

# ACET Attendance & Punctuality (Primary Sheffield LA)

**DATE:** September 2025  
**POLICY LEAD:** Andy Green  
**APPROVED BY:** Trustees (C&S)



Excellence



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# DOCUMENT CONTROL

|  |                    |   |
|--|--------------------|---|
| <b>Policy Level</b>  | Trust Senior       |   |
| <b>Approved By</b>   | Trustees (C&S)     |   |
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| This policy remains valid until it is reviewed and replaced; it does not expire by date alone.<br>Policies are reviewed annually, or sooner if required by statutory or legislative changes,<br>in line with best practice |                    |   |
| <b>Policy Lead / Author</b>  | A Green            |   |
| <b>Version Number</b>  | <b>Date Issued</b> | <b>Updated Information</b>  |
| V1   | December 2024      | Roles and responsibilities of stakeholders<br>Newly updated for the most recent guidance<br>Trigger model and flow chart explaining the process Day to day processes and what to do with absence Supporting students with medical needs added Leave of Absence – sessions for exceptional circumstances increases from 2 to 4 days (or equivalent sessions) |
| V2   | March 2025         | Minor amend to Section 9  |
| V2   | October 2025       | Update regarding monitoring of EYFS attendance (section 5)  |

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This Policy has been developed in conjunction with DfE and LA Guidance. It is written taking into account the principles set out in Working Together to Improve Whole School Attendance. Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

## 1 Aims and Principles of Good Attendance

In line with DfE guidance, all schools are expected to appoint a Senior Attendance Champion who has strategic oversight of whole school attendance. The contact details of Lowedges Primary Academy's Senior Attendance Champion are:

Name: Lindsay Jones

Position: Principal

- Lowedges Primary Academy is committed to maximising the achievement of all pupils. Improving attendance is everyone's business.
- A broad and balanced education is dependent on regular attendance at the academy.
- As a result, there is a clear and unquestionable link between good 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.
- Parents/carers play an important role in supporting the academy and encouraging pupils to reach good attendance levels.
- Where absence is identified as a concern the academy will work with parents/carers in a timely manner to support both the pupils and their family to improve attendance to the academy.
- The academy will always take appropriate action to promote and encourage good attendance through our ACET Attendance Pathway initiative.
- At each phase of intervention through the ACET Attendance Pathway the academy will work with parents and carers to implement effective intervention to raise pupil attendance.

## 2 Statement of Expectations

What the academy expects of our pupils:

- The academy day begins at 8:30am
- At 8.45am registration is formally taken by the class teacher
- The academy day ends at 3.15pm
- Pupils are expected to attend the academy every day. Where a pupil cannot attend the academy we expect to be informed in a timely manner and prior to the start of the academy day.
- The academy day is as follows:
- The registers close at 9.15am. All pupils who arrive after 8.40am and prior to 9.10am are marked Late for the morning session.
- Any pupil who arrives after 9.15am will be coded U (late after the register has closed) which is an unauthorised absence.
- Pupils arriving after 9.15am will not receive their attendance mark for the morning session.

- All pupils who arrive late, after 8:45am, must report to the main office.

## 3 Roles and Responsibilities

### 3.1 Pupils

- Ensure they attend the academy every day on time by 8.30am

### 3.2 Involvement of Parents/Carers

The DFE guidance states that *'where parents decide to have their child registered at school, they have an additional **legal duty** to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance of school.'*

In line with this guidance the academy expects that all parents/carers will:

- Ensuring their children attend the academy **every day** and on time.
- Ensuring that they **contact the academy every day that their child is unable to attend** by 9am
- Ensuring their child arrives on time and is well prepared for the school day [full uniform, equipment, completed homework etc.]
- Contacting the Attendance Team whenever any problem occurs that may keep their child away from the academy.
- Informing the main reception and seek authorisation for any forthcoming Leave of Absence requests or appointments should be arranged appointments outside of the academy day.
- Ensuring the continuity of their child's education by **not taking holidays during term time**.
- When reporting a child's absence, parents **must** contact the academy confirming the child's name, why they are not in the academy and when they will be back in school by 9am.

#### 3.2.1 Key Contacts for Parents:

At Lowedges Primary Academy, the following are the additional key contacts for parents in relation to attendance.

