

# HULLAND CHURCH OF ENGLAND PRIMARY SCHOOL



## Attendance Policy

Regular attendance is essential for a child to make satisfactory educational progress and develop friendships. Punctuality is also important to help a child become a dependable adult and eventually, a reliable employee.

Children may be off school for illness or other exceptional reasons, but they should only be absent when it is absolutely essential.

### Aims

- For all children to attend school as often as possible (97% or better).
- For the average attendance to be above 97%.
- Everyone in school has a responsibility to improve or maintain excellent attendance.

### Daily Actions

- School starts at 9:00am (school doors open at 8.50 am)
- School doors close at 9:00am. Any child arriving in class after 9:00am will be given a late mark (L) in the register.
- If a child arrives after 9:30 they will be given a late mark (U), 'late after the register closes.'
- If your child arrives late, they will be asked for an explanation by the office staff. They will be recorded in the late book and this will be monitored.
- If a child is absent, school should be informed as soon as possible so that the reason can be recorded in the register correctly. If you are able to, you should give an expected date of return to school.
- If the class teacher is told directly they will inform the school office.
- The class teacher is responsible for the correct administration of the online register.
- If we do not hear why a child is absent by 9:30am, the school office will try to contact you by telephone to ensure your child is safe.

### Termly actions

- Each term pupils whose attendance or punctuality is causing concern are identified and the parents contacted.
- Office staff will analyse the attendance of different groups of pupils e.g. SEN, Pupil Premium.

## **Other actions**

Children with attendance below 94% will be highlighted by staff at parents' evenings. Staff will point out the impact this is having on the child's progress and learning.

## **Positive rewards**

At the end of each term every child with 100% attendance will receive a certificate in assembly.

At the end of each year, every child with 100% attendance that year will receive a special reward.

## **Actions taken when attendance/punctuality is causing concern**

Attendance is beginning to cause a concern when;

- a child is absent for a number of sessions that would lead to attendance below 94%
- has an identifiable pattern of absence (e.g. most Fridays)
- attendance changes suddenly without explanation.

At this point a letter and a copy of the detailed attendance record will be sent home. Attendance will then be monitored and if it does not improve, parents and carers will be asked to come into school and meet with the Headteacher to discuss any support the school can provide.

If parents do not engage with the meeting, a referral to social care may be made.

## **Holiday requests during term time**

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Head teachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) or The Education Act 1996. Please note that penalty notices will apply to both parents for each child who fails to attend school.

Children need to attend school to ensure they have the best opportunity to succeed. There are 13 weeks holiday each year and therefore family holidays during term time will not be granted. Work cannot be given to take on holiday as children need to be taught in school.

## **Attendance & absences**

Schools are legally required to distinguish between authorised and unauthorised absences and to publish annual unauthorised absence figures. Unauthorised absences must be included in your child's permanent school report record.

Absences that may be authorised by the school include:

- Genuine sickness or medical treatment
- Unavoidable cause (for example, major family trauma, severe weather conditions)
- Advance application for participation in a public performance, educational interview or exceptional family event, for example, funeral of close family member
- Term Time Absence; From 1<sup>st</sup> September 2013, under new DFE regulations, schools are **no longer allowed to authorise leave of absence for family holidays**. From September, Head teachers may not grant any leave of absence for students during term time unless there are **exceptional circumstances**.

Please make every effort for any non-urgent medical and dental appointments to be out of school hours.

## Hulland Church of England Primary School

### LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) ..... Year Group .....  
..... Year Group .....

..... Year Group .....

Childs Address .....

.....

Name of Applicant(s) and Address (if different).....  
.....  
.....

**I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.**

From..... To.....

Total number of days our child(ren) will be absent from school .....

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable) Date .....

.....

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**

.....

## **Holiday unauthorised**

Recipient(s) full name

Address

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

Mrs W. Underwood

Head Teacher

**Leave Authorised**

Recipient(s) full name

Address

Dear

**Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for NUMBER school days on the basis that the reason given is exceptional.

Yours sincerely,

Mrs W Underwood

Head Teacher

## **Challenge Absence**

Recipient(s) full name

Address

Dear

### **Absence from School**

NAME was absent from school for NUMBER days between DATE and DATE without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

I understand that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

Mrs W Underwood

Head Teacher