

September 2024

### Important Attendance Information

Dear Parents/Carers,

Regular attendance to school is key to giving children the opportunity to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

For this academic year, 2024-25 we aim to:

- raise overall attendance figure to be above national
- reduce unauthorised absence\*, including holidays in term time\*\*
- respond to persistent absence patterns providing support and challenge  
*In addition to support those at risk of falling into this category*

**Persistent absence: 19.5 days absence in a school year = 90% attendance = persistent absence**  
**20-23 days absence in a school year = 90+%-93% attendance = at risk of persistent absence**

*Any absence impacts on percentage attendance whether the reason is authorised or not.*

- (Where possible) minimise the number of non-emergency appointments taken in the academy day  
*A copy of evidence for any appointments is required for records*
- Where a child misses morning registration due to an appointment the academy will record this as 'Medical' or 'Late after registers close' – these are both absent marks and attendance will be affected.

Punctuality at the start and end of day is also important. The academy routines and timetabling is carefully set with a sharp start to the day. Gate windows allow adequate time for children to arrive and leave punctually. Our meet and greet processes are valued and we recognise that late arrival can be unsettling.

We will respond to patterns of lateness both in the morning and afternoon targeting repeated poor punctuality with meetings with the Senior Leadership Team.

**We remind parents that the use of mobile phones on school premises is not allowed. Please refrain from having phones 'in sight' and 'in use'. This is for the safeguarding of all.**

Communication 01702 478379 opt.1 for attendance/absence

Absence and lateness must be communicated **before 09:30am**. The reason for absence/lateness must be given to the member of staff or voicemail. Detail of illness must be given.

The academy tracks absence and follows levels of action. There are several levels of escalation with processes undertaken to support or challenge families. This includes letters, meetings and the potential involvement of external agencies.

#### Processes:

\*If your child is going to be absent from school then parents/carers must contact the academy before 09:30 on the day of absence. Please refer to the attached document with regards to circumstances where you should and should not keep your child from school.

\*\*Request for leave of absence: a form must be completed in good time for consideration. If the request is denied by the principal and the leave still taken, or, procedure not followed, the absence will be recorded as unauthorised and where the criteria is met, we will make a referral to the Local Authority with a view to issue a fine. A referral can be made before, during or after the absence has occurred if we believe holiday has been taken. Please see attached information sheet regarding changes to fines for holidays taken in term time.

\*\* There is **no entitlement by law** for parents/carers to take children out of school for a holiday. The Educational (Pupil Registration) (England) Regulation specifies that Head Teachers **may not grant any leave of absence during term time** unless there are "exceptional circumstances". 'Exceptional circumstances' are interpreted as: *'Being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time'*. It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, it is 'exceptional'.

The Department for Education state,

"The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the **legal parental responsibility** to make sure their child **receives that education** either by **attendance at a school** or by education otherwise than at a school.

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.**"

If you have any queries regarding your child and their attendance or punctuality, please do not hesitate to get in contact with us and we can discuss how best to support your family.

Thank you for your continued co-operation and parental partnership in maintain our standards – achieving excellence together.

