







Policy Name	Attendance Policy
Review & Approval By	Full Board of Governors
Date Ratified	29/06/2016
Signed By	<i>W.D. Tait</i>
Position	Chair of Board of Governors
Review Period for this Policy	3 Yearly
Date for Future Review	Summer Term 2019

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Date	Changes
30/01/16	Amend Governing Body to Board of Governors.
26/06/16	Updated regulations included (2006, amended 2013) Removal of references to authorisation of family holidays Inclusion of a minimum (95%) and target (96%) attendance figures.

This Policy is taken from the Local Authority Attendance and Inclusion Policy Statement for Term Time Leave. The intention of this initiative is to provide a coherent, consistent approach across Plymouth schools in managing term time leave and to maximise children's opportunities to achieve.

The Policy Statement sets out clear expectations in relation to:

-  Procedures for requesting and granting term time leave
-  Procedures for sharing with families (and pupils) the details of the policy statement
-  Register coding for authorised and unauthorised leave
-  Procedures for a child not returning to school after term time leave

In order for this initiative to succeed it is essential that this policy is formally adopted and implemented by schools governing bodies and shared with pupils, and families.

Term Time Leave

DfE Guidelines:



The Government has amended the Education (Pupil Registration) (England) Regulations 2006 in relation to the authorisation of term time leave for pupils. These amendments came into force on 1 September 2013.

In the Education (Pupil Registration) (England) (Amendment) Regulations 2013, all references to family holiday and extended leave as well as the statutory threshold of ten school days have been removed. The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Regulations referring to removal from roll in relation to term time leave have not changed.

Holidays in term time:

You have to get permission from the Head teacher if you want to take your child out of school during term time. You can only do this if:

-  You make an application to the Head teacher in advance (as a parent the child normally lives with)
-  there are exceptional circumstances

It's up to the Head teacher how many days your child can be away from school if leave is granted.

Fine:

Your local council can give you a fine of £60 (per parent, per child), which rises to £120 if you don't pay within 21 days. You may be prosecuted if you don't pay the fine after 28 days. There is a minimum attendance expectation of 95% and our school target is 96%.

Aims and objectives:

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- 🌱 Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- 🌱 Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- 🌱 Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- 🌱 Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- 🌱 Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- 🌱 Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- 🌱 Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- 🌱 Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- 🌱 Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- 🌱 Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- 🌱 Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- 🌱 Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- 🌱 Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- 🌱 Developing and implementing procedures to follow up non-attendance at school.

Guidance to parents/carers:

- 🌱 Wherever possible they should take holidays during school holidays;
- 🌱 They should avoid taking a school aged child on holiday at times when they should be taking exams or tests;
- 🌱 They should not expect their child's school to agree to a family holiday during term time. The school will carefully consider their request and may take the child's attendance record into account;
- 🌱 Schools will not agree to a child missing more than a total of ten school days for family holidays in any one school year, unless there is a very good reason;
- 🌱 If a child is off for more than ten days, the school may set work for them to do while they are away. (DfES leaflet "School Attendance Information for Parents").

Approach by school:

- 🌱 Parents should not normally take pupils on holiday in term time;
- 🌱 Each request for holiday absence will be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress;
- 🌱 If Montpelier does not agree absence and the pupil goes on holiday, absence is unauthorised;
- 🌱 If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised;

- Montpelier may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence such as illness.

If leave is agreed, only up to 10 days in a school year can be authorised (and the potential for 10 days authorised absence should never be regarded as the norm).

Legal position

The Education (Pupil Registration) Regulations 2006 (amended 2013), states:

- 7-(1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school;
- 7-(3) Subject to paragraph (4) a pupil may be granted leave of absence from the school to enable him to go away on holiday where —
 - an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and
 - The proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the special circumstances relating to that application.
- 7-(4) Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than ten school days leave of absence in any school year.

School Term Time Leave Policy

Up to 10 days leave may be authorised if the following criteria are fulfilled:

- The school holiday form is completed by the parent/carer and submitted at least two weeks in advance of the leave.
- The leave is not taken during national or school testing weeks.
- The leave is not taken during the first two weeks of September due to this being an important time for establishing relationships, routines etc.
- The child's attendance is currently above 95% (if it is the start of a new academic year, the last year's attendance will be used).
- The school will inform the parent in writing advising whether the leave has been authorised or unauthorised. We will make clear the reasons why a decision has been taken and the criteria used will be re-iterated.
- The actual date that the child will return to school must always be provided by the parent/carer.

Register Codes:

- If the designated authority in school authorises the term time leave, the register code 'H' should be used. The statistical meaning for this should be authorised absence.
- If the designated authority in school declines the request for term time leave, and the child is absent due to the leave being still taken, the register code 'G' should be used. The statistical meaning for this should be unauthorised absence. In this case, normal procedures for non-attendance apply and the school will make a referral to the Attendance and Inclusion Service following agreed procedures.

If the child does not return to school on the date agreed after authorised leave:

- If another reason for absence is provided by the parent/carer the pupil will be registered appropriately. In all other cases the absence will be registered as unauthorised.
- Normal procedures for non-attendance apply and the school will make a referral to the Attendance and Inclusion Service following agreed procedures.

- 🌱 The Attendance and Inclusion Service will then inform the school of the outcome of the visit and make recommendations for action.

Procedure for sharing this policy with families:

- 🌱 Montpelier will share with parents and pupils the expectations and procedures outlined in this document.
- 🌱 We may hold meetings for parents specifically in relation to the guidelines.
- 🌱 This information may also be shared at new intake evenings and parents' evenings.