



School
Attendance &
Punctuality
Policy

2018

**“I have come
that they can
have life and
have it to the
full.” John
10:10**

OUR MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

'I have come that they have life and have it to the full' John 10:10

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all
- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- promoting and practising just and caring attitudes and actions towards all persons.
- respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum.
- pursuing the highest standards in all we do and by constantly seeking improvements
- developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.

This School believes that:

Improving and maintaining School attendance requires a committed partnership. This involves parents/carers, families, teachers and support staff, governors, the LA support services and other agencies working constructively and supportively with young people.

Without good attendance students will not achieve their potential and benefit fully from the excellent quality of teaching and learning experiences the School provides. Irregular attendance leads to educational disadvantage and puts young people at risk of limited life chances.

We recognise student performance and well-being go hand in hand – doing well in education is the most effective route for young people out of poverty and disaffection. Attending and achieving at School is a core requirement for all School age young people.

In order to fulfil this belief the School adopts appropriate systems to monitor attendance and to employ strategies that encourage good attendance. These systems are in accordance with appropriate legislation and relevant DfE and LA guidance.

The Role of the Local Education Authority

The Local Education Authority has a statutory duty to ensure children who are of compulsory School age and registered at School attend regularly.

Responsibilities:

- To provide education suitable to the child's age, ability, aptitude and any special educational needs.
- To identify, develop and establish good practice in respect to the child's welfare and access to education throughout the authority.
- To enable all LA services with responsibility for children and young people to work together effectively in the best interests of the child and young person.
- To fulfil its statutory duty through Services For Young People whose primary responsibility is to ensure the regular and punctual attendance of all students.

The Role of the Education Welfare Manager

The Service works in partnership with Schools, parents/carers and students in order to achieve the best levels of School attendance and punctuality for all students. The Service and all Schools work closely with other support services and relevant external agencies, in order to achieve these levels of School attendance.

Responsibilities:

- To allocate a named Services for Education Welfare Manager in each Stockport School who will work in close partnership with them.
- To uphold and enforce the law in respect of attendance, employment and the issue of entertainment licences.
- To provide support to children/young people, parents/carers and Schools in relation to improving attendance.

- To establish good working practices with all Schools based on clear expectations.
- To monitor attendance across the Borough of Stockport based on information from Schools.
- To respond to written referrals from Schools within an agreed time framework.
- To work with individual students in Schools, parents/carers and families at home consulting and referring to other agencies as appropriate.
- To support Schools and agree targets to reduce absence.
- To maintain an effective working relationship with neighbouring authorities for all students for whom we have educational responsibilities.

Responsibilities of Governors

The Governing Body is required by legislation to see that registers are kept accurately. The Head Teacher will submit reports to the Governing Body, from time to time, on various aspects of student attendance. The Governors will also publish an annual report for parents/carers which includes reference to the School's attendance figures. Governors will, from time to time, wish to review the statistics and trends and support positive measures taken to improve attendance.

Responsibilities of the Parents/Carers

All parents/carers who have children of compulsory School age, are responsible in law for ensuring that their children receive an efficient education, 'suitable to their age, ability and aptitude and any special educational needs which they may have, either by regular attendance at School or otherwise' (Section 7 Education Act 1996.)

It is helpful if parents/carers acknowledge their responsibilities by:

- Registering their children in School if they do not intend to educate them at home.
- Ensuring their children attend punctually, regularly and stay at School.
- Meeting any social and emotional needs which affect access to education: either through family support or by seeking the assistance of other people or agencies.
- Ensuring a good attitude to learning and support for the Home-School Covenant.
- Working in partnership with the School and other agencies in the best interest of their child. This may include informing the School about significant changes or influences in the child's life which may impact on learning.

Responsibilities of the School

The School aims to provide a welcoming and safe environment which encourages attendance and promotes the best performance from children/students. Any absence from School disrupts the continuity of learning and may lead to under-achievement or inappropriate behaviour.

Responsibilities:

- To promote the highest possible levels of attendance by students.
- To produce a whole-School attendance policy which should be communicated clearly to all students and parents/carers and be applied consistently and reviewed regularly.

