



# LOWEDGES JUNIOR ACADEMY

## ATTENDANCE POLICY

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V1	JUNE 2023		
V2	MARCH 2024	Updates to the time the registers are closed and responsibilities.	

This is the Attendance and Punctuality Policy for Lowedges Junior Academy

Lowedges Junior Academy  
Lowedges Road  
Sheffield  
S8 7JG

Attendance and Punctuality Lead – Miss L Jones (Principal)

### ACADEMY MISSION STATEMENT

‘Suprema Quaero’ – I seek the highest

At Lowedges Junior Academy we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity. We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone’s contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

All adults in school have a responsibility to safeguard and promote the welfare of children.

With your commitment we will aim to achieve and exceed expectation.

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## **Section 1: The aims and principles underpinning the Lowedges Junior Academy Attendance and Punctuality Policy.**

- The academy has the highest standards and expectations in place for all pupils.
- The academy will teach and promote the importance of attendance and punctuality to all pupils and ensure that an ethos of attendance and punctuality excellence is established and shared with all members of its community.
- The academy is committed to maximising the achievement of all pupils and recognises the importance of excellent attendance and punctuality as a part of this.
- There is a clear link between excellent attendance and educational achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the academy.
- A broad and balanced education is dependent on regular attendance at the academy.
- Parents/carers play an important role in supporting the academy and encouraging pupils to reach excellent attendance levels.
- The academy looks to work in partnership with families to ensure that their child's attendance is as regular and punctual as possible. The building of strong relationships with families is a key priority.
- The academy regularly reviews practice and looks to ensure that attendance and punctuality policies and procedures are following effective practice models.
- The academy will work in close partnership with multi-agencies and the Local Authority to ensure that resources are directed swiftly and effectively to pupils and their families where attendance and/or punctuality is a concern.
- The academy will take appropriate action to promote and encourage excellent attendance.
- Promote and support attendance and punctuality to lessons during the academy day.
- The academy is committed to reducing persistent and severe absence levels and recognises the importance of personalised approaches to supporting attendance and punctuality.

## **Section 2: Legislation and guidance informing our policy**

This policy meets the requirements of the [Working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

This policy should be read in conjunction with the Lowedges Junior Academy's Behaviour and Rewards and Safeguarding Policy.

### **Section 3: Roles and Responsibilities**

#### **The Local Governing Body**

The Local Governing Body is responsible for:

- Promoting the importance of school attendance across the academy's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Agreeing Academy attendance targets with the Principal
- Monitoring attendance figures for the academy
- Regularly receiving, reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Supporting the academy in its efforts to improve and raise attendance
- Contributing to plans where attendance is a cause for concern
- Contributing to the academy's strategies to improve attendance e.g. Academy Attendance Panel meetings
- Holding the Principal to account for the implementation of this policy

#### **The Principal (Designated Senior Leader for Attendance)**

The Principal (Designated Senior Leader for attendance) is responsible for:

- The Implementation of our Attendance and Punctuality Policy.
- Ensuring there is a clear ethos, vision and strategy for improving attendance and that this is communicated effectively with staff, governors and parents/carers.
- Ensuring programmes are in place to educate pupils about the importance of punctuality and attendance.
- Setting and monitoring targets for improving attendance within the academy.

And with support from the Education Welfare Officer/Attendance Officer:

- Leading attendance across the academy.
- Liaising with multi-agencies and the Local Authority regarding attendance targets and the Academy Strategy.
- Monitoring academy-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and in line with Local Authority procedures.
- Producing and distributing attendance information for parents/carers.
- Rewarding outstanding / improving attendance.

#### **The Education Welfare Office / Attendance Officer**

The Education Welfare Officer is responsible for:

- Developing, monitoring and regularly reviewing the Attendance and Punctuality Policy in collaboration with the Principal (Designated Senior Leader for attendance).
- Conducting first day calls. Where no messages or calls have been received from parents/carers about their child's absence by 9:15am,
- Entering information received, regarding attendance, onto the SIMS / CPOMS system.
- Conducting well-being checks for pupils that that academy has had no contact with or where a pupil has been absent for 3 or more consecutive days.
- Identifying those pupils whose attendance is falling below average, pupils who are classed as persistent absence and/or severe absence and work with parents/carers towards improvement.
- Arranging calls and meetings with parents to discuss attendance issues following the attendance procedure (See appendix 1)
- Completing mapping documents (action plans) with parents / carers and delivering targeted intervention and support to pupils and families.
- Liaising with the Local Authority and relevant multi-agencies regarding pupils whose attendance is giving

significant cause for concern.

- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.
- Attending Case Conferences, TAF meetings and or other/directed professionals' meetings on behalf of the academy/trust/LA for pupils where attendance is a concern.
- Collating attendance data for the DfE, Local Authority and the Local Governing Body and in liaison with colleagues.
- Reporting pupils missing in education (CME) following academy and Local Authority procedures.
- Reporting to the Local Authority any pupils where written notification of Home Education has been requested.
- Conducting visits, writing letters/casework and liaising with other agencies linked to pupils whose attendance is a cause for concern.
- Assisting parents/carers with academy transfers and may give advice regarding parent/carer requests for support to multi-agencies/welfare and benefits procedures.
- Monitoring the punctuality of pupils and supporting parents/carers where punctuality is a concern.
- Attending weekly attendance meetings with the Principal.

### Class Teachers

Class Teachers are responsible for:

- Accurately completing the electronic register, using the correct codes, and submitting this information to the school office (By 8:50am for morning register and 1:05pm for afternoon register).
- Holding regular discussions with pupils about the importance of regular attendance and punctuality.
- Liaising with the Education Welfare Officer/Attendance Officer regarding any queries surrounding absence.

### Section 4: Expectations of pupils and parents/carers

Lowedges Junior Academy expects its pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to the main office and sign in should they arrive after 8:45am.

Lowedges Junior Academy expects parents/carers of pupils to ensure:

- They are fulfilling their responsibility by ensuring their children attend the academy regularly and on time.
- They contact the academy every day that their child is unable to attend.
- Their child arrives on time and is well-prepared for the school day (reading book, planner, pe kit and water bottle).
- They contact the academy whenever any problem arises that may lead to their child's absence/keep their child away from the academy.
- The academy is informed and authorisation sought for any forthcoming appointments and, where possible, appointments are arranged outside of academy day.
- The continuity of their children's education by taking holidays during the academy holiday period.
- Parents/carers can be easily contacted by providing more than one contact number.

What pupils and parents/carers can expect of Lowedges Junior Academy:

- A broad and balanced education that is dependent on regular attendance at the academy.
- The encouragement and promotion of excellent attendance.
- Regular, efficient and accurate recording of attendance.
- Contact with parents/carers on a daily basis when a pupil does not attend.
- Prompt action taken if any problems are identified that prevent a child attending the academy and action

taken linked to any problems brought to a member of staff's attention.

- Close liaison with the Inclusion Team to assist and support parents/carers, pupils and their families where needed.
- Notification to parents/carers of their child's attendance record through weekly records of attendance in their child's planner.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 2)
- When a pupil is absent and contact cannot be made by telephone, well-being visit may take place.
- The law requires the register to be taken twice a day. Electronic registration takes place at the start of the morning session (8:45am) and once in the afternoon session (1:00pm) using SIMS. (Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'School Attendance' published November 2018 by the DfE).
- Registers close at 9:15am and 1:30pm, after which pupils will be marked with the unauthorised absence (U code).
- Where a pupils attendance falls below 93%, the academy will contact parents/carers to notify them that their child/ren is at risk of becoming in Persistent Absence (Below 90%).
- Where a pupils attendance falls below 90% (Persistent Absence), the attendance procedure will be followed – see appendix 2.
- The academy and year group attendance data will be collected, analysed and monitored.
- Through partnership working with the Local Authority, further action may be taken in the form of a penalty notice should concerns regarding a child's attendance persist despite the academy's procedures being followed.

## **Section 5: Recording attendance**

### **The Attendance Register**

Attendance registers mark whether pupils are:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

Lowedges Junior Academy will also record:

- (For pupils of compulsory school age) Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

All entries on the attendance register are kept for 3 years after the date on which the entry was made.

At Lowedges Junior Academy, there are two sessions per day. The register for the first session is taken at 8:45am and will be kept open until 9:15am. Pupils arriving after 8:45am are marked as late. Pupils arriving after 9:15am are marked as unauthorised (U code). The register for the second session is taken at 1:00pm and will be kept open until 1:30pm. Pupils arriving after 1:30pm are marked as unauthorised (U code).