**Main Office: 0114 237 2196**

Principal: Miss L Jones

Education Welfare Officer: Mrs Galloway

Inclusion Manager: Mrs Goddard

### 3.3 The Governing Body

The Governing Body supports the academy in its efforts to raise attendance. To facilitate this role they will receive attendance information through the Principal's reports. Parents, staff and students will be made aware of this Policy and reminded periodically of its contents.

### 3.4 The Principal

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 the 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 Attendance Officer/Education Welfare 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.

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

The Attendance Officer/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 BROMCOM / CPOMS system.
- Conducting well-being checks for pupils where the 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.
- 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.

### 3.6 Class Teacher

Registers taken by class teachers form an overall picture of attendance and ensure we are aware of the location of all pupils in the academy. It is a very important document with regards to registration and safeguarding. The class teacher must ensure that attendance to school is as high as possible.

The specific responsibilities of a class teacher include:

- Completing an accurate, verbally taken, register by 8.45am and 1:05pm
- Ensuring the register is refreshed prior to taking. This will update the register with the most up to date information including existing codes.
- Amending the register quickly in the case of late arrivals, where a child has arrived to the classroom and has not entered through the main office.
- Noticing when pupils have returned from absence and welcome them back into lessons positively.

## 4 Attendance Protocol – The academy's day to day processes:

Pupils are expected to be on site by 8.30 am and are registered by classroom teacher by 8:45am. The afternoon registration takes place at 1:00pm.

The academy will adopt the following non-negotiable procedures in relation to the daily monitoring of absence:

- The Attendance Team (This includes the office staff and EWO) will monitor the telephone line and voicemails received from 8am.
- Absence calls will be directed straight to the Attendance Team

- The Education Welfare Officer will make proactive phone calls to parents/carers of pupils who are at risk of persistent absenteeism or severe absence.
- First Day contact procedures will commence following registration and consequent (N) codes.
- Parents will receive a phone call, follow-up text message if no response, a follow-up phone call and a home visit if the academy feels one is necessary.
- All pupils late to the academy will be registered as (L).
- All pupils that are in the academy after 9:15am are registered as (U) and classed as unauthorised absence for the morning session based on new guidance.
- Pupils who are at risk of persistent absenteeism have their attendance monitored daily by Education Welfare Officer.
- All (N) codes must be cleared by the end of the day and no later than 3:30pm
- Attendance data is available each day and can be communicated via the Education Welfare Officer.

#### **4.1 Attendance Protocol – The academy’s day to day processes following contact from parents:**

Where parents or carers have contacted the academy in order to explain their child’s absence the Attendance Team may still make contact regarding the child’s wellbeing and possible length of absence.

In the event of long term absence, the academy will adhere to the following procedure:

- Day 1 – 5 – the academy will continue to liaise with parents regarding absence. It is likely that on day 3 of absence the attendance team will phone home following on from parental contact explaining absence. This will be in order to enquire about the child’s wellbeing and their likely return to the academy.
- Day 6 – following 5 days of absence, and a corresponding weekend, the Attendance Team will complete a home visit in order to complete a safe and well check.

#### **4.2 Attendance Protocol – The academy’s day to day processes following no contact or communication with parents:**

Where parents or carers have not contacted the academy in order to explain their child’s absence the Attendance Team will make contact regarding the child’s wellbeing daily.

This contact will be a phone call in the first instance. Where the academy has been unable to make contact over the phone a safe and well text message will be sent requesting contact from parents or carers.

Where no contact has been established with parents and carers, the academy will adhere to the following procedure:

- Day 1 – phone call attempted and, where no contact, a safe and well text sent

Our EWO will routinely make home visits on a daily basis as a core part of their work. This is a very important part of their work in order to enquire about the wellbeing of pupils who are unaccounted for and to work with parents in order to transition the pupil back to the academy.

## **5 What parents and students can expect of the academy**

- A broad and balanced education that is dependent on regular attendance at the academy.

- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance
- Contact with parents in a timely manner when a pupil fails to attend the academy without providing good reason.
- The academy will act promptly in response to any problems notified
- Close liaison with Family Intervention Service to assist and support parents and pupils where needed
- Notification to parents/carers of their child's attendance record
- The Attendance Team will record all attendance related incoming messages from parents
- Attendance data will be collected, analysed and monitored. The academy will respond to any areas of concern identified
- We will follow up on absence of children in Early Years Foundation Stage that have prolonged or persistent absence from the academy

## 6 Rewards and incentivising attendance

It is important to acknowledge, incentivise and reward good attendance. The following approach to rewards and recognition are in place:

- Awards Assemblies that recognise 100% attendance across an academic year – Being in the 100% club.
- Year group incentive leagues that recognise good attendance
- At the end of the year, certificates and 100% Attendance Badges may be awarded to all those with 100% attendance.
- Verbal praise from teachers and leaders
- Targeted incentives that are thematic throughout the year
- Academy wide praise culture

## 7 Reintegration into the academy after absence

The Academy will endeavour to support pupils returning to school after a long period of absence.

- School staff and the Family Intervention Service, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating 'Intervention Mentors', 'Pastoral Support Programmes', 'Individual Education Plans'.
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan. Pupils could be referred to the Education Support Team for LAC for support with reintegration, where appropriate.
- The academy operates a positive reintegration after absence. Classroom teachers will welcome all pupils back to the academy after any absence.

## 8 How the academy uses data to target improvements in attendance and persistent absenteeism:

The academy tracks and monitors attendance data on a daily, weekly, monthly and half termly basis through the following:

- OFSTED data dashboard to show three-year trends in regards to whole school attendance and persistent absenteeism
- Power Bi for trust wide comparisons to national averages

- Persistent Absence Tracker that is updated daily for ongoing intervention
- Monitoring and intervening with pupils who are severely absent to school.
- The Attendance Pathways that identify when a pupil hits an absence trigger in order to support parents/carers in improving a pupil's attendance

The longer absence goes un-tackled the more likely it is to become embedded within a pupil's approach to education. Once a trigger has been identified through the Attendance monitoring pathways, types of intervention will be agreed through meetings with the Education Welfare Officer.

## 9 The academy's strategy for reducing persistent and severe absence:

Any pupil who is identified as persistent or severely absent from the academy will be identified through the Attendance pathway in order to intervene and support pupils.

Lowedges Primary Academy identify, half termly, those pupils who are categorised as:

- Persistently absent – with an attendance of 90% or below
- Severely absent – with an attendance of 50% or below

For all pupils who have been identified as persistent or severely absent the school will act in line with DFE guidance detailed in Working Together to Improve Whole School Attendance by:

- Ensuring that they understand the individual needs of the pupil and their family
- Working in partnership with the pupil and their family to put support in place
- Working with the local authority and other agencies where external support is needed and available
- Working with families and other agencies to ensure the regular attendance of every pupil
- Facilitating pastoral support with the clear aim of improving attendance
- Considering reasonable adjustments to practice and policies to help meet the needs of pupils who are struggling to attend the academy
- Regularly reviewing any adjustments that have been agreed with pupils and their families
- Ensuring pastoral care is joined up where needed
- Formalising support in partnership with the Local Authority in line with their Code of Conduct.

Information in regard to additional support and the Local Authority Code of Conduct can be found at <https://www.sheffield.gov.uk/schools-childcare/school-attendance-truancy> and <https://www.sheffield.gov.uk/schools-childcare/attendance-guidance-parents>

