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**Attendance and Holiday in Term Time Policy**

**“Absence from school undoubtedly has a detrimental effect on a pupil’s progress and attainment. Therefore schools need to monitor and support pupils to maintain regular school attendance.” Department for Education**

Regular attendance is expected from all children unless they are ill. Our school administrator monitors school attendance. Persistent absence is when a child has 15% absence. Of course there may be times when your child has to miss school because she or he is ill. This is to be expected and for the odd day off sick you should inform school by 9.30 a.m. on the first day of absence. The absence is unauthorised if no reason for absence is given.

Children may also have to attend a medical or dental appointments in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours. If this is unavoidable please let the school know when you intend to collect a child for an appointment and when you are likely to bring them back.

**Managing Attendance**

Good attendance is positively encouraged and we actively seek ways to promote good attendance in school by:

* Monitoring attendance weekly / half termly to identify any patterns or trends in absence
* Notifying parents when attendance is a concern
* Considering each application for leave in accordance with the guideline below
* Keeping up to date with current legislation and informing parents of changes to policy

**Holidays in term time**

**Regulations and Guidance**

No parent/carer can demand leave of absence as a right. The Education regulations state that applications must be made in advance by a parent/ carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from the school. The school also welcomes early discussion with you around potential applications.

The following are the criteria for a leave of absence, which may be considered as “exceptional”.

* Service personnel returning from active deployment
* Where inflexibility of the parents’ leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
* Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided.
* When a family needs to spend time together to support each other during or after a crisis.

This is not an exhaustive list and the Headteacher may consider the individual circumstances of each case when making a decision on the matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic achievement or the ‘experience’ offered by being out of school. Where the headteacher feels that there may be exceptional circumstances that do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

Please note that the ability to access a reduced cost holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Amendments to 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from 01 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecution if the fine is not paid.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child’s educational progress.

**Attendance procedures**

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| **Cause for concern** | **Action(s) to be considered** |
| 95% attendance or below at any point within an academic year | * Attendance will be monitored by the School and attendance history considered
* Contact with parents/carers if deemed necessary
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| 90% attendance or below at any point within an academic year | * Letter to parents/carers asking them to work with school to improve attendance
* Discussion with parents/carers to develop a plan of action
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| 85% attendance or below at any point within an academic year | * Possible referral for consideration within NYCC policy and practice guidance
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| Repeated incidences of illness-related absence | * Discussion with parents/carers
* Referral to Healthy Child Team
* Request that parents/carers provide proof of doctor’s involvement (appointment card with child’s name on / letter / copy of prescription etc)
* Work for the pupil might be sent home to be completed
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| Repeated arrival at school after 9.05am | * This will be marked in the class register as a LATE.
* Letter to parents/carers requesting that the matter is addressed and offering support
* An action plan to be established
* Consideration of request from outside agencies through the Early Help Team
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| Repeated arrival at school after 9.20am | * This will be marked in the class register as an UNAUTHORISED ABSENCE for the session.
* An action plan to be established
* Consideration of request from outside agencies through the Common Assessment Framework
* Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines
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