- To ensure all registers are completed promptly and accurately in accordance with Government and Local Authority guidelines (see Appendix A: 'Procedure-for-Marking Registers').
- To be alert to changes in attendance patterns and respond promptly to any issues which may lead to irregular School attendance.
- To pay particular attention to those students whose attendance is irregular and involve their Services for Young People's Worker at an early stage using the agreed referral system.
- To communicate with and support parents/carers in promoting the regular and punctual attendance of their children.
- To work co-operatively in partnership with the Services for Young People's Worker in supporting attendance based on clear expectations.
- To not exclude students for poor or non-attendance.
- To ensure all registers are available for inspection on request of the Services for Young People's Worker.
- To only remove a student's name from the register in accordance with the regulations.

Operational Principles and Procedures

PUNCTUALITY

The School takes active steps to ensure the punctuality of students. Lateness is monitored and investigated. Morning registration opens at 9.00am, when the students go into Form. If a student arrives late but before 10.25am they will be marked as late but present. Arrival after 10.25am will be recorded as unauthorised absence for which parental authorisation will be sought. Afternoon registration is at 1.35pm, at the start of period 4.

The following procedure should be used to record lateness (please refer to Appendix B: 'Lateness').

- If a student arrives late while the register is still open (prior to 9.25am) they should be marked as 'late' but counted as present for that session.
- If a student is consistently late (more than 5 in the current term) they will be issued a same day lunchtime detention in IT5. They will be issued a late slip by the Attendance Officer.
- Failure to attend same day lunchtime detention will result in an escalation to an SLT detention after School for one hour.
- If a student arrives after the register has closed but provides a satisfactory explanation, they should be marked as 'authorised absence' for that session.
- If a student arrives after the register has closed, i.e. 10.25am and fails to provide a satisfactory explanation, they should be marked as 'unauthorised absent' for that session.
- If a student arrives late having missed registration, their presence on site should be noted in the signing in book in the School office for the purpose of emergency evacuation.
- If a student arrives late for School on a regular basis, after the register has closed, this should be followed up with the Head of Year. The Head of Year may involve the Services For Young People's Worker if the matter remains unresolved, following involvement of parents/carers. Persistent non-attendance (10 or more sessions within 13 weeks) may result in a Fixed Penalty Notice (see Appendix C: 'Fixed Penalty Notices').

AUTHORISED ABSENCE

Only the School can authorise an absence. The fact that a parent/carer has provided an explanation in relation to a particular absence does not oblige the School to accept the explanation offered as a valid reason for absence. The School will communicate to parents/carers their policies with regard to the notification and categorisation of absence.

Some parents/carers, such as those whose first language is not English, may experience difficulty in telephoning. In such cases School should seek to make alternative arrangements, for example, through a neighbour, brothers or sisters or a Community Worker.

Absence should be **authorised** if:

- The student is absent with leave (defined-as '*leave granted by any person authorised to do so by the governing body or senior member of staff within the School*');
- The student is ill or prevented from attending by an unavoidable cause. Formal medical evidence will be required after 14 sessions of illness.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parent/carer belongs.
- The School at which the student is registered is not within walking distance of their home; and no suitable arrangements have been made by the Local Education Authority for any of the following:-
 - The student's transport to and from School;
 - Boarding accommodation for the student at or near the School;
 - Enabling the student to become a registered student at a School nearer to their home.
- The student is the child of Traveller parents/carers who temporarily leave the area giving reasonable indication of their intention to return.
- There is a close family bereavement.
- The student has a Local Authority Licence to take part in a public performance and the School has given Leave of Absence.
- The student is attending an interview with either a prospective employer or in connection with an application for a place at an Institute of Further or Higher Education or for a place at another School.
- The student is involved in an exceptional special occasion. In authorising such absences the individual circumstances of the particular case and the student's overall pattern of attendance should be considered.

UNAUTHORISED ABSENCE

An absence will be recorded as unauthorised if:

- No explanation is forthcoming from the parent/carer or the School is dissatisfied with the explanation.
- The student is absent for unexceptional special occasions.
- The student is absent from School on a family holiday.

- In cases where a student has recorded 10 unauthorised absences within a 13 week period the Local Authority may issue a Fixed Penalty Notice (See Appendix C: 'Fixed Penalty Notices'). This will be issued after an individual warning letter giving an opportunity for attendance to improve (see Appendix D: "Parental Letters").