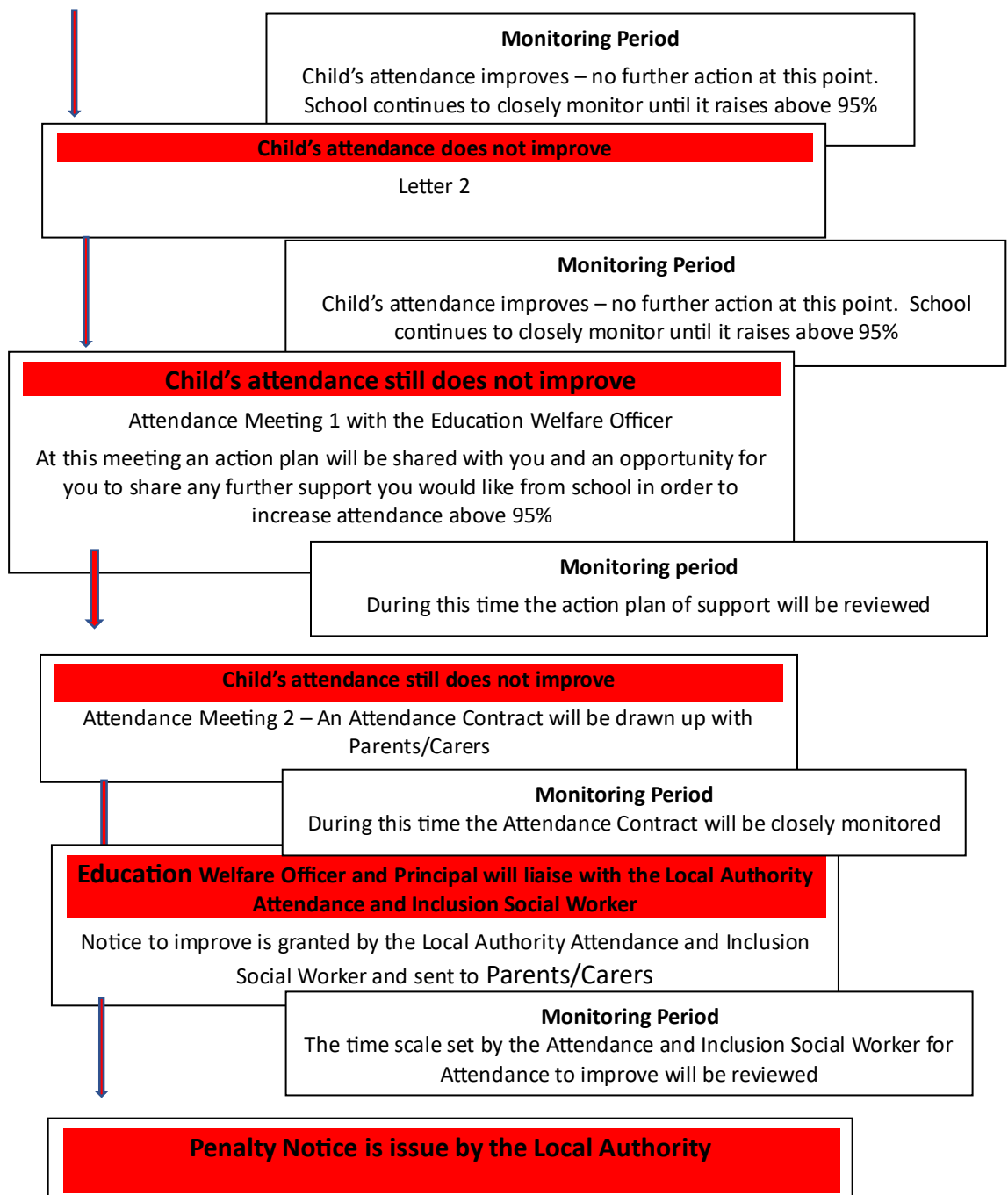
Parents should be aware that ACET will not permit any flexi schooling requests.

## 10 Fixed Penalty Notices:

Lowedges Primary Academy closely monitors all absences. Early intervention is a significant factor in limiting pupil absence and ultimately improving pupil attendance. As an academy we ensure that a rigorous attendance monitoring and family support system works in partnership with our parents in their statutory duty of ensuring their children attend the academy regularly. This system will add an additional layer of support before the Fixed Penalty Notice pathway directed by the Department for Education and the Local Authority.

Our attendance monitoring system implements an attendance pathway that is followed, prior to pursuing the Fixed Penalty Notice - this can be seen below. The order of the attendance pathway can be changed and support from the Local Authority can be gained at any point. This is all dependent on individual situations.

