

ATTENDANCE POLICY

Date: Autumn 2022

Date for review: Autumn 2023



St Day and Carharrack Community School

*We are the **CHANGE-MAKERS** of OUR WORLD!*

OUR VISION

ENJOYING, ENGAGING, EXCELLING

Happy, healthy children, **enjoying** learning for life - surrounded by kind, respectful relationships and **engaging** in rich learning experiences. **Together** we will enable and encourage **ALL** our children to discover their unique gifts of character, talents and abilities. Our children will enthusiastically contribute to society, **excelling** in all they choose to do. They will communicate confidently, listen openly, think critically and question respectfully – our children will be the responsible *Change-Makers of Our World*.

OUR SCHOOL AIMS:

to live our vision and values through our behaviours

It starts with every one of us!

People – placing kindness at the centre of our community to grow healthy, trusting, listening relationships to enable everyone to be responsible, respectful, self-sufficient, valuable members of our local, national and global communities

Place - creating a safe learning environment both in and out of the classroom where children's voices are heard, the bravery, risk-taking and uniqueness of everyone is encouraged and celebrated - to grow our 'CHANGE -MAKERS'

Purpose - living our values of **ENJOYMENT**, **ENGAGEMENT** and **EXCELLENCE** to deliver high quality, inclusive education in order that all learners achieve and exceed their personal best – to *be brilliant*

LIVING OUR VALUES:

ENJOYMENT

Laughing

Loving

Learning

ENGAGEMENT

Communicating

Collaborating

Contributing

EXCELLENCE

Be your best

Be even better

Be brilliant

Chair of Governors:

Signed:

Attendance Policy

Principles

We strive to provide a welcoming, caring environment whereby each member of the school community feels valued and safe.

Maintaining and improving attendance of the whole school, or groups of individual children requires persistent vigilance in every class.

St Day & Carharrack Community Primary School is committed to providing an ambitious educational experience for all children. We believe that if children are to benefit from education, good attendance is crucial. As a school, we do all we can to ensure maximum attendance for all children. Any problems that impede full attendance are identified and addressed as speedily as possible. Our school promotes, encourages and celebrates attendance for all our children.

Our school gives a high priority to conveying to parents, carers and children the importance of regular and punctual attendance- this includes children who are dual registered and on reduced timetables. All school staff work with children and their families to ensure this happens. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

To achieve this we:

- Provide an efficient and effective system of communication with children, parents and appropriate agencies to provide information, advice and support
- Encourage and acknowledge the efforts our children and families make to improve their attendance or time-keeping
- Challenge the behaviour and attitudes of parents/carers who give low priority to attendance and punctuality

Government action to improve attendance, includes measures designed to prevent holidays taken in term time, and therefore the school has made the decision not to authorise any holidays. Absence requests will only be authorised in 'exceptional circumstances' and providing that adequate written notice of four weeks is given in advance for this to be considered.

Aims

The aims of this policy are to:

- Promote a welcoming atmosphere that makes children feel safe and valued
- Encourage good relationships between the school and parents/carers
- Stress the importance of good attendance and punctuality
- Ensure that attendance is monitored effectively and absence followed up quickly
- Ensure that all children receive suitable teaching and success is celebrated

Intentions

By following this policy we ensure that:

- All staff are aware of the registration process and receive training on registration regulations
- All staff complete registers at the beginning of each morning and afternoon session within 10 minutes of the start of the session
- We encourage parents/carers to contact school by 9am on the first day of absence
- We celebrate good and improved attendance of all children
- We promote positive staff attitudes to children returning after absence
- We analyse data and evaluate attendance procedures regularly
- We consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy

Procedures

To support the key policy statements the following procedures are followed:

Raising Awareness of Attendance

We promote good attendance by making parents/carers, children and staff aware of its importance and their responsibilities.