FAMILY HOLIDAYS AND EXTENDED TRIPS OVERSEAS DURING TERM TIME

The School will:

- Regularly communicate to parents/carers their policies regarding Term Time holidays.
- Not approve of holidays in Term Time.

Working with Agencies and Parents/Carers

- Form Tutors or the Attendance Officer will alert Heads of Year or Form Tutors of any concerns regarding attendance. Education Welfare become involved if the problem is ongoing.
- Heads of Year, working with data compiled by the Attendance Officer will contact parents/carers if they feel unable to authorise an absence on the basis of the evidence/reason provided by parents/carers.
- The Attendance Officer monitors attendance weekly, contacting parents/carers and highlighting concerns to Heads of Year where necessary.
- The Attendance Officer and Heads of Year work together closely to ensure all appropriate interventions take place.
- The Services for Young People Worker liaises directly (on a fortnightly basis) with Head of Year to identify potential and actual attendance problems (for 90% attendance and below). The Services for Young People Worker is seen as a central focus for communication and co-ordination between the School and the parents/carers in monitoring and improving student attendance.
- The Services for Young People Worker independently checks registers regularly, to monitor student attendance generally and to watch over individual cases more particularly.
- The Services for Young People Worker interviews students and visits parents/carers as appropriate. The Services for Young People Worker will be requested to see any student who truant.
- Attendance figures are provided to all parents/carers on an annual basis, by way of the Annual Report.
- The Services for Young People Worker creates and implements action plans for cases of ongoing non-attendance in consultation with Head of Year and other agencies, as appropriate. This may involve Parenting Contracts or Fixed Penalty Notices.

Procedure for Marking Registers (*see Appendix A: Marking of registers*)

GENERAL POINTS

- School registers to be taken at 9.00am and 1.35pm. Staff will complete registers on SIMS for every lesson.
- Parents/carers are asked to telephone the Attendance Officer to authorise any absence of their child from School followed up with a note in the child's planner.

- If a Form Tutor is suspicious about a student's absence from School or about an absence 'authorisation', they should inform the Head of Year for further enquiries to be made.
- Office staff will monitor calls and may feel the need to make further enquiries.

There are several codes with the attendance registers, the four main ones being:

1. present
2. authorised absence
3. unauthorised absence
4. approved educational activity

PRESENT

Symbols are:

- /** Present and punctual
- L** Late (student arrived late to registration but before register closed). This is not classified as unauthorised absence. The number of minutes late to any lesson will be recorded on the lesson monitor system by the teacher
- V** Educational trip or visit

AUTHORISED ABSENCE

The student has the authority of the School to be absent either given in advance (e.g. a hospital appointment) or afterwards (e.g. notification of illness). This is shown by an appropriate symbol inserted by the Attendance Officer on receipt of a valid authorisation. Any doubts will be checked via the Head of Year.

Symbols are:

Please note that if your child has 14+ sessions or more of illness absence during the Academic Year, you will be required to provide formal medical evidence before future illness absences will be authorised.

- I** Illness
- B** Student attending another institution under a formalised dual registration arrangement (e.g. Alternative Learning Package (ALP))
- C** Other circumstances (bereavement, agreed special occasions, performances, other approved absences not covered by other codes)
- F** Extended family holiday agreed by the Headteacher
- H** Family holiday (for which leave has been granted)
- J** Interviews
- R** Religious Observance
- T** Traveller absence
- M** Medical and dental appointments, confirmed illness

APPROVED EDUCATIONAL ACTIVITY

The student is engaged in an educational, approved, supervised activity off-site. This includes work experience, field trips, sporting and drama activities and link courses. These are classified as present.

Symbols are:

- D** Dual registration (i.e. student attending other establishment /College)
- P** Approved sporting activity (participation in/attendance at)
- V** Educational Visit or trip (UK/overseas) and/or tuition at another Institution/ School/Venue
- W** Approved work experience
- S** Approved study leave

UNAUTHORISED ABSENCE

Unauthorised absences are those which the school does not consider reasonable and for which no consent has been given. This type of absence can lead to the Local Authority using sanctions and or Legal Proceedings.