## 10.1 Attendance Pathway



## 10.2 Flow chart of support

If a pupil misses a day of school, the Attendance Team will review and query the reason. If there are concerns, contact home will be made by the Attendance Team .  
**If a pupil does not attend and there has been no contact from home, a home visit will be made on day 3**

If 4 days of school have been missed and there is no valid reason, medical evidence to be requested. Attendance is analysed for current and possibly last academic year.  
**Has medical evidence been requested?**

**YES**  
 Are there any known medical issues?

**NO**

Phone call home to discuss concerns. Speak to pupil to ensure there are no issues in school.  
**Was this successful?**

**YES**

Continue to monitor/reward/  
**Refollow Attendance Pathway if needed**

**NO**

Attendance Pathway to be followed  
**Is there an existing Early Help assessment in place or are the family open to Social Care?**

**NO**

Phone call to parents and speak to the student to get voice of the child.  
**Send Letter 1**  
 After 3 weeks of monitoring has attendance improved?

Attendance to be monitored, if there is no improvement, a phone call home is made. If attendance has fallen below 95%  
**Send Letter 1**  
 After 3 weeks of monitoring has attendance improved?

**YES**

Contact the lead professional to discuss concerns. Attendance should be explicitly in the plan with clear actions to address poor attendance.  
**Send Letter 2**  
 Continue to follow Attendance Pathway

**YES**

**NO**

Offer Early Help support  
 If parents decline, advise that attendance will be monitored and Attendance Pathway will restart if no improvement is made

If Early Help is completed, review every 6 weeks by holding TAFs. If no improvement, go back to Attendance Pathway

**YES**

**Send Letter 2**  
 After 3 weeks of monitoring has attendance improved?

**Send Letter 3**  
 Attendance Meeting 1  
 Meeting with EWO. Action Plan (Mapping document) to be written.  
 After 3 weeks of monitoring has attendance improved?