## Unplanned Absence

- The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:15am or as soon as practically possible by calling the school office staff (see also section 8).
- The Academy will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or they are classed as a minor ailment where a pupil could attend the academy.
- If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Lowedges Junior Academy does not ask for medical evidence unnecessarily.
- If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## Planned Absence

- Attending a medical or dental appointment is counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment. However, Lowedges Junior Academy encourages parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Parents/Carers should contact the academy and follow Leave of Absence procedures (Section 6) where making a request for absence during term time.

## Lateness and punctuality

A pupil who arrives late:

- before the register has closed will be marked as late, using the L code.
- after the register has closed will be marked as absent, using the U code.

Lowedges Junior Academy actively discourages late arrival, monitors and tracks patterns of late arrival and will contact parents/carers to identify why pupils are arriving late and prevent late arrival moving forwards. Pupils arriving late disrupt the continuity of learning for others as well as themselves.

The Education Welfare Officer / Attendance Officer greets pupils each morning that arrive late to the academy and will arrange meetings with parents/carers where there is persistent lateness – 3 x lates within a week. Persistent lateness may provide grounds for prosecution and parents/carers will be informed of this.

## Unexplained absence

Where a pupil is expected to attend the academy but does not attend, or stops attending, the academy will:

- Make contact with the pupil's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may need to seek support from external agencies including the LA Education Welfare Officer, Police or the Safeguarding Hub.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Telephone the parent/carer on each day the absence continues without explanation to ensure appropriate safeguarding action is taken where necessary.
- The Education Welfare Officer / Attendance Officer will conduct a well-being visit on day one of an absence where there has been no contact made with the academy. Where contact has been made but pupils are vulnerable (CP, CIN - safeguarding concerns) well-being visits will still take place on day one. Where contact has been made and pupils are not identified as vulnerable, well-being visits will take place from 3 days if pupils do not return to the academy within that time frame.
- Where a pupil has not been seen or contact with the family has not occurred, then contact with LA

Education Welfare Officer, Police or Safeguarding Hub should be made.

## **Section 6: Authorised and unauthorised absence**

### Approval for term-time absence

The Principal will not grant any leave of absence during term time unless there are **‘exceptional circumstances’**. Parents/Carers should seek permission from the Principal prior to the leave of absence period in question. Parents/carers are requested to complete the Leave of Absence request form and include any additional information regarding the circumstances leading to the request.

‘Exceptional circumstances’ are classed as one-off events that are unavoidable and could include (non-exhaustive list):

1. funerals or weddings of immediate family members
2. to visit a terminally ill relative
3. forces staff returning from abroad
4. parents returning from having to work abroad for a fixed, minimum term period
5. compassionate leave
6. performance at representative level (County/National) with accompanying letter from the relevant body

Parent/carer employment holiday rotas and differences in the financial costs of holidays in term time compared to designated school holiday periods, are not exceptional circumstances and holidays will not be authorised linked to these reasons. Children have to attend school for 190 days per academic year. This leaves 175 days (including weekends) free for families to take holidays.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

The Principal will determine the number of academy days a child can be away from academy **if** the leave is granted. (For example, a maximum of two days or equivalent in each academic year will be awarded for pupils taking part in pursuits not linked directly to the academy e.g. National sports representation).

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form (Appendix 3), accessible via the academy website and school office. The Principal may require evidence to support and request for leave of absence.

Parents/carers who remove their children from the academy without authorisation or do not return their child to the academy on the agreed date following an authorised period of leave of absence, may face a Fixed Penalty Notice Warning (FPN) which could lead to a fine/prosecution.

### Valid reasons for authorised absence include

- Illness and medical/dental appointments (see sections 5 for further details)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents/carers belong. If necessary, the academy will seek advice from the pupil’s religious body to confirm if the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English, Welsh, Irish and Scottish travellers, fairground workers, circus people, occupational boat dwellers and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision.

### Legal sanctions

Lowedges Junior Academy is committed to taking proactive attendance intervention that enables families to feel supported and break down the barriers that may impact upon their children attending the academy. This involves following DFE 2022: ‘Working Together to Improve Attendance’ and Sheffield guidance 2023: ‘Working Together to



Improve Attendance – Guidance for Schools’. However, the academy will use every possible means of ensuring that pupils attend the academy and receive an education, as it is their legal entitlement.

