



Attendance and Punctuality Policy

PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Working Together to Improve Attendance Guidance, (DfE 2022), to ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

Date of last review:	July 2023	Author:	Lyndsay Harris
Date of next review:	July 2024	Owner:	Director of Pastoral and Inclusion
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
School:	Ark White City Primary Academy	Key Contact Name:	Governance Team
Key Contact Email:	governance.team@arkonline.org	Key Contact Phone:	0203 116 6333

POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Behaviour Model

Table of Contents

1. Introduction	3
2. School Attendance Vision	3
3. The Law	3
4. Expectations	4
5. Attendance Monitoring and Interventions	5
6. Guidelines	7
7. Action taken when pupils are absent	8
8. Lateness	9
9. Pupil absence and extenuating family circumstance	9
10. The Attendance Service	10
11. Children who are absent from education	10
12. Registers	13
13. Telephone Numbers/Contact Details	13
14. School Targets	13

1. Introduction

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark White City Primary Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

2. School Attendance Vision

At Ark White City Primary Academy, we believe that excellent attendance is essential for successful outcomes. Where students' attendance falls below the minimum threshold of 95%, we have a duty to investigate the underlying reasons for absence and to take action. At Ark White City Primary Academy, the Senior Leader that is responsible for Attendance and Punctuality is Daniel Upfield, Executive Principal (d.upfield@arkwhitecity.org).

Ark White City Primary Academy aims to:

- a) Maintain the highest possible overall percentage attendance and punctuality, and to minimise unauthorised absence.
- b) Create an environment where students are excited to learn and, as a result, are punctual and attend regularly.
- c) Ensure that all staff, students, and parents understand the role of excellent attendance and punctuality in keeping our children safe.
- d) Put in place an effective system for monitoring and offering support with any issues relating to attendance and punctuality.
- e) Establish excellent routines of attendance and punctuality in our students, so that they can enhance their future opportunities and emotional well-being.

3. The Law

Section 444 of the Education Act 1996 states that children between the ages of 5-16 should attend the school regularly. The Academy must keep 2 registers: admissions register, which serves as the Academy roll, and an attendance register. Attendance registers must be called twice a day: at the start of the day in the morning and during the afternoon session. The register must show whether the student is present, engaged in an approved educational activity, off-site or absent. When a student is absent, the register must also show whether the absence was authorised by the Academy or unauthorised. Authorised absence means where the Academy has given approval in advance, or where a satisfactory explanation was given afterwards.

Registers are legal documents

It is the responsibility of staff to mark registers accurately. It is the Parent/Carer's responsibility to ensure their child attends the Academy regularly to ensure their child's attendance is close to 100% as possible, also that their child is on time. All students need to be given the opportunity to take full advantage of the educational opportunities offered at Ark White City Primary Academy. In order to maximise their learning all students must attend the

Academy regularly and arrive at 8:40am. The Academy day runs from 8:55am and finishes at 3:30pm.

4. Expectations

Good attendance and punctuality depend on a partnership between pupils, parents and carers, the academy and outside bodies. For its part, the school expects the following from pupils and parents and itself follows this practice:

4.1 Pupils are expected to:

- a) Attend school every day
- b) Arrive at school in good time for morning work.
start time: 8:40am
- c) Attend all lessons punctually
- d) Catch up on all work missed due to absence

4.2 Parents are expected to:

- a) Ensure that their children attend school regularly.
- b) Ensure that their children arrive at school in good time for registration each morning:
start time: 8:40am
- c) Telephone the academy by **8:30am** if their child is unable to attend for any reason.
Attendance phone line: 0208 161 9300
- d) Ensure that their children are in correct school uniform.
- e) Ensure that their children are correct equipped for school.
- f) Arrange medical appointments outside school time where possible.
- g) Ensure that no holidays are booked during term time.
- h) Contact their child's class teacher to discuss any concerns that they may have, and which could affect their child's attendance.
- i) Ensure that the school has up to date contact details.

4.3 Ark White City Primary Academy staff are expected to:

- a) Emphasise at all times the importance of good attendance.
- b) Register pupils' attendance and absence efficiently and accurately at the start of the school day and after lunch, according to current regulations, using Bromcom.
- c) Contact parents by text and telephone if a pupil is absent
- d) Invite parents in to discuss any instances of frequent absence and refer poor attendance on to relevant authorities.
- e) Notify the DSL in cases of concern around the implications of non-attendance if you are concerned about a child's welfare.
- f) Promote attendance by taking account of each pupil's individual needs.
- g) Co-operate fully with other agencies to encourage punctual attendance at school.
- h) Provide regular reports on each pupil's attendance to parents.
- i) Set demanding yet realistic targets for whole school attendance.
- j) Reward pupils with positive attendance.

