

Bosvigo School



Policy for Attendance

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) have previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year and grant extended leave for more than ten school days in ‘exceptional circumstances’.

However, amendments to the 2006 regulations make clear that Headteachers may no longer grant **any** leave of absence during term time unless there are **exceptional circumstances**. Should the leave be granted then the Headteacher will determine the number of school days a child can be away from school.

Whilst we understand the value of family holidays, from this point forwards **no leave** will be authorised unless ‘exceptional circumstances’ can be demonstrated. Please note that if you take your child out of school without permission you will be committing an offence under the Education Act 1996.

Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets

Being at school

School education lays the vital foundations of a child’s life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- attend school every day
- attend school punctually
- attend appropriately prepared for the day
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities
- ensure that their child arrives at school punctually and prepared for the school day
- ensure that they contact the school every day of absence or if known in advance, whenever their child is unable to attend school
- contact school promptly whenever any problem occurs that may keep their child away from school
- notify the school of any home circumstances that might affect the behaviour and learning of their child
- notify school immediately of any changes to contact details.

Examples Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none"> • genuine illness of the pupil • hospital appointment for the pupil • major religious observances • external exams or educational assessments • <u>immediate</u> family occasion e.g. wedding 	<ul style="list-style-type: none"> • shopping /day trip / visit to a theme park • a birthday treat • oversleeping due to a late night • looking after other children / other family members • appointments for other family members • better value off-peak holidays

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any child's or parent's concerns.
- keep regular and accurate records of AM and PM attendance and punctuality, monitor each individual child's attendance and punctuality.
- contact parents when a child fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents of the % attendance of all pupils.
- make initial enquiries regarding pupils who are not attending regularly.
- meet when appropriate with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- notify the Local education Authority (LEA) after 15 days of sickness.
- notify Education Welfare after 10 days of unexplained absence.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the Key Stage 1 and Key Stage 2 playgrounds are supervised from 8.40am and the school doors are open from 8.50am until 8.55am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.55am and pupils who arrive after 8.55am will be recorded as late to school. Any child arriving later than 8.55am should enter school via the main entrance, reporting to the school office.
- Registers close at 9.05am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the Local Authority.
- Afternoon registration is taken at the beginning of the afternoon session.
- Persistent lateness by a pupil will be dealt with through the school Pastoral Support Advisor (Mrs Butter) and may be referred to Education Welfare.
- Each pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

Pupils Leaving During the School Day

- During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.
- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing, to the class teacher, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

Leave of Absence

The school holiday dates are published on the school website. Without exception, leave of absence will not be authorised during these assessment periods.

In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Headteacher and Governors have determined that:

- in **exceptional** circumstances permission may be granted providing your child has a good (95% or higher) attendance record over the previous three terms.
- where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school Governors, no less than **4 weeks** prior to the requested date. Consideration will then be given to the pupil's previous school attendance.
- if leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

Penalty Notices

Penalty Notices can be issued for unauthorised leave and may also be issued when a parent / carer fails to ensure regular school attendance.

Penalty Notices for Holidays

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Holidays during term time, unless in exceptional circumstances will not be authorised by the school and a Penalty Notice may be issued.

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, came into force on 1 September 2013.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

The Headteacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.



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REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

Section A			
Child's Name		Class	
First date of proposed absence from school		Last date of proposed absence from school	
Total number of days absent			
Why does this absence have to be taken during term time? <i>(please ensure that you make the case for why this can be classed as exceptional leave)</i>			
Please note that your absence will only be authorised in EXCEPTIONAL circumstances and the Headteacher will determine how many days leave are allowed.			

Section B

I have read the accompanying notes. The information I have given on this form is correct

Signature of parent or carer

Date



Section C – For Office Use Only - To Return to Parents – Copy for Class Teacher & File

Name of Child		Class		Date of Absence	
% Attendance last year		% Attendance last term		No. days absence current year	
Request approved		Yes / No			
Absence Code to be used					
Headteacher's Signature		Date			
Headteacher's Comments					

Notes on Application for a family holiday

Please read these notes prior to completing the attached form.

Planning your holiday

We publish the dates for school terms well ahead, and they are always available to you on-line on the Cornwall County Council website; www.cornwall.gov.uk and type term dates into the search bar. This is to help you plan your holidays. When you book your holiday, please check that it does **not** clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Term-time holiday

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in 'exceptional circumstances'.

Amendments to the 2006 regulations have removed the references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant **any** leave of absence during term time unless there are 'exceptional circumstances'. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both.