- Attendance features on the agenda of school induction, parent-partnership meetings, school reports, newsletters and Governor Meetings
- There is a named Governor with responsibility for Attendance. This is updated on the school website, under 'About Us'.
- School Strategic Lead – Susannah Storey – 01209 820456

The Role of Parents/Carers

- To support children with attending school regularly and punctually, in keeping with the expectations of St Day & Carharrack School
- To ensure children are collected promptly at the end of the school day
- Participation in regular liaison so as to understand and establish high attendance as a valuable feature of school life
- Parent/carers to provide medical support for absences, if requested to do so by the school. This ensures staff are adequately informed about presenting medical need and aware of appropriate provision
- To read the details of each child's record of attendance included in the annual report sent home to parents/carers
- Parents/carers support the importance of regular attendance and good punctuality through sharing key messages via - newsletters, parent-partnership evenings, school website, the school office, through teachers and letters home
- Parents/carers are asked to contact the school office on the first day of absence by 8.30am and every subsequent day unless notified in advance. Contact can be made by telephone on 01209 820456, by email to secretary@st-day.cornwall.sch.uk. Reasons for absence must also be provided to the school office. Any attendance information received by the class teacher must be forwarded to the school office promptly. The school office will then code the child's absence electronically and will keep a record of all telephone calls received on the individual child's attendance record

- If the school office does not receive a message regarding absences, parents/carers will be contacted by phone. It is important that the school is made aware of any absence for children in the interests of their welfare and legal compliance

The Role of children

- Doors open at 8.45am. Children are expected to be in school by 8.55 am. Registration is at 9.00 am. Children arriving late for the school day and after the gates have been locked, need to go to the school office with a parent where they will be marked as late and sent straight down to class. Children arriving after class registration time are required to report to the school office with a parent to sign in. Registers will close at 9.05 am. Lateness will be addressed by the Headteacher and persistent lateness will be reported to the Educational Welfare Officer to arrange a joint meeting
- Any child arriving to school after registers close at 9.05am will need the parent to report to the school office to explain their child's absence. The school reserves the right to decide what is deemed a genuine absence. Such children will be coded in the register as 'U' (unauthorised late) without a genuine reason
- Children who leave St Day & Carharrack Community Primary School for appointments before the end of the school day (3.10pm) must have written permission from parents/carers and it must be authorised by the school office. Parents need to collect from the school office so the child can be signed out
- Children and families will be regularly informed about the importance of regular attendance and good punctuality through lessons, assemblies and newsletters
- Families may be required to meet with the Headteacher and Education Welfare Officer (EWO) to discuss any attendance concerns

The Role of All Staff at St Day & Carharrack Community Primary School

- St Day & Carharrack Community Primary School makes use of an electronic system to record and monitor attendance. Class Teachers record attendance via the SIMS network twice a day – morning and afternoon. All staff have access to SIMS. All classrooms have desk top PCs and all staff are provided with laptops and/or IPADs
- St Day & Carharrack Community Primary School's attendance record is maintained electronically and supervised by the senior secretary and Headteacher
- Any unexplained first day absences are promptly followed up by the school office with a telephone call home to the parents/carers to ascertain the reason for the non-attendance
- The Class teacher/school office completes all explained non-attendance promptly, using the approved codes to record absences
- Punctuality is monitored by all staff and appropriate action is taken to redress persistent late arrival at school or to lessons
- Class teachers will communicate with families of pupils missing more than a day of school
- Class teachers will communicate with families of pupils identified as being at risk of Persistent Absence, to identify any barriers to learning.
- Staff challenge families who do not arrive on time and seek a reason for lateness for their child. Class teachers/ office staff record the student's lateness electronically using the SIMS system
- Should a punctuality problem persist parents/carers will be contacted. Further problems are referred to the EWO

Children Returning After an Absence

Procedures are put in place to help Children when they return after absence.

- Senior Leaders provide children who have been absent from school for a substantial period of time with reflective time to ensure a successful reintegration back into full time education. All strategies and support agreed is discussed with families and clearly communicated to all staff
- Class teachers encourage children to attend school regularly and help them settle back in after an absence
- Class teachers initiate procedures to help children access missed learning. When possible, learning will be provided for a child to access at home

Supporting Children with maintaining regular attendance

- St Day & Carharrack Community Primary School provides support and offers advice for all families as required, to ensure their children can achieve regular attendance and achieve their potential
- Senior Leaders provide support and advice to all children and their families who may be struggling to achieve regular attendance. This may involve referral to other professionals or additional support from the Education Welfare Officer
- St Day & Carharrack Community Primary School staff ensure that any reasonable adjustments are made to enable children to maintain regular attendance, should they have medical needs that are preventing them from attending regularly
- St Day & Carharrack Community Primary School works alongside a number of agencies and offers appropriate referrals and access to Early Help Hub (EHH) to ensure the needs of children are identified and appropriate support is provided.