5. Attendance Monitoring and Interventions

5.1 Academy Approach

Improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, pupils and all members of academy staff.

Attendance data is monitored from the beginning of each academic year and also from the beginning of each half term. By tracking the attendance data in this way, the academy is able to monitor and reward improvements and to take swift action if a pupil's attendance is below the targeted level. Attendance is also monitored at different levels: individual pupils, class, year group and whole school.

97-100%	95-96.9%	93-94.9%	90-92.9%	50.1-92.9%	0-50%
<p>Outstanding!</p> <p>You have missed less than one week over the academic year. You are setting yourself up for the best chance of great results!</p>	<p>Time to change:</p> <p>You have missed two weeks over the academic year – that's 60 lessons!</p> <p>Make sure you start catching up on your work now!</p>	<p>Risk of under-achievement:</p> <p>You have missed three weeks over the academic year – that's 90 lessons!</p> <p>If this continues your progress and attainment will likely suffer.</p>	<p>Severe risk of under-achievement:</p> <p>You have missed a whole month of school this year – that's 120 lessons!</p> <p>If this continues your attainment will drop.</p>	<p>Extreme concern:</p> <p>You have missed more than a month of school this year.</p> <p>If this continues it will be extremely difficult for you to catch up and achieve your full potential.</p>	<p>Severely Absent:</p> <p>You have now missed more than half of your school days.</p> <p>Your attendance is now a barrier to your future success and limiting your educational outcomes.</p>

Staff will monitor attendance by:

- Marking a class register at the start of each lesson accurately.
- Notifying Parents/Carers of any concerns regarding attendance and punctuality.
- Liaise with the Pastoral Support Worker/Senior Attendance Lead/DSL regarding any serious concerns regarding attendance or punctuality.

The Attendance Officer will:

- Oversee all registers to ensure they are kept up to date.
- Authorise non-attendance where reasons for absences have been provided and evidence has been seen. Depending on the reasons for absences this evidence may be in the form of a letter e.g., home office, Doctors notes and/or prescription.
- Communicate with Parents/Carers regarding unexplained absences.
- Contact home on the first day of absence, prioritising those students who are considered vulnerable.
- Enter any appointments which require a student to leave the premises during the school day into the register.
- Provide a weekly update of unauthorised absences for SLT.
- Provide a daily record of students who are late to school for SLT.

- h) Liaise with Pastoral Support Worker/Senior Attendance Lead/DSL and the Education Welfare Officer to discuss attendance concerns and issues raised during 'First Day Calling'.
- i) Provide a weekly analysis of attendance and punctuality within and across all groups of students to SLT.
- j) Provide Parents/carers with attendance monitoring letters when there are unexplained absences and when attendance falls below 95%.
- k) Praise 100% attendance with letters and certificates.

Class teachers will:

- a) Remind Students to bring absence notes.
- b) Collect absence notes from Students and give to the Attendance Officer.
- c) Discuss all absences with students and raise concerns with Pastoral Support Worker/Senior Attendance Lead/DSL.
- d) Discuss attendance and punctuality concerns with Parents/Carers.
- e) Praise good or improved attendance and punctuality.

Pastoral Support Worker/Senior Attendance Lead/DSL/EWO:

- a) Actively monitor class teachers (incl. registers, phone calls).
- b) Follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after FT/CT intervention (amber group).
- c) Monitor attendance and set/review actions in meetings.

Senior Leaders will:

- a) Chair weekly/ fortnightly attendance meetings.
- b) Oversee and advise on interventions for individual pupils.
- c) Support pastoral team with parent meetings and Attendance Meetings.
- d) Chair parental attendance contract meetings.

5.2 Positive Reinforcement

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the academy uses a range of rewards and positive reinforcement strategies.

Displayed pupil attendance data is 'reset' to 100% each half term, in order to promote pupils' aspirations towards attendance and give every child the opportunity to participate in whole school rewards and recognition.

