



JAMEAH ACADEMY

ATTENDANCE AND PUNCTUALITY POLICY 2024 – 2025

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1.Aims

Jameah Academy aims to meet its obligations with regards to school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every pupil has access to full-time education to which they are entitled
- acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Good attendance is strongly linked to better outcomes for children in school; good attendance enables pupils to keep up with their work and take advantage of learning opportunities for both academic subjects and personal development.

2.Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. The DfE's publication 'A guide to absence statistics' explains that school data should "classify pupils as persistent absentees if they miss 10 per cent or more of their own individual possible sessions".

3. School procedures

3.1 Admissions Register

3.1.1 Contents of the Admission register

Jameah Academy keeps Admissions Registers for all pupils, which contains the personal details of every pupil in each school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

3.1.2 Expected First Day of Attendance

Each school enters pupils on the Admissions Register and Attendance Register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school will seek to establish the reason for the absence and mark the attendance register accordingly.

Jameah Academy will notify the local authority within five days of adding a pupil's name to the Admissions Register and will provide the local authority with all the information held within the Admissions Register about the pupil.

3.1.3 Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, Jameah Academy will record the following in the Admissions Register:

- (a) the full name of the parent with whom the pupil will live
- (b) the new address, and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school will record the following in the Admissions Register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

3.1.4 Amendments to the Admissions Register and Attendance Register

Every amendment made to the Admissions Register and the Attendance Register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

3.1.5 Preservation of the Admission Register and Attendance Register

Every entry in the Admissions Register and Attendance Register must be preserved for a period of three years after the date on which the entry was made.

3.2 Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an Attendance Register, and all pupils must be placed on this register.

The Attendance Register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances.

Any amendment to the Attendance Register will include:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made

- the name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.2.1 Registers being open and closed

Jameah Boys Academy

The school doors will open at 7:45am on each school day. Pupils are expected to be in class by 7:55am.

The register for the first session will be taken promptly at 7:55am and will be kept open until 8:25am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30pm (*this may change based on the timetabling for the academic year and may defer for different year groups*).

Jameah Girls Academy

Pupils must arrive in school by 7:55am on each school day.

The register for the first session will be taken at 7:55am and will be kept open until 8:25am. The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm (*this may change based on the timetabling for the academic year and may defer for different year groups*).

The Attendance Officer will mark in any pupil that arrives after the Attendance Register is closed.

3.3 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6).

Parents must notify the school by ringing the school office on the relevant number:

Jameah Boys Academy: 0116 292 77 46

Jameah Girls Academy: 0116 262 77 45

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.4 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where

possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents may notify the school of a planned absence for a medical or dental appointment by writing a note in their child's planner, via Class Dojo, or by ringing the school office, or by presenting an appointment card or text message to the school office.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.5 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L).

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code (U).

Jameah Academy has a Late Arrival policy and a Late Collection from school policy, both of which can be found in Appendix 2

3.6 Following up absence

Jameah Academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. We ensure that a telephone call is made to the home each morning that a child is absent where a reason for the absence has not already been given by a parent.

3.7 Reporting to parents

Jameah Academy reports to parents on their child's attendance twice a year, in written mid-year and end of year reports.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Any leave of absence must be requested to the Headteacher in writing by using an 'Absence Request Form'. This can be found in in Appendix 3.

Jameah Academy will ask parents to provide an explanation of the reason for making a request for absence, the address of the destination to which they are travelling, and details of a person whom the school may contact (or who may contact the school) in case the family's travel plans change. The school may ask for travel documents in order to make safeguarding checks to ascertain the veracity of stated travel destinations.

The school evaluates each application for term-time absence on an individual basis, considering the specific facts, circumstances, and context of the request. Factors such as behaviour, effort, academic progress, ability, examination and test periods, and proximity to scheduled holidays are taken into consideration. Additionally, your child's attendance record and absence requests from previous years will also be reviewed.

A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 'Exceptional circumstances' such as bereavement and serious, sudden illness of a family member.
- Fardh Hajj – where the family would like to take children on *Fardh* (obligatory) Hajj. Jameah Academy will authorise up to ten school days (twenty sessions) of absence for *Fardh* (obligatory) Hajj.

Absence requests for reasons such as shopping trips, looking after family members who are unwell, minding the house, resting after a late night, visits to relatives, relatives visiting the home or family weddings, **will not be authorised**.

In cases where absence has been authorised due to exceptional circumstances, this is usually only given for a maximum of ten days (20 sessions). If there are any sessions where the child has still not returned to school beyond the days which were authorised, and which extend beyond ten days of continuous absence, the school will notify the local authority of this period of absence.