Dealing with Unexplained or Unauthorised Absences

St Day & Carharrack Community Primary School promotes regular attendance and supports any child struggling to achieve the expected national level of 96% so they can maximise their potential. Unexplained absences and persistent absence is challenged and investigated. Parents/carers need to be aware that regular school attendance is a legal requirement under section 7 of the Education Act (1996). Parents/carers may be prosecuted for failure to ensure their child attends school regularly (s444, Education Act 1996).

- If a child is absent without explanation, St Day & Carharrack Community Primary School contacts the parents/carers on the first day by 10.00am
- All notes and emails from parents/carers or records of telephone calls and medical certificates are dated and saved on cpoms, in a secure system
- All unexplained absences are discussed with the Education Welfare Officer to seek advice and consideration of further investigation
- If an explanation for absence is not satisfactory, or if the absence continues, St Day & Carharrack Community Primary School invites the parents/carers to school to discuss any difficulties that are preventing the student from attending
- At St Day & Carharrack Community Primary School we update our absence records each week to

detect short but frequent absences and identify any emerging patterns

- The Government does not approve of absences during school time for family holidays and St Day & Carharrack Community Primary School only authorises absences under “exceptional circumstances”. If a parent/carer wishes to request such an absence, they must complete the appropriate absence request form and submit it to school four weeks ahead for consideration. The Education Welfare Officer makes a recommendation to the Headteacher following an investigation into the child’s attendance record and reasons given for the absence. Absence not authorised by the Headteacher is referred to the Education Welfare Service (10 or more sessions in total) and are subject to the Local Authority (LA) issuing a Penalty Notice to the parent/carer

It is important to note that any penalty notice issued must be addressed to one parent but a penalty notice may be issued to each parent liable for the offence and for each child in the case of parents taking their children out of school for unauthorised holidays in term time.

Role of the Education Welfare Officer and Headteacher

- To assist in the monitoring of attendance, weekly printouts are provided to the Headteacher and the Education Welfare Officer (EWO) by the school office
- The class teacher and senior secretary must report any attendance concerns to the Headteacher. In cases of unauthorised absences contact with home by the school office is required immediately, following consultation with the Headteacher
- Senior Leaders meet half termly to discuss attendance and identify children, strategies and actions
- The EWO meets half termly with the Headteacher to review the attendance in every year group. The EWO is provided with data by the school office and follows up agreed absences which are below 90% or that are giving cause for concern e.g. persistent lateness
- To send an Early Support Letter when attendance reaches 95% or below, informing parents/carers of their child’s attendance figure, before attendance drops to 93%
- Headteacher and EWO initiate a formal meeting involving Parents/carers when attendance falls below 93% to agree a plan to improve attendance. This will involve setting targets, agreeing strategies with an agreed date for review, which requires the signature of all parties. Sanctions will be sought if support is not successful or not engaged with
- The Headteacher, the EWO and the school office maintain an agreed list of children who have attendance problems. These children have regular attendance checks and immediate phone calls home are made when they are absent
- For children with persistent absence due to illness, the EWO or Headteacher contacts parents/carers. Following an investigation and an agreed action plan, the EWO and Headteacher continue to monitor attendance and review the agreed plan should the attendance not improve. The EWO, Headteacher or school office may ask parents/carers to provide medical evidence to the school for consideration before any further absences are authorised. Any medical evidence presented must relate to the absence/s recorded by the school, should be specific and correspond directly to the missed days of learning. If the school deems the presented medical support for the absence/s to be satisfactory, the absence will be authorised. A standard letter is used to request this
- Any child who continues to have **persistent absence below 90%** is formally referred to the EWO for investigation. This may involve visiting family homes. Continued persistent absences that are not authorised by the school may lead to the EWO initiating legal proceedings against parents/carers. This may involve penalty notices and /or prosecution in the Magistrates Court

St Day & Carharrack Community Primary School Will Promote Good Attendance by:

