A list then the produced for those who are absent with no explanation.
- We aim to contact all parents of children with unexplained absence by 9.30am, paying attention to children who are independent travellers first
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages where possible and use text messaging system.
- If there is no response, make a record on arbor what attempts have been made, or other relevant notes e.g. overseas ring tone, phone number in use.
- Double check that no absence request form has been submitted
- If no answer, call and text everyone listed on the contact and emergency contact list for the child, asking them to help the school make contact with the parent/carer
- If still no reply, consider whether they are a child with additional agency support, such as a social worker. For children on a CIN plan, CP plan or monitoring, the admin team must inform the DSL of the unexplained absence and attempts made to make contact. The DSL will inform the social worker. In the event of the DSL being unavailable, the admin team should contact the social worker.
- Failing any response the DSL or Headteacher will agree the most appropriate member of staff to make a prompt home visit.
- If we cannot get an answer and it appears that no one is at the property we will refer the matter to Barnet MASH/Police and request a welfare call. If we could see anyone in the home but believed the children to be at risk of significant harm we will still make a referral.

Where absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent truancy or lateness

We will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality.

A letter will be sent informing the parent of the current level of attendance and requesting improvement.

In continued non-attendance, where attendance falls below 90%, parents/carers may be required to meet with a member of the Senior Leadership Team or Phase Leader to agree ways in which attendance should be improved. These cases will be closely monitored for 4 weeks to ensure improvements occurs.

If there is no improvement, a referral will be made to the Education Welfare Officer and contact and home visits will be carried out. Legal action is a possible outcome if there is no improvement.

Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.

Where out of school barriers to attendance are identified, the school will signpost and support access to any additional services.

Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the school and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents.

When considering whether to issue a penalty notice, we will have regard to:

- section 6 of the Department for Education's guidance, working together to improve school attendance: Working together to improve school attendance ([publishing.service.gov.uk](https://publishing.service.gov.uk))
- the local authority's Code of Conduct for issuing penalty notices.

In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

## 10.0 Persistent Absence

- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

## 11.0 Encouraging Attendance

At each BPET School, we encourage attendance in the following ways:

- By providing a welcoming and safe environment
- By delivering a skills-based curriculum, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment
- Involving pupils in attendance and punctuality through an attendance reward system
- By responding promptly to a pupil's or parent's concerns about the school or other pupils
- By marking registers accurately and punctually during morning and afternoon registration. If a pupil arrives at school after the close of register (30 minutes after the start of the session) without a written or previously notified explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill
- By publishing and displaying attendance statistics and school attendance targets
- By celebrating good and improved attendance
- By monitoring pupils' attendance and informing parents/carers in writing of irregular attendance; arranging meetings with them if necessary and referring the family to the EWS or implementing relevant actions as agreed with parents if the irregular attendance continues.

## **12.0 Attendance Monitoring**

The Headteacher is responsible for undertaking daily routine attendance monitoring. This involves dealing with late pupils, contacting parents about on-going attendance and punctuality issues and ensuring that agreed systems are followed.

Each half term, the Headteacher will discuss the school's overall attendance with person(s) responsible for the school's attendance systems and Education Welfare Officer and will identify specific pupils who cause concern in relation to either attendance or punctuality.

### **Reporting to parents/carers**

We inform all parents/carers of their child's attendance at three points in the year. Attendance is discussed at the first parent teacher meeting in the Autumn term. Attendance letters are sent home for all pupils with the mid year and end of year reports in the Spring and Summer term. In these letters, parents will be given a copy of their child's attendance certificate and a RAG rated attendance letter (Green – 96% or above, 90-96% Amber, 90% or below – Red). Where absence or punctuality is a concern, additional letters and meetings will be arranged as set out in section 9)

## **13.0 Legal action to enforce school attendance**

When a pupil's attendance falls below 90% the school will decide on a case by case basis whether or not to refer the case to the local authority. The local authority may take the following legal powers to enforce school attendance. This includes:

- Parenting Order – this requires the parent/carer to attend parenting classes. The court will mandate what the parent/carer needs to undertake to improve the child's school attendance.
- Education Supervision Order - If the local authority thinks the parent/carer needs support getting their child to go to school but the parent is not co-operating, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to assist the parent/carer in getting their child to school. The local authority can do this instead of prosecuting the parent/carer, or as well.
- School Attendance Order – A parent/carer can be issued with a School Attendance Order if the local council thinks the child isn't getting an education. The parent/carer has 15 days to provide evidence that they have registered their child with a school or that they are giving them home education. The order will require the parent/carer to send their child to a specific school and if they don't, they are likely to be prosecuted or given a fine.
- Fixed Penalty Notice (Fine) – Parents/carers are individually fined by the local authority, which rises if the fine is not paid within 21 days. If parents/carers don't pay the fine after 28 days they can be prosecuted for their child's absence from school.
- Prosecution – a parent/carer could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court will also give the parent/carer a Parenting Order.

## **14.0 Monitoring and Evaluation**

The Headteacher and Central Team will review this policy statement bi-annually and update it in consultation with key staff, in line with current best practice as s/he considers necessary.

