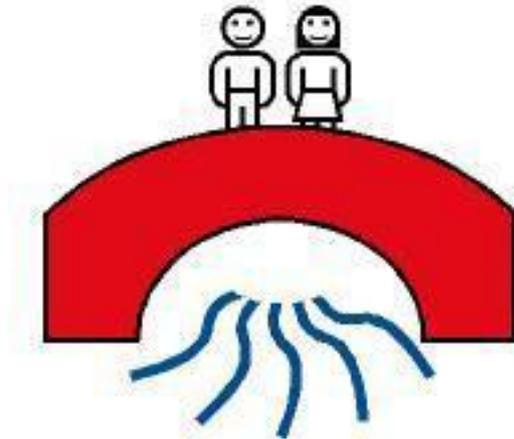


# Loddon Primary School



## School Attendance Policy

Author: Sarah Phillips

Committee responsible: Full Governors

Date of last review: September 2016

Date of next review: September 2018

Authorised on 28/09/2016

*S Phillips* (signature)

Sarah Phillips

Headteacher

*J Brady* (signature)

John Brady

Chair of Curriculum

## SCHOOL ATTENDANCE POLICY

Regular attendance at school is essential if your child is to make good progress. Please help your child to attend regularly and punctually. It is very important to establish good attendance habits from the very start and as such our school attendance policy applies to all children at our Primary School including those who are at the beginning of Foundation Stage and yet to reach statutory school age. **(In accepting your child's place at our school you are also accepting our school policies of which our attendance policy is one.)**

All schools are required to keep detailed records of pupils' attendance and school registers must show whether absences are authorised or unauthorised.

**Authorised absence:** These refer to those absences allowed by law or those where the school has either given approval in advance for a pupil to be away, or has accepted an explanation offered as satisfactory justification for absence.

If your child is too ill for school, has a specialist medical or dental appointment that cannot be arranged out of school hours – these are called “**authorised**” absences.

In certain other “Exceptional Circumstances” absence may also be authorised. It is for parents to supply school with the evidence of the exceptional nature of their request. All such requests for absence should be made in advance via the Request for Absence form.

**Unauthorised absences:** All other absences must be treated as **unauthorised**.

Things that could be done outside school time - days out, birthday treats, routine dental appointments or having a lie in because of a late night for example are all considered “**unauthorised**” absences.

Request for leave of absence forms may be obtained from the School Office. They should be completed and returned to the school well in advance of any planned absence (e.g. a month).

The school will return part B of the request for absence form to the parents confirming either the absence is authorised or why it will not be authorised.

### **Lateness**

It is important that your child arrives in school on time. Lessons start promptly at 8.55am (8.40am in FSU) each day and any child arriving after this time is late and will miss valuable teaching time. Also note that if your child arrives after 9.30am the morning will be included in attendance figures as an absence.

### **Pupil Illness**

If your child is unable to attend school due to illness please let us know promptly either by telephone, by email or in a written note.

## **REQUESTS FOR LEAVE OF ABSENCE DURING TERM TIME**

There is **no entitlement** to leave of absence in term time and it is only in **exceptional circumstances** that the school will grant an authorised absence.

Any request for absence will be considered individually and will take account of:

- the overall attendance pattern of the child; (if a child's average attendance is below 95%, it is highly unlikely that further absence will be authorised)
- the child's stage of education and progress;
- the age of the child;

- the time of year proposed for the trip (leave will not be authorised during key assessment periods or at the start of a new school year);
- any additional requests for absence during the child's time at school;

Exceptional Circumstances must be demonstrated for all leave of absence including that for travel or a 'family holiday'. Whilst we recognise that term time holidays are much cheaper - this reason in itself would not be deemed an "exceptional circumstance".

No leave for travel/holiday will be authorised for more than 10 school days or more than once in a year.

Parents should be aware that if 'holiday leave' is granted it will be for the purposes of an annual family holiday - that is, a single period of absence which occurs once in a school year. An annual family holiday is **not** a series of long weekends nor several two or three day breaks. Neither is there an entitlement to take such leave **every year**.

Should leave not be granted but parents decide to take their child out of school regardless, this will be counted as unauthorised absence.

Should leave be granted but the child remain absent for longer than agreed then this extra time will be recorded as unauthorised absence.

### **Penalty Notices**

Please be aware that if holiday/leave is taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning.

A Penalty Notice can be issued if a pupil has unauthorised absence resulting from excessive holidays in term time (i.e. 5 days or more in term) or delayed return from extended holidays without prior school agreement (i.e. 2 days).

Payment of a Penalty Notice within 21 days is £60 per parent / carer per child, between 22 and 28 days it is £120 (correct September 2016). Penalty notices are issued to each parent per child. More details on penalty notices are available on the Wokingham Council website or from the Education Welfare Service. If the fine is not paid the matter will be taken to court.

### **Right to remain on School Roll**

Should a child fail to return to school within 10 school days of the agreed return date then school will inform its Education Welfare Officer who may take further action against the family. In a situation where a child fails to return to school within a month they may be removed from school roll.

In circumstances where a child is removed from school roll due to non-attendance the parents would be responsible for ensuring that their child was registered at and attended another school. (In such circumstances parents would not be entitled to receive any assistance with regard to transport). There is no guarantee that a school place would remain unfilled where a child has ceased to attend.

**LODDON PRIMARY SCHOOL**  
**PARENTS' REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL**  
**DURING TERM TIME**



Please be advised that the Department for Education have advised schools to only authorise leave of absence including holidays in **exceptional circumstances**, hence School will not approve any absence in term time, except in such circumstances. Please complete the section below and return to school at least one month before the requested absence. School will endeavour to respond to your request within 5 working days. Please note that taking your child away during the school term is detrimental to educational progress and school is very unlikely to agree to further leave if your child's current attendance is below 95%.

Please also be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued by Wokingham Council without further warning. Payment of a Penalty Notice within 21 days is £60 per parent / carer per child, between 22 and 28 days it is £120. Penalty notices are issued to each parent per child. More details on the Wokingham Council website or from the Education Welfare Service. If the fine is not paid the matter will be taken to court.

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To: Mrs S Phillips, Headteacher, Loddon Primary School

**REQUEST FOR LEAVE OF ABSENCE (PART A)**

Pupil's name.....Year .....

Reason for absence in term time. (This must be completed) If the absence is for religious observance, please include the name and contact details of your place of worship.

Absence Period from (1<sup>st</sup> day of absence)..... to (return date to school) .....

Number of school days to be missed .....

Sibling details Name(s) / School(s)  
 .....

Signature of Parent(s) / Carer(s)..... Date.....

Name of Parent(s) / Carer(s) .....

For office use only: Current attendance \_\_\_\_\_ % Authorised: Y/N Register Code\_.....

**(PART B) THIS WILL BE RETURNED TO PARENT/GUARDIAN**

To: Parent/Guardian of (Pupil's Name) ..... CLASS .....

**REQUEST FOR LEAVE OF ABSENCE**

**Absence from ..... to .....**

Authorised

If **unauthorised**, the reason is as follows:

Insufficient notice given

Exceeds 10 days' holiday absence this academic year

Other (please see separate letter)

Mrs S Phillips, Headteacher  
**Loddon Primary School**