



ROSE WOOD
ACADEMY

Attendance Policy

Date	Amendment
Sept 2017	Changes have been made to reflect latest guidance on attendance.
Feb 2018	P1: Changes to the trigger percentage from 85% to 90%
Sept 2018	Changes to attendance procedures
Sept 2020	Covid update

ATTENDANCE POLICY

INTRODUCTION

All pupils of statutory school age who are registered at a school must attend regularly, in line with the relevant legislation (Education (Pupil Registration) (England) Regulations 2013).

Any absence from school can have a detrimental effect on a child's future progress and continuity of learning. Regular absence for such reasons as holidays taken in term time can have a significant impact on achievement.

AUTHORISING LEAVE OF ABSENCE DURING TERM TIME

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers may determine the number of days a child can be away from school if leave is granted for exceptional circumstances.

At Rose Wood Academy, exceptional circumstances and length of absence have been determined as:

- In the case of the terminal illness of a close member of the family (no set time)
- Death of a close family member (up to 5 days)
- Pupils with parents in the forces (10 days)
- Marriage of parent (5 days)
- Absences for important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events
- Any other exceptional circumstance arising, at the Head Teacher's discretion (number of day's absence at the Head Teacher's discretion)

Leave of absence during term time is at the Head Teacher's discretion and should not be considered a parental right.

Shift patterns or holiday allocations from work are not classed as exceptional circumstances.

Decisions made in relation to leave of absence, whether granted or not, will be applied equitably and consistently.

PUNCTUALITY

Pupils who arrive more than 15 minutes after registration will be classed as absent for that session.

SICKNESS/AUTHORISED ABSENCE

If attendance falls below 95%, a letter from school is sent home by school attendance officer. Support is offered through PSA and other staff in school. At 90% attendance a letter is sent out by our attendance officer. Where absence persists we will continue to contact the family for updates and may organise a meeting or request a doctor's note for subsequent absences.

ATTENDANCE PROCEDURES

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Day 1	If school have not received a phone call by 9.15am, the office rings to ascertain reason for absence. PSA informed if child absent is a concern and home visit discussed.
Day 2	If child is absent again and school have still not been informed PSA would persist with phone calls and home visit.
Day 3	As above, plus next steps discussed with school attendance officer (LS).
Day 4	If contact has been made and child is absent for medical reasons, updates may be sought by school. Depending on attendance, medical evidence of illness may be asked for eg copy of prescription. If there has still been no contact made we would discuss with Police and Mach team and decide on further action. .
	LS monitors attendance daily
	If attendance falls below 95%, an attendance letter is sent out by school. Support is offered through PSA and other staff in school
	If attendance falls below 90%, the attendance officer will send an official attendance letter and support offered again to family to help improve attendance. Meetings may also be arranged to discuss child's attendance.
	Holidays which exceed 10 half days will result in fines.
	Punctuality – 10 lates result in attendance officer involvement. School PSA would intervene before this.

Any parent wishing to apply for leave of absence during term time should seek permission in writing from the Head Teacher, on the appropriate application form, stating reasons for each request. The application should be made at least two weeks in advance.

Applications will then be considered on an individual basis, by the Head Teacher, who will apply the policy fairly and consistently. The Head Teacher may ask for parents to make an appointment to discuss the request.

Parents will receive a written reply to all requests, which states whether or not the application has been successful.

If the application is not granted, the reasons for this will be stated in the letter. The reply will also remind parents of the consequences of disregarding the refusal.

If the application is successful, the length of authorised absence will be stated, along with the date that the child will be expected back in school. The consequences if the child is not back in school by the expected date will be made clear to parents.

PENALTY NOTICES

If parents have received a refusal from the Head Teacher following a request for leave in term time, and they wilfully remove a child from school for 10 or more sessions (5 days), the Head Teacher can request the Local Authority to issue a penalty notice.

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Failure to pay a penalty notice could result in a prosecution in Magistrates Court.

Head Teachers must have a justifiable reason for refusing the request, based on the school's policy. The refusal should be given in writing and must explain why the application does not meet the "exceptional circumstances" criteria as laid down in the policy.