**YES**

Continue to monitor/reward  
**Refollow Attendance Pathway if needed**

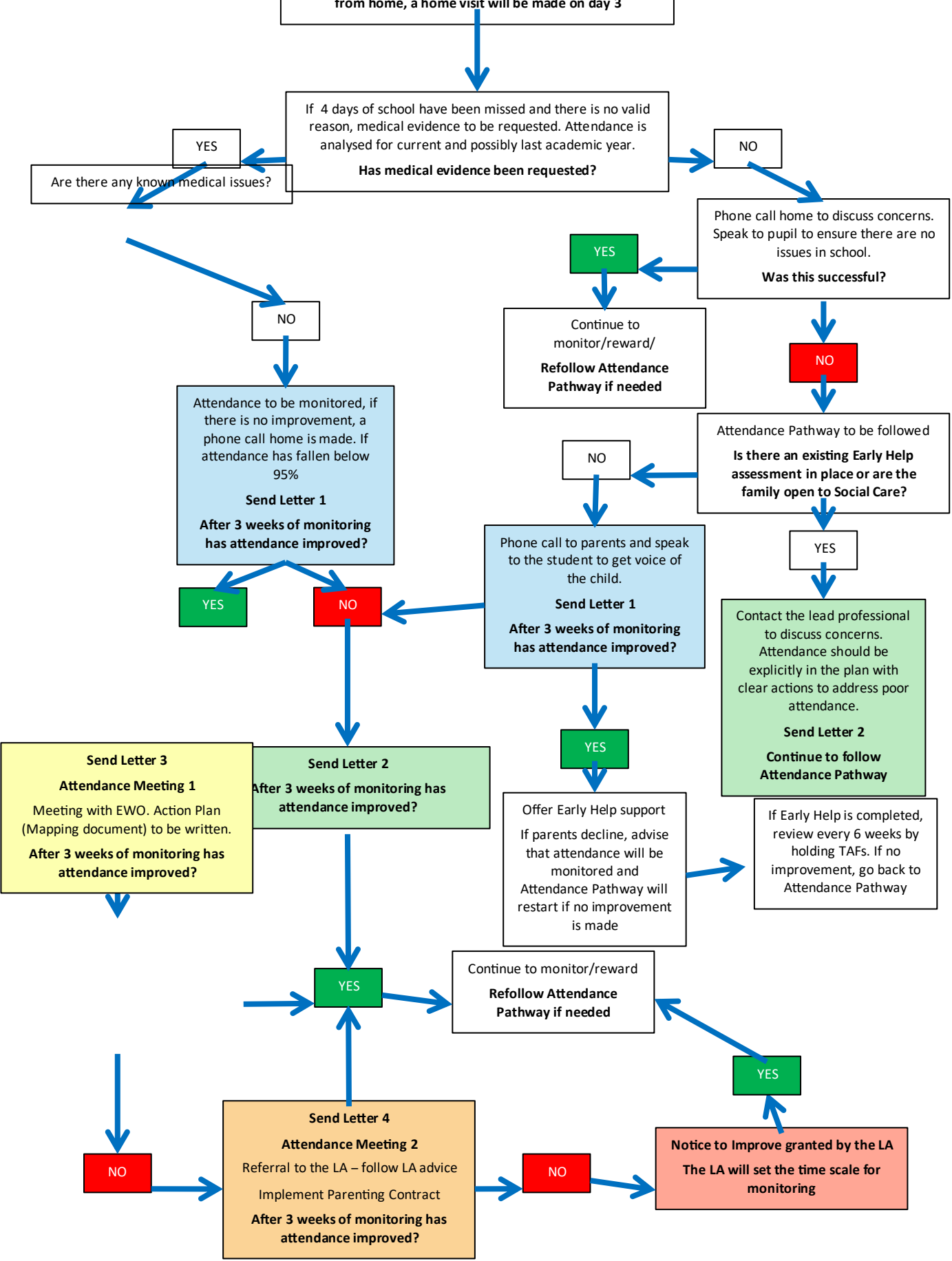
**YES**

**Send Letter 4**  
 Attendance Meeting 2  
 Referral to the LA – follow LA advice  
 Implement Parenting Contract  
 After 3 weeks of monitoring has attendance improved?

**NO**

**NO**

**Notice to Improve granted by the LA**  
 The LA will set the time scale for monitoring



## 11 Statutory Requirements, the Law and the Local Authority

- The academy requests that parents do not arrange family holidays during term time. The academy will not agree to an absence for a holiday in term time in line with legal frameworks. The law says that parents do not have the right to take their child out of school for holidays during term time.
- If you feel there are exceptional circumstances that mean your child needs to be absent from the academy, you should apply, in advance, by writing to the headteacher explaining clearly the dates and reasons you are requesting leave of absence.
- If the academy refuses a request for leave of absence and the child is still taken out, this will be recorded as unauthorised absence and noted in the child's record.
- You may also receive a penalty notice for the period of absence.
- Please note: all absences on the last day of term will be unauthorised unless we have medical evidence. This will count towards the Fixed Penalty Notice process.

## 12 Working Together to Improve Whole School Attendance

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

Where all voluntary support options are unsuccessful or are not appropriate (e.g. an unauthorised holiday in term time), the local authority's School Attendance Support Team should liaise with school and the early help lead practitioner or social worker (where applicable) to take forward attendance legal intervention in line with chapter 5 to formalise support and/or enforce attendance. All local authorities are therefore expected to:

- Understand and make use of formal support options including attendance contracts and education supervision orders and use them fairly and consistently.
- Set out clearly for pupils, parents, and schools when and how attendance legal intervention will be used where voluntary support is not appropriate, or where absence was not for legitimate reasons and support has not been engaged with and/or been successful.
- Secure effective joint working between the School Attendance Support Team and statutory children's social care services to work together where there are safeguarding concerns or absence becomes severe. This should include building attendance expectations into children in need and child protection plans where appropriate or considering developing a plan as an intensification of support where formalised attendance support (such as an education supervision order) is no longer sufficient or has not been effective.
- Issue Notices to Improve and penalty notices in line with the National Framework where absence was unauthorised and support has been provided but has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).
- Take forward attendance prosecution as a last resort where all other routes have been exhausted or deemed inappropriate.

In regards to the new National Fine Thresholds schools and Local Authorities will have to consider a fixed penalty notice if a student misses 10 sessions (5 days) of unauthorised absence in a rolling period of ten school weeks. However, this is a decision that the academy will take on an individual basis. However, the academy and Local Authorities retain the discretion to issue one before a threshold is met. Fixed Penalty Notices are issued by the Local Authority to avoid duplicate notices. This ensures consistent and equitable application of policy, protects academy-home relationships and allows alignment with other enforcement sanctions and statutory interventions.

