



Farnworth Church of England Primary School

**PUPIL ATTENDANCE and LEAVE OF
ABSENCE POLICY**

Date: February 2022
Review date: September 2025

Farnworth Church of England Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (e.g. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

Farnworth Church of England Primary School is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.



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This policy is part of a whole school strategy to ensure that all members of our school community are kept safe and that their welfare is a high priority. It should be read in conjunction with the following policies:

Policies	
<ul style="list-style-type: none"> • Allegations Against Adults Policy • Equality • eSafety • First Aid / Medications Policy • Good Behaviour Policy and Anti-Bullying Policy • Intimate Care Policy 	<ul style="list-style-type: none"> • Safeguarding and Child Protection • Safer Recruitment Policy • Staff Behaviour / Code of Conduct • Positive Handling Policy • Whistleblowing Policy

This policy and the procedures will be evaluated and reviewed at least every three years or sooner in response to changes in legislation

PART ONE: PUPIL ATTENDANCE

Farnworth CE Primary School is committed to maximising the potential of every child and believes that good attendance and punctuality are essential to this aim.

1. Aims

The aim of this policy is to:

- set out the way in which we, as a school, monitor and promote the attendance and punctuality of our pupils.
- share the responsibility for promoting school attendance and punctuality amongst all members of the school community: governors, pupils, parents, carers and staff.

Absence during term time for any reason interrupts the continuity of teaching and learning and may be detrimental to relationships and positive well-being. Parents and carers, by ensuring that children are only kept off school when they are genuinely ill and that holidays are not taken in term time, will enable the above to be achieved.

2. Responsibilities

❖ School

This Attendance and Leave of Absence Policy and its implementation is intended to encourage all pupils to attend school regularly and punctually by the implementation of specific measures:

- Registering pupils accurately and efficiently by following the Education (Pupil Registration) (England) Regulations 2006 (and associated amendments - 2010, 2011 and 2013)
- The Head Teacher will report to the Governing body on attendance each term.
- Use a systematic approach to gathering, analysing and evaluating attendance related data. Use the data to identify and initiate support and intervention strategies on an individual or whole school level.
- Regularly monitoring pupil attendance and punctuality.
- Use and promote systems of rewards, e.g. at the end of each year children with a cumulative 100% attendance record will be presented with Attendance Certificates.
- Contacting parents the same day when reasons of absence are unknown or unauthorised.
- Information regarding attendance and action parents are expected to take when their child is absent will be communicated via the school policy document; newsletters; parents' evenings and attendance initiatives.
- Provide support, advice and guidance to parents/carers and pupils.
- Work constructively with the Education Welfare Service and other agencies and services.

❖ Parents and carers

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have. Parents / Carers are requested to:

- Make attendance and punctuality a priority and aim to ensure that their child has 100% attendance and is punctual to school.
- Contact school on the first day of absence, giving reasons for absence and expected return date.
- Notify school in advance of any planned absence i.e. medical appointment.
- Be aware of their legal obligation in ensuring their child attends school and appreciate that school and Education Welfare Officer (EWO) may consider 'Penalty Notices' for unauthorised absences.
- Contact the Head teacher if their child is experiencing difficulty in attending school so the school can offer appropriate support.
- Ensure that holidays in term time are avoided.

NB In line with Health Protection Agency guidelines, a period of 48 hours absence is required for any pupil with vomiting or diarrhoea. Such absence due to illness is authorised.

3. Authorised and Unauthorised absence

Categorisation of absence needs to be consistent across the school. It is the Headteacher, not the parent, who authorises the absence. A parent may be asked to provide medical evidence for school non-attendance, e.g. when absence falls below 85% in any one term.