These include:

- a) Weekly class attendance announcements in achievement assembly
- b) Weekly rewards
- c) Certificates (Individual and class)
- d) Half termly rewards
- e) Termly achievement assembly prizes and rewards.

5.3 Monitoring Processes

The Academy has rigorous monitoring systems to ensure that pupil data is used efficiently to support and improve attendance in a range of ways. The pastoral team will monitor this.

- a) **Daily:** pupil registers are completed by 8:55am in order to identify absent pupils and initiate absence procedures. Any staff with incomplete registers will be followed up by email or in person. Year group and overall attendance data is shared with the pastoral team by 9:30am. Absent pupils are contacted by Jackie Drohan/John-Paul Bedeau, absence codes are updated by 10am.
- b) **Weekly and fortnightly:** pupil attendance is monitored, and any concerns are recorded in pastoral meetings. Actions will be agreed, delegated, recorded and reviewed for pupils whose attendance is declining. Attendance trends are reported to SLT to ensure positive improvement over time. Meetings with parents are arranged to look at emerging concerns and offer Early Help.
- c) **Half-termly:** Reports and PA children are reviewed. The attendance team and SLT hold a half-termly strategic meeting with the Education Welfare Service.

5.4 Intervention Processes

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern with consistency and rigour:

- a) **Blue (97 - 100%) and Green (95 - 96.9%):** The class teacher has responsibility for praising pupils in these groups for high attendance and supporting improvement for pupils in the green group through monitoring, conversations and weekly rewards.
- b) **Yellow (93 - 94.9%):** Interventions are triggered for all pupils with attendance below 95%. The class teacher will be supported by pastoral support who will promote improvement for pupils in the yellow group through monitoring, conversations and contact with parents.
- c) **Amber (90 - 92.9%):** The class teacher with the support of the attendance team will promote improvement for pupils in the amber group through monitoring, conversations and contact with parents. These pupils' attendance progress will be reviewed each week at Attendance meetings.
- d) **Red (50.1 - 89.9%):** Attendance below 90% is considered a very serious matter and a pupil with less than this is called a Persistent Absentee (PA). SLT to intervene with these pupils. As this attendance percentage falls below the Government Persistent Absence target, all pupils in this group will be subject to an Action Plan detailing the additional support required to improve that pupil's attendance. All pupils in this group will also be made known to the Education Welfare Officer and Legal Services at the Local Authority. They may wish to work with parents/carers to improve the attendance of the pupils in the red group. This includes taking legal action where required.
- e) **Pink (0-50%):** Any student now below 50% is considered Severely Absent (SA) and will result in input from the Education Welfare Officer, Legal Services and a referral made to the Local Authority. This may also now result in a referral to Children's Social Care.

6. Guidelines

6.1 Reasons for absence

Every half-day absence from school must be recorded and classified with a code by the school, as either authorised or unauthorised. Only the school can make this decision and record it. Therefore information about the cause of any absence is always required, by phone and in writing.

Parents and carers are asked to contact the academy office by phone or in person by 8:30 am if their child is to be absent from the academy. On your child's return, it is requested that medical evidence is provided particularly where there are concerns of attendance below the expected % - yellow, amber, red category.

6.2 Authorised absences

Acceptable reasons for a child's absence from school include sickness, hospital appointments, recognised religious holidays and funerals. Medical and dental appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

6.3 Unauthorised absences

Unacceptable reasons for a child's absence from school include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell, and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

6.4 Reluctant attenders

Whilst it is understood that any child can have an illness and be away from school for a given period, sometimes children can be reluctant to attend school for other reasons. Any problems with regular attendance are always best sorted out by the parents/carers contacting school immediately to discuss the issues.

If your child is reluctant to attend:

- a) Please do not cover up the absence
- b) Please do not give in to pressure to excuse them from attending.

In either case, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

6.5 Holidays/Trips

The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

6.6 Only the Principal can authorise absence.

In either case, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

7. Action taken when pupils are absent

7.1 There are occasions when absence is unavoidable. These include:

- a) Illness.
- b) Medical or education appointments.

7.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed, and the appointment card or letter shown.

7.3 If a child is ill, the parent or carer should ring the academy to inform us by 8.30 am. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy, so we can photocopy it. Parents/ carers will also need to complete a medication form from the school office.

7.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the first day of absence.