Lowedges Junior Academy, working with the Local Authority can issue Fixed Penalty Notices to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within an academic year after all supportive stages have been exhausted.
- One off instances of irregular attendance, such as holidays taken within term time without permission.
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason.

The Academy follows the guidance set out by Sheffield Local Authority regarding the issuing of FPNs and progression to prosecution.

### **Section 7: Promoting attendance at Lowedges Junior Academy**

Lowedges Junior Academy promotes excellent attendance and punctuality as a high priority and seek to celebrate outstanding/improving attendance/punctuality.

- Through assemblies, pupils are taught about the impact of their attendance and punctuality on their learning, education and possible future careers.
- Attendance figures are shared in assemblies on a weekly basis, where classes are aiming to reach the Academy target each week. Incentives and prizes are given for classes reaching the Academy target.
- Certificates are awarded for 100% attendance each term.
- Excellent attendance is celebrated at the awards ceremonies (Academy Awards, Y6 Graduation)
- Recognition is made of improving attendance for individuals/groups of pupils and this is communicated with parents/carers.
- Attendance figures are sent out to parents/carers as part of the annual report.
- Information is sent to parents/carers about the importance of attendance.

### **Section 8: Attendance monitoring**

#### **Attendance monitoring**

At Lowedges Junior Academy, attendance data is monitored daily, weekly and half-termly. Percentage attendance and sessions absent rates, of all groups of pupils, are closely monitored, compared with national and regional statistics and shared with the Local Governing Body.

Lowedges Junior Academy attendance target is rightly ambitious. Pupils with attendance at 96% or above are more likely to achieve in line with their targets and above peers that have lower attendance levels. Any falling between 96% - 93% is monitored closely. Persistent absence pupils (attendance below 90%) and pupils categorised as ‘severely absent’ (attendance below 50%) are supported heavily by the Education Welfare Officer / Attendance Officer. Close monitoring and enhanced support are put in place for particular pupils/groups of pupils whose absence is a cause for concern.

Analysis of attendance and absence data is conducted regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families - see appendix 1 for attendance procedure.

## **Section 9: Working with the Local Authority**

Lowedges Junior Academy works in partnership with Sheffield Local Authority Attendance and Inclusion Team. The Local Authority Attendance and Inclusion Team provides support as follows:

- The Inclusion and Attendance team analyse information provided by the Performance and Analysis Service linked to children who are Persistently Absent (90% and below) from schools and children where alternative codes are used on their attendance certificates for significant and/or prolonged periods of time.
- The team will work with the academy where those identified children are on roll to understand why a child isn't attending full time, to support and challenge the academy around educational access, and to work with the academy, parents/carers, and children to ensure barriers are removed and a full-time education can be accessed.
- When additional support needs are identified the team will work with the academy, professionals, parent/carers and children to ensure an assessment of need is completed and the relevant services and support is in place to re-engage in education.
- The team will follow the GP protocol to gather information linked to absence attributed to illness/medical that is a cause for concern.
- The team provide consultation to staff both within the Local Authority and across wider partners around the legalities of attendance, coding application, policy, processes, and what schools should/should not do, and what to expect.
- The attendance and Inclusion social workers assess cases appropriate for legal intervention, this includes processing all Penalty Notices for irregular attendance and Term Time Leave.
- The team can be contacted at: [SheffieldInclusion&attendance@sheffield.gov.uk](mailto:SheffieldInclusion&attendance@sheffield.gov.uk)

Further information: School attendance - Guidance for maintained schools, academies, independent schools, and local authorities: [www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

More detailed guidance regarding the support provided by Sheffield Local Authority is included in Appendix 4.