Symbols are:

- N** No explanation yet received
- O** Unauthorised absence
- G** "Non exceptional circumstances" Leave of Absence in Term Time

APPENDIX A: THE MARKING OF REGISTERS (INSTRUCTIONS FOR STAFF)

It is vital that an electronic register is taken every lesson. The taking and recording of a register is a legal requirement. It is important we have an accurate record of those students present in School for Health and Safety reasons. It is also essential that an accurate record is kept in order for us to effectively tackle absence and ensure appropriate interventions are put in place.

PROCEDURE

The register should be marked and sent at the start of the session. Full guidance on the marking of registers is in the staff handbook. All staff should be familiar with this information. Some important points are noted below:

- The only codes necessary are present, absent or late codes. Any other codes will be entered by the Attendance Officer.
- Only mark a student as present if they are actually present in your classroom.
- If a student arrives after the register has been taken and saved, it must be amended. If the student has a valid reason for the late arrival, mark the student as present. If the student has no reasonable reason for the lateness enter the amount of time the student is late (see print screen).
- If a student is absent from your lesson but has previously been marked as present, please inform reception via email or student as this is a safeguarding issue.
- Once the student has been located the Attendance Officer should be informed so they can amend the register with the details.
- Curriculum areas that have difficulties using the electronic system must send for a paper copy of the register to be completed and returned to the Attendance Officer.
- In the event of a power failure or electronic problems with the system, a paper register should be taken and sent to the Attendance Officer as soon as possible.

Any concerns or queries regarding the use of the electronic system should be directed to the IT technicians.

ACCURACY

It is essential that all registers are taken accurately. Problems can occur when:

1. Morning registration and afternoon registers in lesson 4 are not completed.
We have to report on data taken from the system for these times. The register is a legal requirement and therefore it is essential these registers are completed on time and accurately.
2. Registers are inaccurate.
On some occasions students arrive late (after the register has been completed). If the register is not amended, it is recorded as an unauthorised absence.
When, on some occasions, staff do not take the register properly but merely refer to the previous lessons register this may result in a student being recorded as present when they are absent and vice versa.
3. Students have an alternative/part-time timetable.
If a student has an alternative timetable for any reason and does not attend normal lessons it is essential that a mechanism for the student to gain a mark be arranged. It may be that they report to the Attendance Officer.

4. Students removed from lessons by staff.

If a member of staff takes a student out of a lesson to interview etc. the student may miss getting their mark. It is essential that the member of staff informs Reception for safeguarding purposes and the Attendance Officer so they can amend the register and the student is given a late slip to be given to their Class Teacher. It would be helpful if the member of staff could let the Attendance Officer know that they have the student with them.

SCHOOL TRIPS AND VISITS

It is essential we have an accurate record of all students who are present but on a School Trip/Visit. The procedure is as follows:

- Before any type of School Visit occurs the School Visits Co-Ordinator should be consulted and appropriate paper work including risk assessments should be completed.
- The Trip Organiser must publish a list of students expected to attend the School Visit in the staff room prior to the visit. It is vital a copy of this list is sent to the Attendance Officer.
- The Trip Organiser should also add a note to the bulletin and in "Briefing" informing all staff the trip is to take place and where the list of names of those attending can be found.
- **On the day of the Visit a paper register should be taken clearly indicating those students present and attending the Visit. This should be sent to the Attendance Officer before the students leave site for the Visit.**

PROCEDURE FOR INCOMPLETE REGISTERS

- The Attendance Officer will email a list of all registers incomplete by 3.30pm daily.
- These registers must be completed as soon as possible by the staff named on the list.
- SLT staff linked to curriculum areas will have oversight of this process.
- Any registers still not completed must be discussed with the SLT link member.
- Any member of staff who has difficulty completing a register must contact the Attendance Officer.

APPENDIX B: LATENESS

It is essential that students are on time to lessons and registration to ensure a punctual start to the session. Punctuality is a virtue and should be accepted as the norm. Accepting lateness is not encouraging good basic habits and preparing students for the future. Lateness must not be tolerated and must be recorded and sanctioned.

Students should be marked as late by the Class Teacher if they are unable to provide a valid reason for the lateness and an appropriate sanction put in place (e.g. break time detention).

Unauthorised lateness should be indicated as a 'U' with the number of minutes late entered.