## **15.0 Approval by the Bellevue Place Education Trust Board**

This policy has been formally approved and adopted by the BPET Board and will be reviewed every two years.

**ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)**

Regular and consistent attendance at school is essential. Absence and lateness disrupt a child's education. The law does not grant parents an automatic right to take their child out of school during term time. By law you must request permission from the Headteacher for your child to miss school for any reason.

This form must be completed for any form of absence (with the exception of medical and dental appointments) and submitted for authorisation at least 10 days before the proposed absence and before any holiday is booked.

**WARNING:** If your request is refused and the child is still taken out of school, this will be an **unauthorised absence** and this could result in a fine being issued to each parent for each child.

I/We request of the Headteacher and Local Advisers that leave of absence be granted to

Child's name ..... Class .....

Child's name ..... Class .....

to be authorised as being absent from school from..... to ..... inclusive

Total Number of days: .....

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME: .....

.....

EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE ABSENCE CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:

.....

.....

Signature of Parent/Carer .....Date .....

**REPLY SLIP - LEAVE OF ABSENCE DURING TERM TIME**

**AUTHORISED** absence on the specified dates for a total of ..... days

**Limited Authorised Absence – Authorised for ..... days ONLY from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_**  
(remaining days UNAUTHORISED)

**UNAUTHORISED** - Request for leave in term time not authorised for the following reason:

Current Attendance:
Unauthorised absence:

**WARNING:** If your request is refused and your child is still taken out of school as **unauthorised absence** each parent could be liable to a fixed penalty notice (fine) each child. **Y/N**

SIGNED ..... Head Teacher Date .....

### ABSENCE REQUEST GUIDANCE

Absence requests forms must be completed by a person with Parental Responsibility and be the parent with whom the child normally lives. Watling Park School will only consider requests from that parent. Permission must be sought at least 10 days before the proposed absence and before any holiday is booked.

When deciding whether to authorise term time leave, we will consider: the time and duration of the leave, your child's record of attendance, and learning that will be missed.

**WARNING:** If the request is refused and the child is still taken out of school, this will be **unauthorised absence** and could result in a fine for each parent for each child. Please contact the head teacher if you wish to discuss this.

<p><b>Absence from school is likely to be authorised if it is for the following reasons and evidence is provided:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments that cannot be made out of school time</li> <li>▪ Days of religious observance</li> <li>▪ Exceptional circumstances, such as bereavement (for a reasonable number of days for the circumstances)</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<p><b>Absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ For any type of shopping</li> <li>▪ Looking after brothers, sisters or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> </ul> <p>Advice from the Department for Education states: Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.</p>
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### HOLIDAYS IN TERM TIME GUIDANCE

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
<p>We recognise it can be expensive to take a holiday during school breaks and so some parents may ask for term-time leave for their child. It is important parents carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on the course work they have missed.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their peers.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> <li>• Closeness to tests. [Phonics check Year 1, Standard Attainment Tests (SATs) in years two and six.]</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If request for term-time leave is refused or parents fail to request permission, and a child is taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a fine.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>In exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The absence request for leave must come from a parent that the child normally lives with, and must be for a family holiday.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 20 days or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Education states: Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the</p>

	number of school days a child can be away from school if the leave is granted.
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**Information for Parents:**

Parents can be issued a maximum of 3 penalty notices each in respect of the same child in any calendar year.

Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, rising to £120 up to the 28th day. If the notice remains unpaid the Local Authority prosecutes the parent in the Magistrates' Court for a non-attendance offence under The Education Act 1996, section 444, not for non-payment of the penalty notice. If found guilty, parents have a criminal record, are liable to a fine of up to £1000, and may have to pay costs to the Local Authority.

**ABSENCE REQUEST FORM (requests for 1 day or less)**

Regular and consistent attendance at school is essential. Absence and lateness disrupt a child's education. The law does not grant parents an automatic right to take their child out of school during term time.

This form must be completed for medical and dental appointments or any other short (1 day or part of a day) and submitted for authorisation with as much notice as possible (usually at least 3 days). Where ever possible, appointments should be made outside of school time. Keep the length of absence as short as possible by bringing your child to school before and after the appointment.

**WARNING:** If your request is refused and the child is still taken out of school, this will be an **unauthorised absence**.

I/We request absence be authorised for

Child's name ..... Class .....

Date of absence ..... Time of absence: from ..... to .....

REASON FOR ABSENCE: .....  
.....

EVIDENCE PROVIDED: Copy of appointment letter/Copy of appointment text/Other: .....

Signature of Parent/Carer .....Date .....

**REPLY SLIP - LEAVE OF ABSENCE DURING TERM TIME**

Child's name ..... Class .....

On (date) ..... from ..... (time) to ..... (time)

Current Attendance:
Unauthorised absence:

- AUTHORISED**
- Currently UNAUTHORISED** – no evidence provided (this can be **authorised** if evidence is provided with 5 days)
- UNAUTHORISED** - Request not authorised for the following reason:

SIGNED ..... Date .....