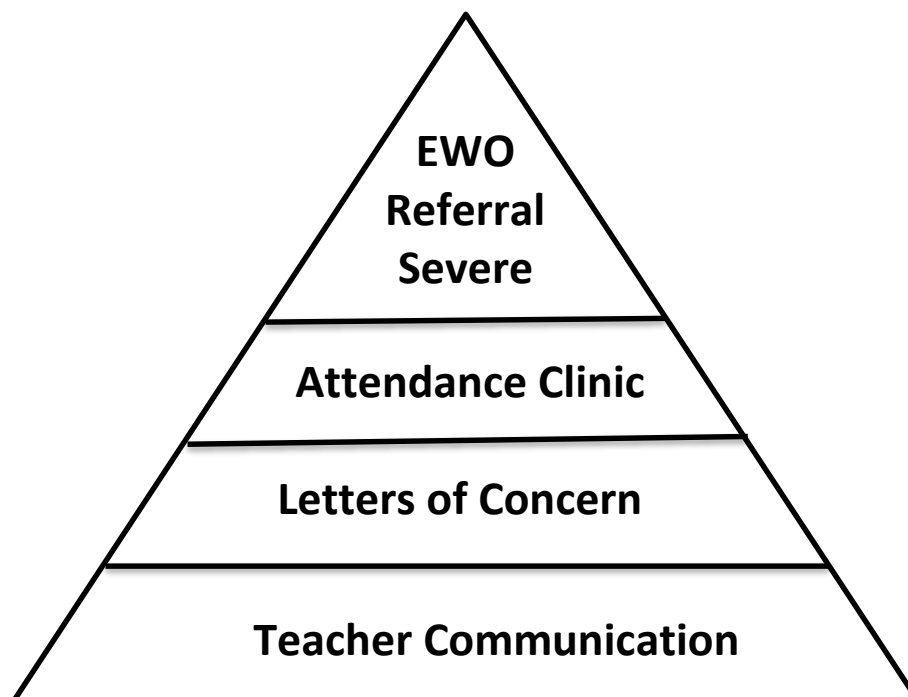
- Promoting and rewarding – being an attendance ‘HERO’ (Here Every day, Ready and On-time)

- Sending termly letters of congratulations to good attendees – achieving good to excellent attendance 96% - 100% at the end of each term
- Presenting certificates to those children who make a substantial improvement to their attendance
- Holding attendance clinics at which the EWO and Headteacher meet with parents/carers and children where problems have arisen
- Agree individual attendance plans with children and parents/carers where attendance is 93% or below - and review these regularly until attendance improves. This could involve internal interventions to support specific reasons for absence (eg. TIS, music therapy)
- Refer families to EWO - for children who fall below the attendance threshold agreed between the school and Education Welfare Services currently 90%
- Promoting healthy competition between year groups to celebrate attendance achievements
- Making St Day & Carharrack Community Primary School a place where children want to be – through enjoying, engaging and excelling in their learning.
- Seeking the views of all stakeholders (including children and parents/carers) on attendance

St Day & Carharrack Community Primary School: Attendance Targets

The target for the whole of St Day & Carharrack Community Primary School is 96% and above.

We aim to keep whole school persistent absence at a minimum and below 10% – by following the support interventions below.

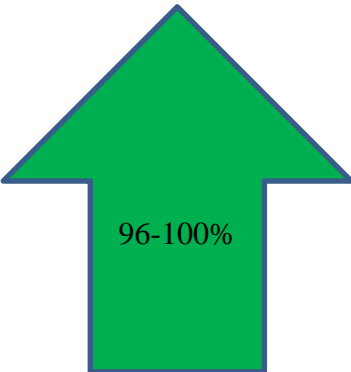


APPENDIX

- A** Encouraging good attendance of St Day & Carharrack Community Primary School
- B** Education Welfare Service Flowchart
- C** Attendance codes, descriptions and meaning
- D** A Guide for Parents
- E** Unexplained absence letter
- F** Attendance letter 1 (below 95%) – Early Support Letter
- G** Attendance letter 2 (below 93%) – Formal Meeting
- H** Attendance letter 3 (below 90%)
- I** Exceptional circumstances Absence request form
- J** Request not accepted
- K** Request accepted