LATENESS MONITORING PROCEDURE

1. Tutors/Class Teachers mark student lateness every registration/lesson unless a genuine reason for lateness is given.
2. If a student is persistently late in a particular subject then the Class Teacher should refer the matter to the Subject Leader for appropriate action.
3. Tutors should monitor lateness and issue appropriate sanctions/interventions e.g. punctuality report to the Form Tutor for persistent offenders.

Persistent lateness 'U' Code will be reported to the Services For Young People Worker.

Arrival to School after morning registration has closed will result in an unauthorised absence mark. 10 or more missed registrations within a period of 13 weeks may result in a Fixed Penalty Notice.

APPENDIX C: FIXED PENALTY NOTICES

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA Officers, Head Teachers and Police to issue Fixed Penalty Notices in cases of unauthorised absence from School.

Fixed Penalty notices need to be used wisely and as **a tool to improve attendance**.

A Penalty Notice can only be issued for unauthorised absence and will be restricted to two per student per academic year. In cases where families contain more than one poor attending student multiple issue must be considered carefully. There is no **restriction on the number of Formal Warning Letters** a parent/carer may receive.

Issue is appropriate in the following circumstances:

- Unauthorised absence.
- Non Exceptional Leave of Absence taken in Term Time.
- Excessive delayed return from extended holidays without prior School agreement.
- Delayed return from Exceptional Leave of Absence without prior School agreement.
- Delayed return to School after an Exclusion.
- Persistent late arrival at School (after the register has closed).

PROCEDURE

1. Students moving towards 10 sessions (5 School days) lost to unauthorised absence within the previous 13 weeks will be identified by the Services For Young People Worker.
2. The student will be discussed with Head of Year at the weekly meeting and absences double checked.
3. If attendance does not improve a referral form is completed by the Services For Young People Worker with the relevant Head of Year.
4. The liable person will receive a Formal Warning letter from the Local Authority of the possibility of a Penalty Notice being issued if there are further unauthorised absences within 15 days of monitoring period.
5. If a student does have another unauthorised absence within the 15 day period the Local Authority will be advised accordingly and the parents/carers then have 21 days to pay a penalty per parent of £60.00. If the penalty is not paid within this time, the penalty will rise to £120.00 per parent up to the 28th day.

If the Penalty Notice remains unpaid after 28 days the parent/carer will be prosecuted for the offence, in the Magistrates Courts, of failing to ensure your child's regular attendance at School.

APPENDIX D: LETTERS TO PARENTS/CARERS

ATTENDANCE 1

«addressee»

«address_block»

Dear «salutation»

Re «chosen_forename» «chosen_surname» «reg»

I am writing to you to advise you of the school's concerns about «chosen_forename»'s school attendance record since the start of this year.

«chosen_forename»'s attendance for the 2015/16 school year is currently at «percentage_attendance» % which is well below the level of attendance we expect from our pupils at Harrytown.

We hope that bringing this issue to your attention may lead to an improvement in attendance in the next term.

If there are any issues which you believe are affecting «chosen_forename»'s attendance, please contact the school and make an appointment to see me to discuss how the situation can be improved.

I must remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, including Education Penalty Notice fines or prosecution.

Yours sincerely

ATTENDANCE 2

«addressee»

«address_block»

Dear «salutation»

Re «chosen_forename» «chosen_surname» «reg»

I am writing to you with reference to the attendance and punctuality expectations at Harrytown Catholic High School.

«chosen_forename»'s current attendance stands at «percentage_attendance» %

Regular attendance at school is essential to ensure that the maximum amount of academic progress is made and that pupils achieve their potential. Pupils are expected to maintain an attendance of above 95% over the course of an academic year. We do all we can to encourage the pupils to attend school, putting in place positive procedures to support and encourage very good pupil attendance and punctuality. Poor attendance has been proven to have a serious negative impact on pupil attainment, their relationships with their peers and confidence in themselves.

The government expects schools and local authorities to promote good attendance and reduce absence, including persistent absence. They have an obligation, under the law, to ensure that every pupil has access to the full-time education to which they are entitled and they are required to act early to address patterns of absence. This is a shared responsibility since it is incumbent upon parents to ensure that they undertake their legal duty in making certain that their children, of compulsory school age, attend school regularly and are punctual. Failure to adhere to these duties can result in your case being referred to the local authority for further action. A consequence of such a referral can result in the issuing of an Education Penalty Notice. Education penalty notices can result in the issuing of a fine and/or a prosecution.