## **Section 10: Monitoring arrangements**

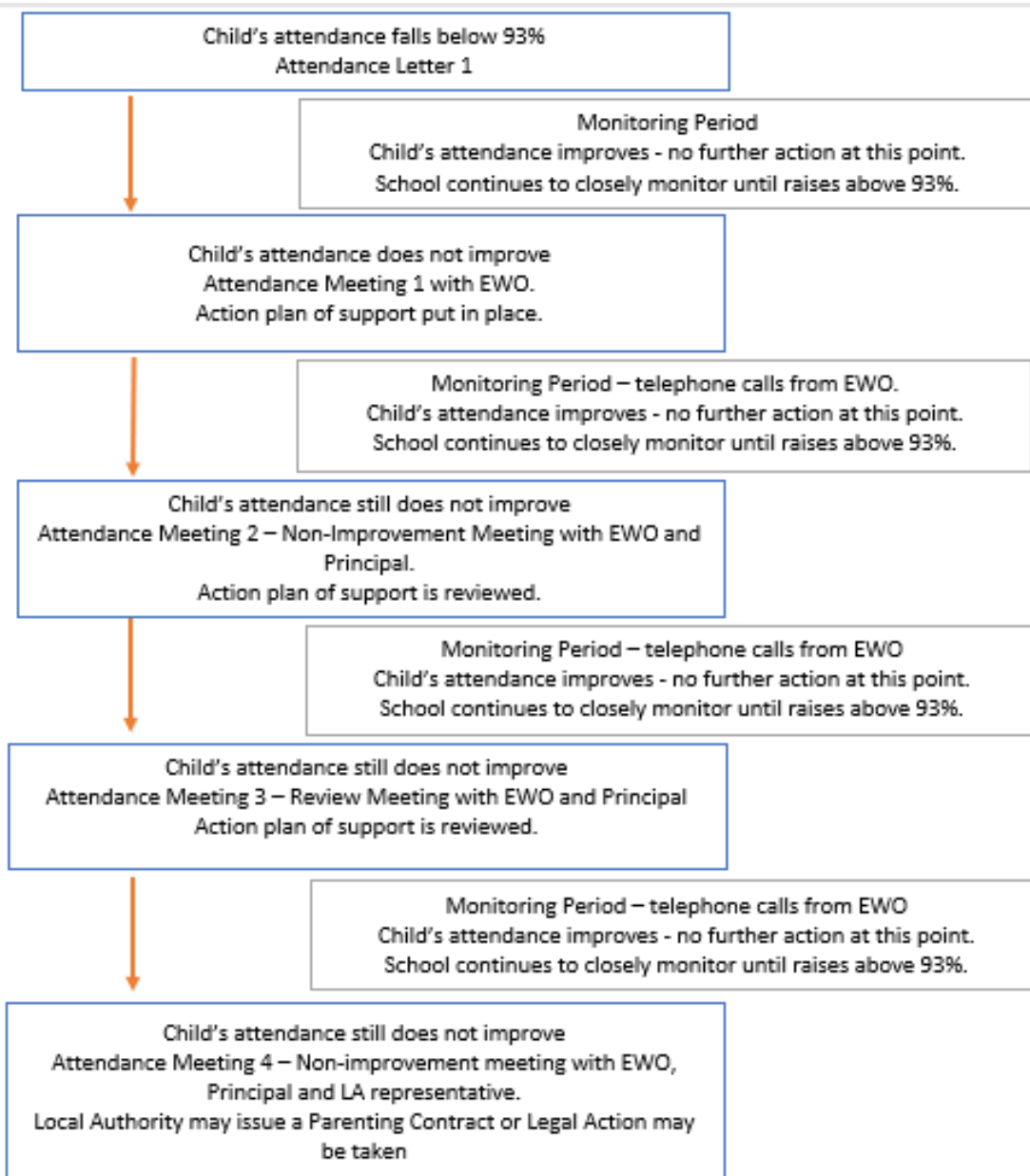
This policy will be reviewed as guidance from the Local authority or DfE is updated. The policy will be updated at an academy annually. At each review, the policy will be approved by the Lowedges Junior Academy Local Governing Body.

## **Section 11: Links with other policies**

This policy links to the following policies:

- Lowedges Junior Academy Child Protection and Safeguarding Policy
- Lowedges Junior Academy Behaviour and Rewards Policy
- ACET Supporting pupils with medical needs
- ACET Medicines in the academy
- ACET Suspensions and Permanent Exclusion Policy

## Appendix 1: Attendance Procedure for Lowedges Junior Academy



All Parents / Carers are asked to sign the action plan (mapping document) and will receive a copy of the plan. The Local Authority may take legal action at any point within this process – this is dependent on each pupils / families situation.