A.Encouraging Good Attendance

Encouraging Good Attendance at St Day & Carharrack Community Primary School



96-100%

**Good to
Excellent
Well Done!**

*Certificates of Praise –
letters sent home termly*

Letter 1

At 95%

*Early support letters
sent out*

Letter 2

At 93% and below -

*EWQ/ Headteacher –
agree plan*

Medical evidence required

Letter 3

Under 90% with 10

unauthorised absences

Referral to the EWQ

*If interventions and agreed
plan is not reducing absence,
the fast track process is
started.*

Fast Track referral and the start of the legal route:

- *1st Warning*
- *Education Planning Meeting*
- *Final Warning*
- *10 further unauthorised absences*
- *Court*



90-95.9%

AT RISK

*Less chance of success. Makes it
harder for your child to make
progress.*

SERIOUS CONCERNS

ANYONE BELOW 90%

Considered by the Government to be a **Persistent Absentee** and to be at risk of the potential for negative impact on future life opportunities.

SCHOOL WILL:

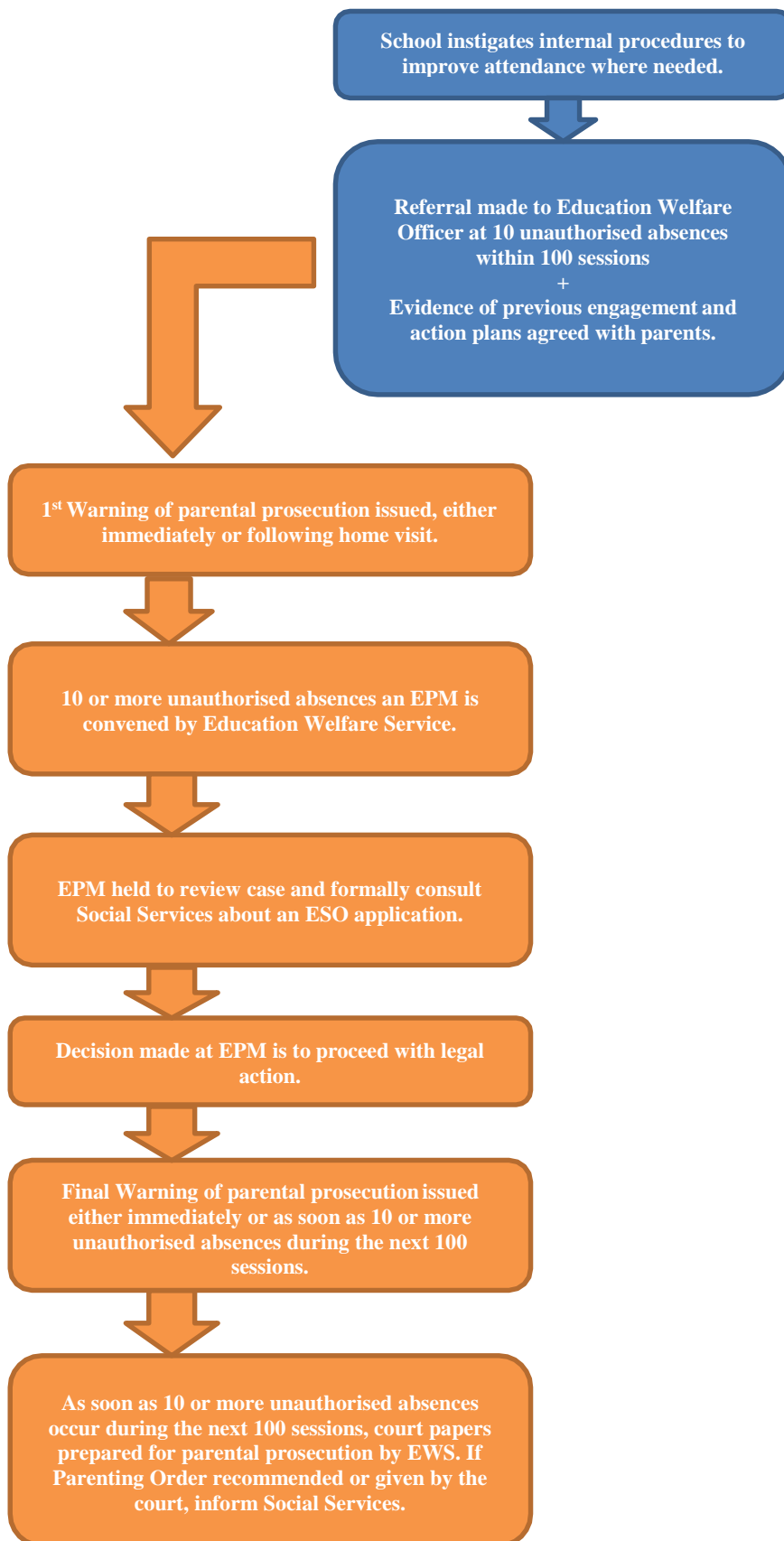
- Offer appropriate support
- Discuss concerns with Parents/Carers
- Invite Parents to attendance clinics
- No longer automatically authorise absences and therefore will require medical or other evidence to support absences.

Attendance closely monitored by school and targets set for immediate and sustained improvement.
School will closely monitor attendance and refer to the EWQ if no immediate and sustained improvement.
The EWQ will investigate absences and consider if Local Interventions are necessary and appropriate.



**LESS
THAN
90%**

B. EWS Flowchart



C. Attendance codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual Registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved Sporting Activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after register closed)	Unauthorised Absence

CODE	DESCRIPTION	MEANING
V	Education Visit or Trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Non-Compulsory School Age Absence (For 2021 - 'Required COVID absence')	Not Counted in Possible Attendances
Y	Enforced Closure	Not Counted in Possible Attendances
Z	Pupil Not Yet On roll	Not Counted in Possible Attendances
#	School Closed To Pupils	Not Counted in Possible Attendances

D. A GUIDE FOR PARENTS

1. When does my child need to be in School?

Your child should be at school at 8.55am with sufficient time to be ready to join their class for the start of the day. The register is taken at 9.00am. Afternoon school starts at 1:15 pm.

2. What happens if my child is late?

Registration finishes at 9.05 in the morning and 1.20 in the afternoon.

Pupils who arrive after registration should report to the school office.

A series of unauthorised late marks may lead to referral to the EWO (Education Welfare Officer).

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence by 9.00am. We will telephone you by 9.30am if your child has not arrived in school. If we do not receive an explanation for the absence, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to the Education Welfare Service.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment.

(Please make routine appointments after school or during the holidays)

- Day of religious observance
- Family bereavement
- Family holidays in exceptional circumstances (only when prior approval has been given)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details and completing the **leave of absence request form**. In cases of recurring absences through illness you will be asked to produce medical evidence.

5 What is unacceptable?

The school will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

7 Can we take family holidays during term-time?

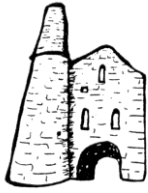
Family holidays should be taken during school holidays. Only in exceptional circumstances will permission be given. You should complete a leave of absence request form stating the reason why the holiday must be taken in term time. The Headteacher has the right to refuse permission.

8. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he /she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education. Your child will bring home a reading diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

9. My child is trying to avoid coming to School. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with learning, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to solve the problem.



ST. DAY & CARHARRACK COMMUNITY SCHOOL

Headteacher: Susannah Storey
e-mail: secretary@st-day.cornwall.sch.uk

School Hill
Burnwithian
St. Day, Redruth
Cornwall, TR16 5LG
Tel: 01209 820456

SALUTATION
ADDRESS

DATE

E. Unexplained absence letter

Dear **SALUTATION**

NAME REG

According to our records, NAME has been absent for the periods shown below.

Period of Absence

We are legally required to record reasons for absence from school.

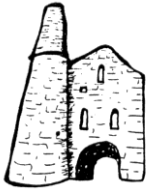
I would be grateful if you could complete the slip below to explain why NAME was absent in order to update HIS/HER records.

If we do not receive a response within ONE week of this letter the absence will be recorded as unauthorised.

In future please could you ring the school on each and every day of NAME's absence.

Yours sincerely

Headteacher



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SALUTATION
ADDRESS

DATE F. **Attendance letter 1 (below 95%) – Early Support Letter**

Dear **SALUTATION**

NAME YEAR REG

St Day & Carharrack Community Primary School and the Education Welfare Service recognise that attending school regularly and on time has a positive impact on learning, progress and achievement and will best prepare our children for their adult life.