- 7.5 If a pupil is regularly absent for medical reasons without formal evidence presented, and becomes a safeguarding concern, the academy reserves the right to contact the child's GP for additional information.
- 7.6 We acknowledge there are some children with extenuating long term medical and/or health conditions that means they may miss elements of their formal education. We continue to code these in line with statutory expectations, but will work with the family and other professional agencies where relevant (e.g. hospital schools) to support the child with gaps in their learning. We will consider strategies such as phased returns when a long period of absence has happened due to chronic illness.

8. Lateness

- 8.1 The academy day starts at 8:55am.
- 8.2 Pupils who arrive after this time are considered late and must enter the academy through the main office.
- 8.3 Registers will close at 8:55am. Children who arrive after this time will be marked as 'L' (late) until 9.15am, and 'U' (unauthorised absence) after 9.15am. U's contribute to unauthorised attendance which can lead to fast track action.
- 8.4 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Welfare Lead is informed by the Attendance Officer.
- a) Appointment made to see Attendance Officer– one month is given for improvement.
 - b) If no improvement is seen, the Attendance Officer will request another appointment.
 - c) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.
- 8.5 Cause for Concern' registers for absence and punctuality are kept.

9. Pupil absence and extenuating family circumstance

- 9.1 The Department for Education has amended the regulations and guidance in relation to absences in term-time. **There is no automatic right to take your child out of school during term time.** From 1st September 2013, the Department for Education will only allow a head teacher to grant a leave of absence if there are exceptional circumstances. In determining whether or not an absence in such circumstances can be authorised, it is for the head teacher to determine the number of days a child can be away from school if the leave is granted.
- 9.2 If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form (See Appendix 1). No absences for holidays should be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances.
- 9.3 If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention.
- 9.4 A meeting will be held regarding the request and the member of staff will explain that parents have a legal responsibility for their child to be in school. If the pupil is female and from a Female Genital Mutilation (FGM) practicing or affected community then the member of staff will ask direct questions to ascertain whether a referral to the Police or Childrens Social Care should be made.
- 9.5 Any absence from school will disrupt your child's learning. You may consider some absences to be educational, but your child will still miss out on the teaching that their

classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other pupils in the class. This is something we all have a responsibility to avoid.

10. The Attendance Service

- 10.1 Parents are expected and encouraged to contact the school at an early stage and work together with school staff in resolving problems together. This approach is nearly always successful.
- 10.2 If this does not resolve the problem, the school will refer your child to the Education Welfare Officer (EWO). They are independent of the school and can provide impartial advice. The EWO will work together with you and the school in order to resolve the difficulty and return your child to regular attendance.
- 10.3 At Ark Ark White City Primary Academy to ensure that we promote early intervention and prevent absence from becoming a cause for concern, we will work with the local authority.
- 10.4 If, after all efforts have been tried, the unauthorised absences persist; the school will work with the Education Legal Intervention team to issue penalty notices or prosecution in the magistrates' court. Full details and information leaflets are available from the school and from the local authority.

11. Children who are absent from Education

- 11.1 All staff are aware that children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education can be a warning sign of a range of safeguarding possibilities. These may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal activity including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation and so called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff will monitor children that are absent from school and report them to the Designated Safeguarding Lead, following normal safeguarding procedures.

From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

- a) A trained staff member will make contact with the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
 - b) The outcome of the contact should be assessed and if there are any concerns a consultation with the school/establishment/colleges designated safeguarding lead should take place to consider the child's vulnerability.
- 11.2 In the following circumstances a referral to children's social care and/or the police should always be made promptly:
 - a) The child may be the victim of a crime
 - b) The child is subject of a Child Protection plan
 - c) The child is subject of S47 enquiries
 - d) The child is looked after
 - e) There is a known person posing a risk to children in the household or in contact with the household

- f) There is a history of the family moving frequently
- g) There are serious issues of attendance

11.3 The answers to further questions could assist a judgement whether or not to inform LA children's social care and the police:

- a) In which age range is the child?
- b) Is this very sudden and unexpected behaviour?
- c) Have there been any past concerns about the child associating with significantly older young people or adults?
- d) Was there any significant incident prior to the child's unexplained absence?
- e) Has the child been a victim of bullying?
- f) Are there health reasons to believe that the child is at risk?
- g) Does the child need essential medication or health care?
- h) Was the child noted to be depressed prior to the absence?
- i) Are there religious or cultural reasons to believe that the child is at risk? E.g.
- j) Rites of passage or forced marriage planned for the child?
- k) Has the child got a disability and/or special educational needs?
- l) Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- m) Is there any known history of drug or alcohol dependency within the family?
- n) Is there any known history of domestic violence?
- o) Is there concern about the parent/carer's ability to protect the child from harm?