The Attendance Officer at each school keeps a register of all pupils who have requested a leave of absence during their time at the school. Previous attendance of a pupil and any previous requests of absence are considered when the Headteacher decides whether an absence can be authorised.

4.2 Year 11 Study Leave

Pupils in Year 11 are given timetables and clear guidance as to when they are expected to be in school and when they are expected to be on Study Leave, during their GCSE exam period. Pupils in Year 11 who do not attend when they are expected to, will have their attendance recorded as unauthorised; similarly, the school will only admit Year 11 pupils when they are expected to be onsite, as it is only for these times that supervision arrangements will have been made for them.

4.3 Personalised Learning Plans

In exceptional circumstances, where a pupil has additional needs, the school may make a Personalised Learning Plan for them. The terms of expected attendance to school, including days and times during which they are expected to be onsite, will be made clear in that plan.

4.4 Sanctions for unauthorised absence

Jameah Academy reserves the right to remove a pupil from the school roll if:

- Pupils are absent from school after they have been notified that an Absence Request was not authorised.
- Pupils are absent from school without making an application for an Absence Request.
- A pupil who is absent from school is found in a public place during school hours, without a justifiable reason.
- A regular pattern of absences is identified without a valid reason.
- The school has good reason to believe that false information was provided, or the school was misled regarding an absence.

Any child who incurs an unauthorised absence from school will be issued a fixed-term exclusion for at least 5 school days on their return. During this period, parents will be required to make an application for their re-admission. Parents must not assume that their child will be re-offered their place at the Academy automatically.

The re-application will take into consideration your child's behaviour, attendance, performance and effort alongside other applications from any pupils who may have applied and are on the school's waiting list.

If the application is successful, the child will remain on roll and parents will need to ensure that the admissions fees are paid before the child returns to school. The school will continue to monitor the child's attendance and any further unauthorised absences will result to an immediate, permanent exclusion.

Should the child's application be unsuccessful, a notice will be given of the child's removal from the school and the local authority will be notified accordingly.

5.Strategies for promoting attendance

Jameah Academy uses a combination of rewards, sanctions, ongoing monitoring, and parental engagement and dialogue to encourage good attendance.

The Attendance Officer / Parent Liaison Officer explain our attendance policy to parents verbally prior to any absence requests being given to parents. This policy is made available on our school website or to our parents, on request, by contacting the school office.

Pupils are rewarded for good attendance in order to promote and celebrate good attendance. Pupils receive a certificate to celebrate 100% attendance for each term. Certificates are also given at the End of Year Awards Ceremony for pupils who have achieved 100% attendance during the whole school year.

Sanctions for parents taking children away from school without authorisation are described in section 4.4

6. Attendance monitoring and thresholds for Persistent Absentees.

The Attendance Officer monitors pupil absence daily.

Parents are expected to call the school by 8.30am in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to call the school each day a child is ill.

The school's minimum expected attendance level is 95%.

The Persistent Absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a 'Persistent Absentee'. Attendance data is updated daily and is used to track attendance of individual pupils and also year groups.

Where a child's attendance falls close to the school's minimum expected attendance of 95%, the school will send a letter home to parents to inform them of the drop in the attendance rate.

Where attendance of an individual pupil drops below 95% in the year, the school will notify parents and arrange a meeting with the Attendance Officer to discuss strategies to improve attendance.

If after contacting parents a pupil's attendance continues to drop to 90% or below, we will consider monitoring attendance from a safeguarding perspective, if we feel that parents/carers are not doing enough to ensure their child's regular attendance at school.

Threshold for attendance	Approximate No of Days	Consequence	Person responsible
97% - 95%	5 - 8	Letter sent home to parents/carers notifying them of the drop in the attendance rate.	Attendance Officer
94% - 91%	10 - 15	Meeting with parent/carer and Attendance Officer	Attendance Officer
90% and below	17 and below	Monitoring of attendance from a safeguarding perspective, if deemed necessary	Attendance Officer, HT and DSL

There may be cases where a child is unable to attend regularly due to genuine and ongoing health concerns, which are being supported and managed with the help of health services. In such cases, we would endeavour to support families with integrating children into school life as well as they can manage and support children with any additional needs they may present with.

Pupil-level absence data is collected each term. We compare our attendance data to the national average and share this with governors.

7. Roles and responsibilities

7.1 The governing body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. The headteacher reports attendance figures to the governing body as part of the regular reporting cycle.

7.2 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils and issues notices to parents to indicate their child has been removed from the school roll, where necessary.