Fixed Penalty Notices will only be issued for offences where the Local Authority is willing and able to prosecute and that are agreed at either the Local Authority School Attendance Panel (LASAP) or the FPN panel.

The Local Authority will ensure that the issuing of Fixed Penalty Notices will be closely monitored to ensure that recipients pay the relevant fine. In instances where the penalty is not paid within the appropriate period, the Local Authority will prosecute.

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence
- The Local Authority will receive requests to issue Fixed Penalty Notices from schools and requests will be screened to ensure adequate evidence of support and intervention, as required by the pathway, is submitted

Enforcement action can be one of the following:

- A Fixed Penalty Notice is £80 per parent, per child. This increases to £160 if not paid within 21 days. If a Fixed Penalty Notice is not paid, then it will be referred to the Magistrates Court. There is no right of appeal once a Fixed Penalty Notice has been issued according to the Code of Conduct.
- An Education Supervision Order is a court order made in the Family Court, which gives the Local Authority a supervisory role over a child's education. When an Education Supervision Order is made, the child's parents are legally required to comply with any directions the court makes under the Education Supervision Order. If parents do not comply with the Education Supervision Order they can be prosecuted.
- A referral to the Magistrates Court for prosecution. This could result in a fine of up to £2,500, an order to do unpaid work or imprisonment of up to 3 months.
- In some cases, it may also be necessary to refer to Children's Social Care.

All sanctions are used to improve attendance and punctuality and reduce absence. Further information regarding the Local Authority Fixed Penalty Notice Pathway can be found here

<https://www.sheffielddirectory.org.uk/media/30yjvelg/changes-to-education-penalty-notice-fines.pdf>

## Addendum 1 - Children with health needs who cannot attend academy policy

As a general rule, academy staff will not provide work for students who are off school ill. Work, however, can be found if students feel able to do it by using academy online platforms.

This section of our Attendance and Punctuality Policy sets out our approach to supporting those children with medically diagnosed health needs who cannot attend school. It aims to ensure that suitable education is arranged for pupils on roll who cannot attend academy due to their health needs and that students, staff and parents/carers understand what the academy is responsible for when this education is being provided by the local authority.

This policy is based on the following legislation:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- It is also based on the following statutory guidance from the Department for Education (DfE):
- [Alternative provision](#)
- [Arranging education for children who cannot attend academy because of health needs](#)

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

Sheffield Local Authority is responsible for ensuring that pupils/students with health needs are not at home or in hospital for more than 15 working days without access to education: this may be consecutive or cumulative with the same medical or health condition.

Where possible, the child's health need should continue to be managed by the home academy so that they can continue to be educated there, with support.

Initially, our academies will attempt to make the arrangements to deliver the same high standard of education for children with health needs who cannot attend the academy.

- The academy will liaise with parents / carers of students who are not currently attending school due to a diagnosed medical need
- The academy will discuss with parents/carers the specific advice that medical professionals are giving regards the education of the child
- The principal and attendance leads will be responsible for organising and monitoring these arrangements. This may include sign posting work to online packages, sending work home and/or organising hospital home tuition.
- The Principal and Attendance Teams will work closely with the family to re-integrate the child back into school as soon as is possible.

Our academies will make suitable arrangements, working with the local authority if it is clear that a child will be away from academy for 15 days (consecutive or over the course of the year) or more

because of their health needs, the local authority will then become responsible for arranging suitable education for these children.

**See specific local authority policies**

**Sheffield**

<https://www.sheffielddirectory.org.uk/localoffer/education-and-learning/children-who-cannot-attend-school-because-of-health-needs-1/children-who-cannot-attend-school-because-of-health-needs/#:~:text=Sheffield%20City%20Council%20have%20an,go%20on%20time%2C%20every%20day.>

When a local authority arranges alternative education, the education should begin as soon as possible, and at the latest by the 6<sup>th</sup> day of the child's absence from academy.

Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange part-time education on whatever basis it considers to be in the child's best interests.

In cases where the local authority makes the arrangements, our academy will:

- Provide the local authority, at agreed intervals, with the full name and address of any students/pupils of compulsory academy age who are not attending academy regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education
- Share information with the local authority and relevant health services as required
- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at academy, being supported at home and back into academy after each absence)
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this
- Help make sure that the child can be reintegrated back into academy successfully

**When reintegration is anticipated, work with the local authority to:**

- Plan for consistent provision during and after the period of education outside the academy, allowing the child to access the same curriculum and materials that they would have used in academy as far as possible, including through digital resources
- Enable the child to stay in touch with academy life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to academy events or internet links to lessons from their academy), and, where appropriate, through educational visits
- Create individually tailored reintegration plans for each child returning to academy, which includes extra support to fill any gaps arising from the absence

- Consider whether any reasonable adjustments need to be made

### **Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions
- ACET Attendance and Punctuality Policy

## **Addendum 2 - Leave of Absence Requests (including Holidays in Term Time)**

Principals can only grant term time absences in 'exceptional circumstances. These will be decided on the individual circumstances and the relevant context behind the request.

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 may include:**

- Funerals or weddings of close family members
- Forces staff returning from abroad
- Religious observance
- Graduation of an immediate family member
- Parents/carers 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

**NB Please see note re: Fixed Penalty notices in respect of Poor School Attendance and Unauthorised Holidays / Leave of Absence which can be found at the end of the document.**

## **Notification of Term Time Leave (one form per family)**

**Before completing this form, please ensure you have understood school's policy for term time leave**

|  |   |
|--|---|
| <p><b>Name of Pupils at this school:</b></p> <p><b>Sibling in other schools:</b><br/>(name, dob, name of school)</p> <p><b>Current address:</b></p>  | <p>(please ensure school have correct details for all parents/carers)</p> <p><b>Name of Parent/Carer 1:</b><br/><b>D.o.b:</b></p> <p><b>Name of Parent/Carer 2:</b><br/><b>D.o.b:</b></p> <p><b>Address of parent 2 if different to that on the left:</b></p> |
| <p><b>Dates of leave: From _____ To _____</b></p>  |   |
| <p><b>What is the notification for?</b></p> <p><b>Exceptional leave during term time: yes/no</b><br/>(if yes please attach additional information/evidence to support your circumstances)</p> <p><b>Holiday in term time: yes /no</b></p>  |   |
| <p><b>Where will you be staying/visiting during the leave period?</b><br/>If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel.</p> <p><b>UK:</b></p> <p><b>Abroad:</b></p>  |   |
| <ul style="list-style-type: none"> <li>• I confirm that the information on this form is true</li> <li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li> <li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</li> <li>• <b>I am aware that I will be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher.</b></li> </ul> |   |
| <p><b>Signed by parent/carer:</b></p>  | <p><b>Print name &amp; relationship to child:</b></p> <p><b>Date:</b></p>   |
| <p><b>For school use only</b></p>  | <p><b>Date request received</b>     /     /</p>   |
| <p><b>Has the notification been considered by the headteacher? Y/N</b><br/><b>Has the notification been discussed with the parent/carer? Y/N</b>    Date: .....</p> <p><b>No of days Authorised</b> .....    <b>No of days Unauthorised</b> .....</p>  |   |
| <p><b>Date of decision letter sent to parent/carer (only if leave is to be granted):</b><br/>If unauthorised leave is taken this case complies with Penalty Notice criteria, please forward to Attendance Legal Team via Anycomm's along with HTC, Pupil/student attendance register.</p>  |   |

|                        |                                 |              |
|------------------------|---------------------------------|--------------|
| <b>Name of school:</b> | <b>Headteacher's signature:</b> | <b>Date:</b> |
|------------------------|---------------------------------|--------------|

**\*\*Please note**

'The Local Authority Code of Conduct for the issue of Fixed Penalty Notices in respect of Poor School Attendance and Unauthorised Holidays / Leave of Absence taken in Term-Time states that a parent will not be issued with more than 1 Fixed Penalty Notice in respect of an individual child in any 2-year period.

This means that if any parent/carer who has already received a Fixed Penalty Notice then takes their child out of school in term time for a holiday, which falls within 2 years of the date of the last day of absence of the previous holiday, a request will be made to the Local Authority and the matter may be referred to the Magistrate's Court. This could result in a prosecution of up to £1000'.