Kind Regards



Miss Davis  
Attendance Officer

<b>Come into the Academy</b>	<b>Come into the Academy but let us know</b>	<b>Stay at home</b>	<b>Appointments during the school day</b>
<p>Please send your child to the academy if they are experiencing any of the following:</p> <ul style="list-style-type: none"> <li>- Sore throat</li> <li>- Cold</li> <li>- Cough</li> <li>- Achy or sore limbs</li> <li>- Feeling tired</li> <li>- Hayfever</li> </ul> <p>Children can still take part in learning when experiencing any of the above.</p>	<p>Please send your child to the academy if they are experiencing any of the following:</p> <ul style="list-style-type: none"> <li>- Headache</li> <li>- Feeling sick</li> <li>- Stomach ache</li> <li>- Earache</li> <li>- Toothache</li> <li>- Feelings of anxiety</li> <li>- Twisted/sprained/broken limbs</li> </ul> <p>Children can still take part in learning when experiencing any of the above.</p>	<p>Unfortunately, there are some rare instances where your child will be too ill to attend. In the following instances, please keep your child at home and follow academy guidance on infection control and/or medical advice.</p> <ul style="list-style-type: none"> <li>- Temperature over 38*</li> <li>- Sickness and Diarrhoea</li> <li>- Contagious/infection illness (chicken pox, impetigo)</li> <li>- Operations/medical treatments</li> </ul>	<p>Non-emergency appointments during the academy day should be avoided.</p> <p>Please notify the academy in ample time should your child need to miss school for an appointment.</p>
<b>What parents/carers can do</b>	<b>What parents/carers can do</b>	<b>What parents/carers can do</b>	<b>What parents/carers can do</b>
<p>Give your child medicine if they feel they need it at the start of the day.</p> <p>Hand medicine into the main office and complete a medication form.</p>	<p>Give them medication at the beginning of the day. Further medication can be kept in the office – please complete a medication form.</p>	<p>Follow guidance from: <a href="#">Is my child too ill for school? - NHS (www.nhs.uk)</a></p> <p>Share proof of medical appointments/medical treatments</p> <p>Contact the academy before 09:30 on the first day of absence by telephone, 01702 478379.</p> <p>Regularly update the academy.</p>	<p>Provide medical evidence.</p> <p>Bring children to school before and/or after medical appointments.</p> <p>Complete a gold form in the main office that morning to request early collection of your child for an appointment.</p>
<b>What the academy will do</b>	<b>What the academy will do</b>	<b>What the academy will do</b>	<b>What the academy will do</b>
<p>Monitor your child and contact you should their symptoms worsen or impact their ability to learn.</p> <p>First aiders are on-site to support.</p>	<p>Administer medication in line with the parent completed medication form.</p> <p>Risk assess any children with broken limbs to ensure they can access learning safely.</p> <p>Support students feeling anxious or worried, offer techniques to help them self-regulate. We want children to be resilient and overcome these feelings so they can be successful and happy in the academy.</p>	<p>Remind you of the academy guidance on infection control.</p> <p>Contact you for updates.</p>	<p>Where a child misses morning registration due to an appointment the academy will record this as 'Medical' or 'Late after registers close' – these are both absent marks and attendance will be affected.</p> <p>If a child attends an appointment during the academy day, could but does not return, misses afternoon registration and, where no medical evidence is provided, the absence will not be authorised.</p>

## Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19<sup>th</sup> August 2024**.

### Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

### National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5-day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

### First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

### Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

## Application for Leave of Absence during term time

Under section 7 of the Education Act 1996, there is no entitlement for you to take your child on holiday during term-time. You may be fined for taking your child on holiday during term-time without consent of the Academy.

Should parents wish to make an application for a child's absence, they should complete this form, explaining the reason for the intended absence and details of the **exceptional circumstances**. Exceptional circumstances are defined as **"rare, significant, unavoidable and short"**. The Principal will consider the circumstances for absence and confirm where the absence will be marked as authorised or unauthorised on the student's attendance record. Each request will be judged on a case-by-case basis. If an event can be reasonably scheduled outside of term-time, then it would not be normal to authorise absence for such an event. Holidays are therefore not considered 'exceptional circumstances.'

Should the absence be unauthorised, and you choose to take the unauthorised leave from school, then the case may be referred to the Local Authority. They may choose to issue a Fixed Penalty Notice.

### Please complete one application per child

Name of child		Class	
Date of first day of absence		Date of return to the Academy	
Number of school days requested		Letter attached	Y/N

**Important** A letter must be attached to this request or please use the space on the reverse outlining the 'exceptional circumstance'

Signed:	Date:
Name:	Relationship to pupil:

## Application for Leave of Absence during term time