4. Registration

- Each day legally consists of two sessions, each of which must be registered.
- The class teacher is responsible for correct completion of attendance registers including late arrivals.
- The class teacher can request an attendance report for any given period for any child. This might be used to confirm suspicions regarding absence patterns.
- Registers close at 9:30am. Only children arriving after this time should be marked as absent.
- The coding for absence is to be completed in accordance with the following schedule:

<u>C</u>	Authorised other circumstances (family bereavement, parent ill etc)
<u>O</u>	Unauthorised absences
<u>R</u>	Religious observance
<u>L</u>	Late (after 8:55am)
<u>V</u>	Educational visit
<u>H</u>	Holiday (authorised in advance)
<u>M</u>	Medical/Dental
<u>I</u>	Illness
<u>U</u>	Late after registration closed at 9:30 am
<u>G</u>	Unauthorised Holiday
<u>N</u>	Reason for absence not yet provided

5. Procedures to follow up irregular/non attendance

Farnworth CE Primary will follow up irregular/non-attendance in the following ways:

- First day response phone calls
- Letters
- Meetings

- Target setting/Parenting contracts
- Referrals to Education Welfare Service when attendance is deteriorating and prior interventions have not brought about positive change

6. Referrals

Referrals to the Education Welfare Officer (EWO) will be considered when:

- There is an unexplained absence of more than 10 consecutive days
- Unauthorised absences result in 85% or less attendance after the Autumn term
- Patterns in existing intermittent absence
- Truancy is suspected
- Frequent absences are condoned by the parents
- The child refuses to attend
- There is concern over the social/emotional/medical well being of a child

7. Re-integration following long term absence

School may use some of the following strategies in respect of long term absence

- Individual case meetings
- Support from key worker
- Phased return (in limited cases ie long term medical absence).

PART TWO: LEAVE OF ABSENCE

1. The Law

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

2. Leave of Absence

In exceptional circumstances Farnworth CE Primary School will consider a request for leave of absence for one period of absence during the academic year.

3. Exceptional Circumstances

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances.

The following may be examples of exceptional circumstances:

- To allow a pupil to return to their country of origin for family, religious or cultural reasons



- Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed by the employer.
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a leave of absence is deemed appropriate.
- Leave of absence for children of serving members of the Armed Forces.

4. Additional Information

Farnworth CE Primary School will ensure that all parents/carers are signposted to this policy and that it is available on the school website. Hard copies can be obtained from the school office upon request.

- Parents/carers will be required to complete a leave of absence request form available from the school office and return it to school (Appendix 1).
- Parents/carers may be required to discuss any request for a leave of absence with the Head Teacher, Mr. Redman
- Parents/carers will normally be notified of the outcome of their application for a leave of absence within 10 school days of the date of the application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'O'. This will mean that the absence has been recorded on the school attendance register as unauthorised.

Where a pupil is absent from school without permission of the school, the Local Authority may issue the parent/carer of the pupil with a £60.00 Penalty Notice per parent per child. If the notice remains unpaid after 21 days the penalty increases to £120.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.



Appendix 1

Please note that Farnworth CE Primary does not routinely give permission for holidays or time off in term time. Parents do not have any legal entitlement to take their child on holiday during term time.

LEAVE OF ABSENCE / HOLIDAY REQUEST FORM

Please apply for absences/holiday in term time at least 6 weeks before the intended absence.

Absences will not be authorised unless there are exceptional circumstances. Students with 95% and below attendance (over 38 week period) may not be authorised even in exceptional circumstances.

PUPIL DETAILS			
Name:		Date of Birth	
Class/Teacher			

Dates of requested absence:
No. of Days:
Date of return to school:
Reason for leave of absence request:

All Adults with Parental Responsibility in the household (this includes mother, father, step parent or guardian)
Names:
DoB for all with parental responsibility:
Home Address details:
Contact Details:



I/We understand that keeping my/our child(ren) off school if this Leave of Absence Request is not granted will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued by the Local Authority for the non-attendance of my/our child(ren) at school.

I/We understand that a Penalty Notice will be issued to each person with parental responsibility and the resulting fine will be £60 per person for each child, rising to £120 per person for each child if the £60 is unpaid.

I/We understand that if the Penalty Notice is not paid in the specified time frame that I/we are at risk of prosecution under Section 444(1) of the Education Act 1996.

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

Relationship to child(ren):

Signature(s):

.....

Date of Request:

Office Use:

Date Received:

NAME OF CHILD:

Previous leave checked: Y/N

Attendance %:

.....

First date of absence: Last date of
absence:.....

Expected date of return to school:

Authorised: Y/N

Reasons:

.....

Date: Signed:

(Headteacher)