11.4 The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly, if a situation is not resolved within 3 days the education welfare service should be contacted, then referrals should be made to the police and LA children's social care, as appropriate over the next two weeks.

11.5 Extended leave of absence can be authorised by the Principal under exception circumstances, at which point a return date is set. In these cases, the timeline for enquiries starts from when the child does not attend school on the expected return date, not from the day the extended leave started.

11.6 Day 1: If the answers to any of the points set out in the previous section indicates that there are concerns about the child's safety then a referral should be made to the police and children's social care on day one. The education welfare service should be informed and requested to assist in locating the child.

- a) Contact the local police station (24-hour response). Any suspicion/evidence of crime must be clearly stated. The circumstances and all available information regarding the child and family will be required.
- b) The missing person report will be risk assessed and the local police response team will carry out immediate actions. The investigation will be progressed by the police response team, in conjunction with either the local missing persons unit and/or the CID.
- c) The missing person report will generate a notification to the police. The police will work with and refer information to LBHF, who must be contacted as soon as possible in these circumstances, will also liaise with the Police Public Protection Unit in order to identify, and act upon, any suspicion of child abuse or child related crime.

The school / educational establishment / college should work in collaboration with children's social care and the police and a safeguarding education representative should participate in any strategy discussions, s47 enquiries and child protection conferences which may arise.

Reasonable enquiry:

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school-based staff and consultation with local authority staff.

- 11.7 Days two to twenty-eight: If the first response was unsuccessful, the school should contact the Local Authority Children Missing in Education (CME) team: 020 8753 6797. The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community, as appropriate.

The CME team should also check databases within the local authority, use agreed protocols to check local databases, e.g. LA housing, health and the police; check with agencies known to be involved with the family, with the local authority the child moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly jointly by the school's nominated safeguarding advisor and the CME officer in consultation with children's social care and the police as appropriate.

- 11.8 Child missing from school for more than four weeks:

A pupil cannot be removed from roll automatically after 4 weeks. If the family is missing, joint checks need to be carried out by the school and the Local Authority (the Child Missing in Education team). If the family cannot be located, the child can be removed from roll only after the CME team has provided the school with a Deletion Notice.

In order to ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any pupil who is going to be deleted from the admission register where they:

- a) Have been taken out of school by their parents and are being educated outside the school system, e.g. Home education.
- b) Have ceased to attend school and no longer live within a reasonable distance of the school.
- c) Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- d) Are in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the school at the end of that period.
- e) Have been permanently excluded.

12. Registers

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children entering the classroom via the office should be recorded late if they arrive after the close of registration. The allocated members of staff responsible for attendance will update the tracker / registers.

13. Telephone Numbers/Contact Details

There are times when we need to contact parents/carers in an emergency and about other things including absence from school. We must have three contact telephone numbers for each pupil on roll including parent/carer names.

We need your help in ensuring that you have provided us with up-to-date telephone numbers and contact details – if we don't then something important may be missed.

We will make regular checks on telephone numbers and contact details throughout the year.

14. School Targets

The school has targets to improve attendance and your child has an important part to play in helping us to meet these targets and to aim higher in all aspects of their education. Targets for the whole school and for the classes are displayed in the school and we hope you will take the opportunity to study them.

The minimum level of attendance is 97% and we will keep you updated regularly about the progress to this level and how your child's attendance compares.

Our aim is to achieve better than this because we know that good attendance is the key to successful schooling.



APPENDIX 1: APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)

Pupil’s Name D.O.B Form/class
Pupil’s Name D.O.B Form/class
Pupil’s Name D.O.B Form/class

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....
.....
.....
.....
.....
.....

Dates of Absence

From To No of school days

Address where we will be staying

.....
.....

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- It is reasonable for the Academy to request sight of a death certificate if that is the reason behind the travel abroad leave request
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name

.....

DOB.....

Address.....

.....

Signature.....

Date.....

Parent/Carer Name

.....

DOB.....

Address.....

.....

Signature.....

Date.....

Request **agreed / denied**

Signed :..... Principal

Dated: