

Combe St Nicholas C of E VA Primary School

Name of Policy	Attendance Policy for Parents	
Approved by GB - Date	January 2024	
Next Review Date	January 2027	
Committee Responsible	Full GB	

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

"That they may have life, life in all its fullness"

John: Chapter 10 Verse 10

Rationale:

Good habits which are established early in life continue into adulthood and help to develop good working routines and relationships which in turn lead to personal success and self-esteem. Regular attendance at school underpins success in all areas of the curriculum. This policy is in line with other schools in the area and reflects county and national policy. All pupils should aim for 100% attendance. At Combe St Nicholas C of E VA Primary School attendance below 95% would be considered a concern and may result in action.

From 1st September 2013 the Government has said that schools may only authorise leave of absence during term time when there are exceptional circumstances.

In order to promote good school attendance:

The school has initiated attendance bands, bronze, silver and gold. 1 to be awarded per term for 98% attendance. All pupils should be able to earn at least one.

Liaise with partner schools:

- ✓ Create common attendance procedures across local schools
- ✓ Regularly, raise awareness via newsletter/website/displays/rewards
- ✓ Provide a calendar advising when school holidays and staff inset days will take place

Roles and responsibilities of all school staff will be to:

- ✓ Consider all requests for leave during term time to be unauthorised unless there are exceptional circumstances
- ✓ Where possible each case to be discussed with Head-teacher colleagues where there are siblings in other schools
- ✓ Liaise with outside agencies such as the Educational Welfare Service and other local schools
- ✓ Contact parents/carers using standard letter if attendance is a concern and falls below 95%
- ✓ Monitor pupil lateness
- ✓ Offer a meeting to any parent where attendance has been identified as a concern
- ✓ Sensitively promote importance of regular attendance
- ✓ Provide good role models in terms of punctuality
- ✓ Contact parents/carers if pupils are unwell

In addition, Teaching staff will:

- ✓ Record absences accurately
- ✓ Liaise with Parent Support Advisor or outside agencies if appropriate to support good school attendance
- ✓ Monitor patterns of attendance and report to the Head-teacher

In addition, the Head-teacher:

- ✓ Will monitor attendance of all pupils on role and will offer support or challenge when necessary to parents/carers

Governors:

- ✓ Monitor the impact of the policy and review every two years
- ✓ Consider providing a named Governor with school attendance responsibility to support the Head-teacher implementing good attendance

Parents/Carers:

- ✓ Contact school be close of AM registration on every day of illness/absence
- ✓ Take holidays during school holiday periods
- ✓ Provide medical evidence of absence if required
- ✓ Ensure their children aim for 100% attendance

Pupils:

- ✓ Make every effort to maintain a good attendance record in order to achieve their potential
- ✓ Arrive at school on time

Persistent Absence:

- ✓ Regular time off for illness will be challenged, requiring not only medical evidence, but medical guidance on how schools can best support those children in school
- ✓ In law parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school
- ✓ The Local Authority can instigate "Parental Responsibility Measures" which could be;
 - ✓ A fixed Penalty Notice requested from the Local Authority if a child obtains 10 sessions of continuous unauthorised leave or 10 sessions in a 12 week period if no satisfactory reason or explanation has been given
 - ✓ A Penalty Notice: the charge is £60 per parent, per child, for payment within 21 days, this doubles to £120 after 21 days but before 28 days. From 1/4/24 these figures increase to £80 and £160 respectively. If there is no payment within 28 days plus, the matter will proceed to court. If found guilty, a fine of up to £2,500 could be implemented
 - ✓ Alternatively the School will request a referral to the Education Welfare Service for an investigation of a pupil's poor attendance with the expectation of improvement. Legal Action will be taken in cases where there fails to be an improvement and unauthorised absences continue

At Combe St Nicholas C of E VA Primary School:

- ✓ The gate opens at 08:50
- ✓ Registration is at 09:00 - 09:10
- ✓ Arrivals until 09:15 are marked as late
- ✓ Arrivals after 09:15 are marked as unauthorise

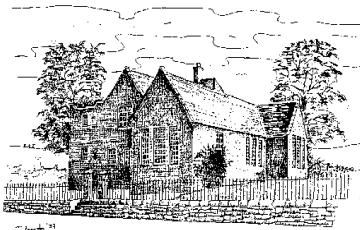


Combe St Nicholas

Church of England Primary School

"That they may have life,
life in all its fullness"

John 10:10



Combe St Nicholas
Chard
Somerset
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Head-teacher: Christine Maxwell

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Term Time Leave Request Form

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION
OVERLEAF

From September 2013 the Government has said schools may NOT grant ANY leave of absence during term time unless there are EXCEPTIONAL circumstances. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record.

To the Headteacher:

I wish to apply for term time leave for my child:

Name	Class

Dated fromto.....(inclusive)

The Exceptional reasons for this request are:

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Signature (Parent/Carer)..... Dated.....

Please return this form to school well in advance of your proposed absence.



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AUTHORISED		NOT AUTHORISED	
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The Education (Pupil Registration) (England)(Amendment) Regulations 2013: Regulations 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

**Application for leave of absence during term time
(Effective from 1st September 2013)**

Combe St Nicholas C of E VA Primary School, the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Head-teacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes Combe St Nicholas C of E VA Primary School have revised their Attendance Policy, which from the 1st September will include the following:

- ✓ Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Term Time Leave Request Form'.
- ✓ Leave of absence will only be granted where the Head-teacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- ✓ Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1000 plus costs.

Note: Parent also includes guardian / carer.



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