Please find enclosed information on our school attendance procedures. We thank you in advance for your continued support in promoting good attendance and we hope to see an improving and sustained pattern in respect of your child's attendance next term.

Yours sincerely

UNAUTHORISED ABSENCE LETTER

«addressee»

«address_block»

Dear «salutation»

Re «chosen_forename» «chosen_surname» «reg»

Thank you for your leave of absence request. I have considered your request and regret to inform you that the school is not willing to grant the Leave of Absence on this occasion.

Where a student is absent from School without permission of the School, the parent/carer of the student may be issued with a £60 Penalty Notice, per parent, per child. If the Notice remains unpaid after 21 days, the Penalty increases to £120 per parent, per child. If the Notice remains unpaid after the 28th day, the Local Authority may commence Proceedings under Section 444(1) of the 1996 Education Act in the Magistrates Court.

Please do not hesitate to contact the Attendance Manager if you wish to discuss this matter further.

Yours sincerely

AUTHORISED HOLIDAY LETTER

«addressee»

«address_block»

Dear «salutation»

Re: Leave of Absence Request – «chosen_forename» «chosen_surname» «reg»

Thank you for your recent leave of absence request. After further consideration I have judged this to be an exceptional circumstance, and therefore on this occasion permission for the absence in term time has been granted. However, I ask that **«chosen_forename»** catches up on the work he will miss whilst absent.

Please do not hesitate to contact the Attendance Manager if you wish to discuss this matter further.

Yours sincerely

SUSPECTED HOLIDAY LETTER

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg» - Unauthorised Absence from school between

I am writing to you with regard to absences from school between the above dates. It has come to our attention that ----- was absent as a result of an unauthorised holiday in term time.

As the school had not given permission for «chosen_forename» to be absent from school for a holiday during these dates we are proposing to record the absences as unauthorised and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued per parent per pupil.

I would take this opportunity to remind you that in accordance with government guidance, permission for holidays will rarely be given because of the harmful impact of missing school upon pupil's progress. Requests for holiday leave will only be granted if the school is satisfied that special circumstances apply and that your child's educational progress will not be unduly affected.

Consequently, if you wish to provide any information regarding the reasons for these absences, I would ask you to contact me.

Yours sincerely

APPENDIX E: 'THE FRAMEWORK OF LEGISLATION AND GUIDANCE'

The legal framework governing School attendance and the responsibilities of the parents/carers, Schools and the Local Authority is set out by a succession of Education and other Acts, Guidance and Regulations.

For further reference, major legislation and guidance include the following:

- 1) Children Act 1989 Section 36: Education Supervision Orders.
- 2) Education (Student Registration) Regulations 1995 (as amended). Schools must maintain two registers:
 - a) an admission register, which serves as the School roll and
 - b) an attendance register.
- 3) Education Act 1996 Sections 7 and 437-448: Brings together all legislation on School attendance including duty of parents/carers to secure education for their children whether at School or otherwise.
- 4) DFEE Guidance (1998) 'School attendance and the role of the Education Welfare Service.'

APPENDIX F: EXCEPTIONAL CIRCUMSTANCES LEAVE OF ABSENCE IN TERM TIME

From 1st September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes it clear that Head Teachers may not grant Leave of Absence during the Term Time unless there are exceptional circumstances.

The Head Teacher or person designated by the Headteacher will determine what are considered to be exceptional circumstances.

Absence during Term Time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of students.

If the Leave of Absence is not agreed by the School, but the student is absent on the requested dates the absence will be recorded as 'O'. This will mean that the absence has been recorded on the School Attendance Register as unauthorised.

Where a student is absent from School without permission of the School, the parent/carer of the student may be issued with a £60 Penalty Notice per parent/carer per child. If the notice remains unpaid after 21 days the Penalty increases to £120 per parent/carer, per child. If the Penalty Notice remains unpaid after the 28th day, the Local Authority may commence proceedings under Section 444 (1) of the 1996 Education Act in the Magistrates Court.

If a student is granted Leave of Absence due to Exceptional Circumstances but fails to return to School within 10 School days of the of the agreed return date and there are no mitigating circumstances, Schools have the right to remove the Student from the School Roll.