

Exceptional Circumstances (You may be asked to provide written evidence in certain circumstances)	Not Exceptional Circumstances (These are examples of reasons which are not deemed exceptional)
Return of parent from active service (Forces)	Cheaper holiday dates
Death or terminal illness of a parent, step-parent, sibling, grandparent, great grandparents, aunts and uncles	Attendance at a wedding or Christening
Young Carers	Visiting relatives either abroad or in the UK
Disability or Respite Leave	Limitations on parents' leave entitlements / dates



## Attendance Policy and Procedures 2023-2024

### Academic Year 2023/2024

**Autumn Term: Friday 1st September 2023 - Friday 15th December 2023**

Half Term: Monday 23rd October - Friday 27th October 2023

Christmas Holiday: Monday 18th December 2023 – Monday 1st January 2024

**Spring Term: Tuesday 2nd January 2024 – Thursday 28th March 2024**

Half Term: Monday 12th February – Friday 16th February 2024

Easter Holiday: Friday 29th March – Friday 12th April 2024

**Summer Term: Monday 15th April 2024 to Friday 23rd July 2024**

Half Term: Monday 27th May – Friday 31st May 2024

Summer Holiday: Wednesday 24th July 2024

**Staff Inset Days: Friday 1st September 2023**

**Friday 24th November 2023**

**Monday 27th November 2023**

**Monday 2nd January 2024**

**Monday 24th June 2024**

Leaflet reviewed January 2023

Next review date January 2024

The Educational Alliance of Canford Heath (TEACH), are working together to give the same messages to parents/carers about children's attendance at school so this policy is aligned with the policies of all the schools in TEACH.

<b>Ad Astra Infant School</b>
Mrs Tantrum - Headteacher - 01202 602113
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Bates - Attendance and Welfare Officer 01202 380015
<b>Canford Heath Infant School</b>
Mrs Palmer - Headteacher - 01202 380015
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Bates - Attendance and Welfare Officer 01202 380015
<b>Canford Heath Junior School</b>
Mr Wilson - Headteacher - 01202 676393
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Bates - Attendance and Welfare Officer 01202 380015
<b>Haymoor Junior School</b>
Miss Waterhouse - Headteacher - 01202 659290
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Bates - Attendance and Welfare Officer 01202 380015

THANK YOU FOR YOUR SUPPORT



## Attendance Policy

We the TEACH Trust want to work with parents and carers to ensure all the children achieve their potential. If they are to do this, it is essential that they attend school regularly. The vast majority of parents send their children in on time every day. This leaflet contains information about school policy, which is in line with the 2013 Department for Education expectations. We expect children at this school to have attendance of **at least 97%**, preferably higher. Attendance Certificates will be awarded in the Autumn, Spring and Summer terms .

### Keeping you informed

We have a tiered system to monitor any attendance that falls below 100% and poor punctuality. The following letters could be used:

- Concerns about lateness
- Letter of concern (children below 97% attendance)
- Invitation to attend a meeting with the Attendance and Welfare Officer and or the Home/Academy Liaison Officer.
- Notification of consideration of legal action.

Please contact us if you have any concerns about attendance or punctuality. We will also contact you if your child is absent and you have not made contact with the school or is late after the registers are officially closed.

### Lateness

If a child is late, they **must** report to the office, so that the registers can be updated.

In the **Infant schools**, if your child arrives after **8.45am** and before **8.55am** they will be marked as late. If your child arrives after 8.55am, they will be marked as unauthorised late, which is recorded as an unauthorised absence by law.

In the **Junior Schools**, if your child arrives after **8.40am** and before **8.50am** they will be marked as late. If your child arrives after **8.50am**, they will be marked as unauthorised late, which is recorded as an unauthorised absence by law.

### Absence

If your child is not at school, we have a legal responsibility to find out the reason. We require a quick phone call to the office before 9.00am on each day of the absence irrespective of the reason. A specific reason must be given for the absence. It needs to be a reason that is significant and acceptable to the Home/Academy Liaison Officer. We may need to record the absence as unauthorised, if the reason is not considered acceptable. It is always the school's decision as to whether the absence is recorded as authorised or unauthorised in the school register. For safeguarding reasons, if we do not hear from you on the day of your child's absence, we will repeatedly try to contact you by telephone/text message. If we are unable to secure a reason for your child's absence, a home visit may take place to check on his/her welfare.

### Appointments during the day

Please try to avoid arranging appointments for your child during the school day. However, if you are unable to avoid this, please telephone or send a note giving details of the appointment. When collecting your child, please bring a copy of the appointment card or appointment letter. Your child should only be taken out of school for their own appointment—not because another family member or person has an appointment. This includes collecting your child early so you can attend an appointment for someone else.

### Leave during term time

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are 'exceptional circumstances'. The back of this booklet gives examples of reasons which are deemed 'exceptional and 'not exceptional', to help you. There is now no such thing as a 'Holiday Request Form'. Requesting Leave of Absence must be done in writing to the Headteacher, but will only be considered under **exceptional circumstances**. TEACH Trust will only consider requests for Leave of Absence when **the request is made by the parent/carers with whom the pupil normally resides**. If leave of absence is taken without authorisation, it will be recorded as unauthorised absence. Parents may also be subject to a Fixed Penalty Notice by the BCP Council Inclusion and Family services. Persistent unauthorised leave of absence may also result in prosecution for non school attendance. Parents will not have the opportunity to discuss any Fixed Penalty Notice for unauthorised leave of absence in term time, with the BCP Council, once it has been issued. Any queries or discussions should be had prior to, or at the time of, requesting the Leave of Absence. All communication from the school regarding leave of absence will be sent via e-mail. TEACH Trust does not benefit from monies paid to the Council for Fixed Penalty Notice fines.

### The Law

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine which is issued under the BCP Council's Code of Conduct and is payable to the local Council. Following amendments to regulations, which came into effect on 01/09/2013, **each parent will be fined £120, reduced to £60 if paid within 21 days , for each for each child if the parents allow the child to take unauthorised leave within term time**. The regulations make it clear that the Headteacher may only grant leave of absence in term time under '**exceptional circumstances**'.

The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who, although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

### What is Authorised Absence?

These are examples of absences we are allowed to authorise, at the school's discretion:

- Absence due to illness or medical treatment
- Absence for approved educational or sporting activities or approved public performance
- Absence for family bereavement
- Absence for approved days of religious observance

### Why is regular attendance so vital?

There is a clear link between poor attendance at school and low achievement.

Government figures show that:

- Of pupils who fall below 50% attendance, only 3% will achieve 5 A-C grades at GCSE (including maths and English)
- Of pupils in the 80%-90% range, only 35% will achieve 5 A-C grades at GCSE (including maths and English)
- Of pupils below 95%, only 73% will achieve 5 A-C grades at GCSE (including maths and English)