Referrals for a penalty notice can be made when the following conditions have been met:

- Where leave of absence has been taken without the permission of the Head Teacher;
- Where leave of absence has been agreed but the pupil returns to school after the agreed date without a reasonable explanation;
- Where the school is satisfied that the parent had full knowledge of the consequences of failure to adhere to the school's policy

The school has a duty to provide the following evidence when requesting a penalty notice:

- An attendance certificate for the current academic year which includes the period of unauthorised leave of absence;
- A copy of the request for leave of absence;
- A copy of the school's written response, which outlines the reasons why the request was refused and informing the parent may be issued with a Penalty Notice if the family take unauthorised leave of absence during term time;
- Copies of any meetings the school has had with the parent regarding the application;
- Evidence that the school has published their attendance policy and the consequences of failing to adhere to the policy;
- Copies of any supplementary evidence provided by parents eg medical certificates);
- A copy of the letter to parents from the school informing them that they are referring the matter to the Local Authority.

Penalty notice requests will be submitted as soon as possible. The referral will then be dealt with by the Senior Education Welfare Officer. If a fine remains unpaid, the matter will be referred to the Magistrates Court.

Provided that the conditions (as described in Middlesbrough's Penalty Notice Code of Conduct) are met, the Penalty Notice will be issued by the Education Welfare Service. The conditions are:

- That the absences (10 or more in the current term) are registered as unauthorised on the child's register;
- That the Local Authority is satisfied that there is sufficient evidence to show that an offence under Section 444 has been committed;
- That the parent has not been issued with a fixed Penalty Notice in the previous 12 months.

For a first offence, a Penalty Notice Warning may be issued, rather than a Penalty Notice. However, a Penalty Notice may be issued for more serious cases, for example, where a family have regularly taken holidays during term time.

PROSECUTION

If a parent fails to pay the Penalty Notice, the notice is withdrawn and the case will proceed to the Magistrate's Court for the original offence of failure to ensure the child's regular attendance at school.

Schools will need to provide the following documentation for court, with the guidance of the SEWO, who will submit forms to the Education Welfare Service:

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- Witness statement: this statement, completed by the Head Teacher, confirms that the leave of absence was not authorised, or that the child did not return by the due date, and that parents were aware of the consequences of taking unauthorised leave of absence;
- School Attendance Certificate: this is an extract from the school register, and gives details of the unauthorised leave of absence.

Covid Specific guidance

We will continue to monitor attendance in accordance with our policy and the information here. We will comply with the following attendance guidance:

Circumstances	Action	Code	Next step
Child shows C-19 symptoms.	Child does not attend. School maintains daily contact. Child receives C-19 test. Child in self isolation. Inform school immediately of test result.	X	Child recommences school on confirmation of a negative test. If the child continues to be unwell after a negative test result further non-attendance should be recorded as I
Child tests positive for C-19.	Child does not attend. School maintains daily contact. Inform school immediately of test result. Child and family self-isolates for 14 days.	I	Child should return to school after 14 days.
A member of a child's household shows C-19 symptoms.	Child does not attend. School maintains daily contact. Household member receives C-19 test. Child in self isolation. Inform school immediately of test result.	X	Child should return to school as soon as a negative test has been confirmed.
A member of a child's household tests positive for C-19.	Child does not attend. School maintains daily contact. Inform school immediately of test result. Child and household members self-isolate for 14 days.	X	The child should return to school after 14 days.
Household member is subject to test and trace restrictions.	Household member self isolates for 14 days. Child attends as normal	X	If the child has been contacted directly she/he should return to

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	(unless directly contacted by T&T). School maintains daily contact if child is absent Inform school immediately of any test result.		school after 14 days.
Holiday party is subject to quarantine restrictions following a holiday taken outside of school term time.	Child does not attend. School maintains daily contact. Child and holiday party self-isolates for 14 days.	X	The child should return to school after 14 days.
Child takes a holiday in term time.	School considers circumstances. Parents informed of decision and sanction under the Attendance Policy.	G or H	Initiate usual sanctions as appropriate.
Holiday party is subject to quarantine restrictions following a holiday taken in school term time.	Child does not attend. School maintains daily contact once holiday party returns to UK. Child and family self-isolates for 14 days.	X	The child should return to school after 14 days.
Child is subject to medical advice that requires shielding to recommence.	Child does not attend. Medical evidence shared with school. School maintains daily contact. Shielding continues until medical advice changes.	X	Child attends when shielding requirement is lifted. Home schooling initiated within 2 days.
Child is absent because parent/guardian is worried about C-19	School to contact parents to discuss the measures in place within school. Parents informed of sanctions under the Attendance Policy.	O	Initiate usual sanctions as appropriate.