Following routine monitoring of all children's attendance at school, it has been identified that NAME's attendance is below 95%. This is below national school average and unacceptable at St Day & Carharrack Community Primary School.

We accept that there may well be genuine reasons for absence, such as illness or routine medical appointment but «his_her» attendance is now at «**percentage_attendance**» and we have a duty to inform you that your child's attendance is now considered unsatisfactory.

We hope that by bringing this to your attention you will support school to ensure your child gains the greatest benefit that they can from their education, by regular school attendance.

The government expectation is for all children to be achieving 96% attendance or above in order to maximise their educational opportunities.

Please be aware that should your child's attendance at school fail to improve, we will have to pass the matter to our Education Welfare Officer, who will contact you at home to discuss your child's school attendance and agree support.

Please feel free to contact me to discuss any issues or concerns you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern.

Yours sincerely

Headteacher



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SALUTATION

ADDRESS

DATE

G. Attendance letter 2 (93% and below) – Formal Meeting

This may give you a direct window to the practitioner, should you have safeguarding concerns.

Dear SALUTATION

NAME YEAR REG

Following my previous letter informing you that your child's attendance had fallen to below 95%, I have now identified through continued monitoring, that **NAME's** attendance has deteriorated further to «**percentage_attendance**» This is significantly below the national attendance expectations of 96%.

I understand that there has been a high rate of illness this term, and as such, the absences are authorised up to this point. As **NAME's** attendance has fallen **below 93%**, in accordance with school's policy on absence, the decision has been made **not to authorise any further absence**. You are required to provide medical evidence to the school for consideration before any further absences are authorised. Any medical evidence presented must relate to the absence/s recorded by the school, should be specific and correspond directly to the missed days of learning. If the school deems the presented medical support for the absence/s to be satisfactory, the absence will be authorised. We understand that this may not always be easy for you to gain, so are happy to liaise directly with your supporting medical professional, if you provide us with signed, written confirmation to do so.

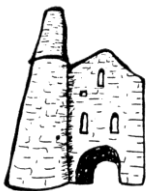
You are invited to attend a formal meeting with the Headteacher and Educational Welfare Officer to agree a plan to improve your child's attendance.

This is a supportive meeting – we want -----in school achieving what **he/she** is capable of.

We look forward to seeing you on.....at..... and finding a solution that works for everyone.

Yours sincerely

Headteacher



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SALUTATION
ADDRESS

DATE H. **Attendance letter 3 (below 90%)**

Dear **SALUTATION**

NAME YEAR REG

You will be aware that I have written to you on two separate occasions to inform you of school's concerns in respect of your child's absence from school.

Your child's attendance at school has deteriorated further and NAME is currently only achieving «**percentage_attendance**»%. As a result of this, your child has now moved into the **persistent absentee** (PA) category.

Absence at this level is causing considerable damage to your child's education and will seriously affect their learning. St Day & Carharrack Community Primary School is committed to ensuring your child achieves their full potential and recognises that this can only be accomplished with your assistance.

We have been left with no alternative other than to refer the case to the Educational Welfare Service for their consideration.

If you wish to discuss help or support with any aspect of attendance please do not hesitate to contact me directly.

Yours sincerely

Headteacher

ST DAY AND CARHARRACK PRIMARY SCHOOL

EXCEPTIONAL CIRCUMSTANCES - ABSENCE REQUEST FORM

Research has proved that good attendance at school is important and is directly linked to children's attainment. Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

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.

Please complete the form below - a minimum of 4 weeks prior to the first date of the requested leave is required.

To: The Headteacher

I wish to apply for the following leave of absence during term time:

Child's name Class and year Group

First day of absence Last day of absence Total number of days absent:.....

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

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

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

If you are a seasonal worker and are contractually disallowed from taking leave during the school holidays, please attach a copy of your contract or supply the name and address of your employer, in support of your request.

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request. Please note it is highly unlikely we will be able to authorise any absence leading up to statutory assessments.

Warning: If you take your child out of school, without permission, you will be committing an offence under the Education Act 1996 and this will be recorded as an unauthorised absence. We may refer the matter to the Education Welfare Service who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.

