

HALLAM FIELDS JUNIOR SCHOOL ATTENDANCE POLICY

The children at Hallam Fields Junior School make good progress due to high quality teaching and learning. Parents have an important role to play in this achievement; absence means your child misses part of the teaching and as they go through school the gaps in their learning builds up and puts them further behind. It is therefore vital that your child attends school regularly.

The Government regulations have set out new requirements on all schools; attendance is logged against your child onto a database and from **1 September 2013 THERE WILL BE NO HOLIDAY ENTITLEMENT AT ALL.**

Attendance at school is a legal responsibility of all parents and absence without good reason will lead to prosecution.

ABSENCE PROCEDURES:

If your child is going to be absent from school for any reason you must contact school as soon as possible. If it is a medical appointment the school should be alerted the day before the appointment. Parents should try to make routine appointments after the end of the school day.

Absence for illness: Please ring school and leave your child's name, class and reason for absence by 9.30am. You should contact the school daily for each day of your child's absence.

Lateness: According to Department for Education guidelines; Arriving after 9.00am is considered late and your child will miss the important start to the day. Please make sure you come on time. The school bell is rung and the register is taken at 9.00am, after this time your child is late. Registers are completed online and for the school office to access instantly, so if you arrive late please call in at the main office. After 9.05am (allowing time for coats and bags to be hung up and walk in to class) a late mark will be included and after 9.30am a late mark will be included in the unauthorised absence numbers.

If lateness and absence are a regular pattern, you may be requested to meet the Headteacher / attendance officer to discuss the reasons or called to attend a pre-legal meeting. Regular absence may lead to an attendance monitoring period for your child, during which the school may request medical evidence for any absence during that period. We will help you all we can to ensure your child attends school.

Long term absence or lateness may lead to the issue of a penalty notice.

Persistent Absence: (Poor or irregular attendance)

The Government measures our school on attendance and the numbers of Persistent Absence pupils.

Whatever the reasons for absence, the Department for Education deems a pupil to be a persistent absentee if they have 10% or more absence (of any kind) on any given day of the school year.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. The school monitors all absence thoroughly. Attendance data is shared with Governors, the Local Authority and the Department for Education.

Appendix 1

Leave of absence in exceptional circumstance

Headteachers may only grant leave of absence for exceptional circumstances. The following are examples of agreed exceptional circumstances when considering leave of absence requests.

Before deciding whether to authorise leave of absence the Headteacher will consider

- The impact on the student's academic progress of any absence
- Whether the leave falls within any key stage national tests or exams
- Individual circumstance of the child and immediate family.

Examples of exceptional circumstances where leave may be granted during term time

- Funeral of close relative - The headteacher should use their discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled
- Sudden loss of housing through eviction or domestic violence - up to a maximum of 3 days.
- Serious illness of a close relative - only if the Headteacher is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement- as appropriate.
- Time-off relating to Child Entertainment Performances, subject to a license being issued by the Local Authority
- Religious observance - The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs". The headteacher may specify that only one day will be authorised at a time.
- Weddings of parents and siblings - weddings can be arranged at weekends or during school holidays; however we acknowledge that there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave should only be authorised for this purpose when the Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time. In difficult family situations the Headteacher may use his/her discretion in granting leave, for example where natural parents are separated, and in new relationships where it may cause a child further difficulties if he/she is excluded from a wedding. Each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Examples of circumstances NOT considered as exceptional

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Holidays taken in term time due to lower cost
- Holidays taken in term time due to parental work commitment
- Wedding of other extended family members (other than parents and siblings as specified above)
- Holidays taken to celebrate special family birthdays.

Appendix 2



**Hallam Fields
Junior School**

Growing together. Learning together. Achieving together

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) Year Group
..... Year Group
..... Year Group

Childs' Address

Name of Applicant(s) and Address (if different).....

I / We wish to apply for our child(ren) to be absent from school for **EXCEPTIONAL CIRCUMSTANCES** on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

(Continue over the page if necessary.)

Signed (both parents if applicable)

Date

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.