## Appendix 2: Attendance Codes

Updated DfE guidance – May 2022

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSE
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site educational activity	Approved educational activity	Counted as physically present
C	Leave of absence authorised by the academy	Authorised absence	
D	Dual registered – at another educational establishment	Not counted in possible attendance	
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the academy or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the academy	Authorised absence under exceptional circumstances	
I	Illness (NOT medical or dental appointments)	Authorised absence *In line with transition to 'Living with Covid-19' and the latest public health guidance, code I should be used for those pupils who have Covid-related symptoms or have a positive test result.	
J	Interview	Approved education activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/dental appointments	Authorised appointments	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved education activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	
U	Late arrival (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved education activity	Counted as physically present
W	Work experience	Approved education activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (enforced closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	

# Leave of Absence Request

(Including holidays in term time)

A child can now only be granted leave of absence during term time for exceptional reasons.

The Principal does not have to give permission if you request a holiday. If the holiday is not approved, your child's absence will be recorded as **unauthorised**.

Exceptional Circumstances include:

- funerals or weddings of immediate family members
- to visit a terminally ill relative
- forces staff returning from abroad
- parents returning from having to work abroad for a fixed, minimum term period
- compassionate leave
- performance at representative level (County/National) with accompanying letter- from the relevant body

## How do I make a request for Leave of Absence?

- **Complete the leave of absence request form on the next page.**
- Detach the form and hand it in to the school reception (at least 14 days before the first day of your requested absence)
- If you consider the circumstances to be **exceptional** attach a letter addressed to the Principal explaining the circumstances of the request.
- You will be notified in writing informing you of the decision.
- Please note that unless circumstances are judged to be exceptional, the leave of absence will be declined.

*“Taking your child out of school during term time will result in missed learning opportunities. National studies have shown that there is a strong link between school attendance and attainment.”*

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In deciding if the absence is EXCEPTIONAL, the Principal will consider the following:

- **Is the absence within the control of the parent/carer**

(A letter, on headed paper, from an employer is required if the absence is due to the availability of leave)

- **Does the pupil have a good attendance record?**
- **Will the absence have a negative impact on the attainment of the pupil?**
- **Is the activity a worthwhile experience which will enrich the pupil’s broader education? (our guidance is for two days maximum (or equivalent) in each academic year for such activities)**

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

If you consider you have to take your child out of school in term time, please complete this form and return to the school at least 28 days before the date you wish to remove your child from school.

**Please read the reverse of this form carefully prior to its completion.**

Pupil/Pupil Name ..... Tutor Group.....

Home Address .....

First day of absence .....Date of return to the academy .....

Total number of days missed .....

Reasons for absence (please attach a letter if you require additional space)

.....  
.....  
.....  
.....  
.....

***I understand that if the absence request is unauthorised the Education Welfare Officer will be notified.***

***I understand that a Fixed Penalty Notice can be issued. From September 2013 these are £60 per parent per child if paid within 21 days. This rises to £120.00 after 21 days.***

Name of Parent/Carer making application .....

Signed ..... Date .....

(Please ensure you are giving at least 28 days' notice of the proposed absence)

**Please return to the academy reception. Remember to include any supporting information**

-----  
For official use only

“ AUTHORISED: For the following dates:  
\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

“ UNAUTHORISED: Reason:

Decision taken by \_\_\_\_\_

- 1 The decision to grant the request is for the school, not the Authority or the parent/carer. Only schools can authorise absences.
- 2 There is no requirement to authorise because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent/carer can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parents'/carers' workplace holiday arrangements, then a letter from the employer/s explaining why the leave of absence must be taken in term time SHOULD be attached to this form on letter-headed paper.
- 8 If important work has been missed by the pupil due to parents/carers making a request for leave of absence for a holiday, parents/carers should not expect special arrangements to be made by the school for that pupil to catch up work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
  - The overall attendance of the child for the previous academic year or 3 terms.
  - If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.
  - If a previous holiday has been taken in the same academic year.
  - Timing of internal and/or external examinations/assessments.
  - The reason given by a parent for requesting leave of absence in term time.

Below is an extract from the 'Frequently Asked Questions' section of the Department for Education publication: School attendance, published in 2018

#### **Can a parent take their child on holiday during term time?**

Headteachers should only authorise leave of absence in exceptional circumstances. If a headteacher grants a leave request, it will be for the headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

If you have any questions regarding how Leave of Absence decisions are made, please don't hesitate to contact us in school.





Striving for excellence

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