Office use only			<input type="checkbox"/> Absence authorised Code ____ <input type="checkbox"/> Absence unauthorised Signed _____ HT
Date form received:	No of school days absence requested	% Attendance (current year)	
Date letter sent to parents:		% Attendance (previous year)	

Meeting with Governors on: Exceptional Circumstances: Yes / No

AVOIDABLE ABSENCE IN TERM-TIME

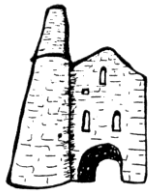
IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Cornwall maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly detrimental if the child is studying for statutory examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>Unavoidable absence from school <u>will be authorised</u> if it is for the following reasons:</p> <ul style="list-style-type: none"> -Genuine illness -Unavoidable medical / dental appointments (but try to make these after school if at all possible) -Days of religious observance -Seeing a parent who is on leave from the armed forces -External examinations -When Traveller children go on the road with their parents -Exceptional circumstances such as bereavement 	<p>Absence from school <u>will not be authorised</u> for:</p> <ul style="list-style-type: none"> -Any type of shopping -Looking after siblings or unwell parents -Minding the house -Birthdays -Resting after a late night -Relatives visiting or visiting relatives
<p>Please contact your child's teacher if you wish to discuss this issue.</p> <p>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	



ST. DAY & CARHARRACK COMMUNITY SCHOOL

Headteacher: Susannah Storey
e-mail: secretary@st-day.cornwall.sch.uk

School Hill
Burnwithian
St. Day, Redruth
Cornwall, TR16 5LG
Tel: 01209 820456

SALUTATION

ADDRESS

DATE

J. **Absence Request not accepted**

Dear **SALUTATION**

I am writing regarding your request to take NAME out of school on DATE until DATE.

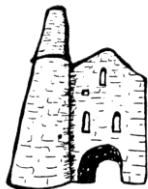
The law states that a planned absence from school should only be authorised for children in exceptional circumstances. Here at St Day & Carharrack Community Primary School, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, taking into account purpose, attendance and impact on your child's learning. We rarely authorise a request for children during the term of statutory assessments.

Under the circumstances, we regret that on this occasion we are unable to authorise your request for absence. If NAME does not attend school on the dates concerned, the absence will be recorded as unauthorised as it does not meet the threshold for 'exceptional circumstances'.

If you decide to still 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 take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.

Yours sincerely

Headteacher



ST. DAY & CARHARRACK COMMUNITY SCHOOL

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Cornwall, TR16 5LG
Tel: 01209 820456

SALUTATION

ADDRESS

DATE

K. **Absence Request Accepted**

Dear **SALUTATION**

Further to your request to take **NAME** out of school on DATE until DATE, I am writing to confirm that this has now been authorised.

We rarely authorise requests for absence during term time, however in this instance we believe these are exceptional circumstances.

This decision is based upon your child maintaining good attendance up to the first date of the requested absence.

Yours sincerely

Headteacher

Encouraging Good Attendance

Attendance over One School Year

Attendance%	Missing days/weeks from school	Comment
100%	Zero days off	Excellent! A child can take advantage of all learning opportunities.
98%+	Less than a week	Very good –This will help all aspects of your child’s progress and life in school. A child should reach his/her full potential, leading to the best possible progress.
97 – 98%	5 days – a school week	
96 – 97%	6 days	Good attendance A child has a good start to their schooling and can make the most of all opportunities to do their best.
95.2- 95.9%	8 days	Satisfactory - Just above the average - a child is likely to achieve their targets, however they should strive to improve on this.
93- 95%	10 days – two school weeks	Below the average attendance nationally. If a child has more than two weeks away from school they may fail to make the progress expected.
92- 93%	15 days - three school weeks	Poor attendance: absence is now affecting attainment and progress at school. Parents will need to work with the school to improve the situation.
Below 90%	20 days – four school weeks	Persistent absenteeism - Below 90% attendance is considered persistent absenteeism and the Local Authority will be involved to take action.
85%	25 days – five school weeks	
82%	30 days – equivalent to half a term	Unacceptable - A child will now be finding it extremely difficult to keep up and achieve their best.
78%	40 days - eight school weeks	Children with this attendance are missing a day for every week in school. Absence is causing SERIOUS CONCERN. It is affecting attainment and progress and is disrupting your child’s learning. The school will be supported by the Local Authority to take action against parents/carers.

Attendance of 90% or less is described as persistently absent by the Government.