7.3 The Attendance Officer

The Attendance Officer:

- monitors attendance data at the school and individual pupil level
- rings parents daily if needed, if parents have not given the school a reason for their child's absence.
- reports concerns about attendance to the Head Teacher
- works with education welfare officers to tackle persistent absence
- arranges calls and meetings with parents to discuss attendance issues
- advises the head teacher when to issue notices to parents where children will be taken off roll.

7.4 Form tutors and class teachers

Form tutors (AM register) and class teachers (PM register) are responsible for recording attendance daily.

The Attendance Officer checks the register once they have been completed.

7.5 Office staff

Office staff are expected to take calls from parents about absence and ask the Attendance Officer to record it on the school system.

8. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, the policy will be shared with the governing body.

9.Children at Risk of Missing Education

9.1 Safeguarding procedures

Jameah Academy pays due regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Jameah Academy puts into place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, we hold two emergency contact numbers for each pupil on roll. Emergency contact numbers are provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated, and concerns passed onto a Designated Safeguarding Lead.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Jameah Academy notifies the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than three days after the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where the school notifies the local authority that a pupil's name is to be deleted from the admission register, the school provides the local authority with the following information:

- the full name of the pupil
- the full name and address of any parent with whom the pupil lives
- at least one telephone number of any parent with whom the pupil lives
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable, and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the Admissions Register.

Jameah Academy will inform the local authority of any pupil who has been absent without the school's permission for a continuous period of 10 days or more. The school will endeavour to inform the local authority of such an absence on the morning of the eleventh day of absence.

9.2 Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register.

Jameah Academy will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy, and the admissions policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Code	Definition	Scenario
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn’t satisfied that the reason given would be recorded using 1 of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Late Arrival and Late Collection policy

LATE ARRIVAL POLICY

Punctuality is a virtue that your child should possess, or actively work towards possessing. Being on time can be crucial when it comes to many aspects of personal and professional life and is a sign that one is organised and able to plan effectively.

In a professional set-up, if your child does not adhere to schedules and is unable to meet her deadlines, then hard work could end up meaning nothing. Pupils should take responsibility for their prompt arrival to school. We ask all parents and carers to support their child to arrive to school on time, help them hone their time management skills and establish effective routines at home so they feel organised.

Some benefits of having good time management include:

- being able to meet deadlines for work
- undergoing less stress and anxiety
- having enough time to do things with clarity
- having more time to do additional tasks
- increased productivity, especially with managing homework, revision and home responsibilities
- having good routines will help you make time to eat, sleep and relax well
- gaining a good reputation for having good time management skills We hope that we can encourage all pupils to arrive on time, every day.

If, however, pupils arrive late to school regularly, the following measures will be taken to discourage their late arrival. Please note that a child will be recorded as having arrived late if they enter the school building after 7.55am.

KS3 & 4

Number of late arrivals in the academic year	Consequence	Person responsible
3	A written warning will be sent to parents via Class Dojo / Email and a letter to inform them of the school's concern regarding their child's poor punctuality	Attendance Officer <i>(send letters home)</i>
5	Primary: Lunchtime sanction Secondary: 25-minute after-school detention This will be carried out on the same day as the 5 th late arrival and for each subsequent late arrival	Admissions Officer / Lunch Time Supervisor / Detention Supervisor <i>(supervise during sanction)</i>
8	Parent meeting with a member of the Senior Leadership team / Attendance Office	Attendance Officer / SLT <i>(parent meeting)</i>
10	Pupil to be sanctioned appropriately which may include, but not restricted to, House Points deducted, non-participating in sports day / end of year trip	Attendance Officer to communicate this to Admin and SLT teams.
12	Pupil to be sanctioned appropriately which may include, but not restricted to, House Points deducted, non-participating in sports day / end of year trip	Attendance Officer to communicate this to Admin and SLT teams.
15	A final meeting will be arranged for the parent to attend and with the Head Teacher to outline the concerns and draw up a final agreement	Attendance Officer / Head Teacher <i>(arrange / attend parent meeting)</i>
18	Parents will be sent a letter to inform them of a permanent exclusion . The child will be taken off the school's register and the local authority will be notified accordingly.	Attendance Officer to communicate this to Admin and SLT teams.

LATE COLLECTION POLICY

The impact on a child of not being picked up from school on time can leave the child feeling anxious and can cause distress to the child. A late pick up also causes the staff members a delay at the end of the school day.

All parents/carers of children in the Primary department should arrived outside the school to collect their child before or at 4.20pm. Children who are not picked up by 4:30pm will be taken to the school office where they will be supervised by school support staff.

If a child is not picked up by 4.50pm without notice given by parents/carers, or if a child is regularly collected after 4.30pm, safeguarding processes will be initiated with immediate effect.

Appendix 3: Absence request form



ABSENCE REQUEST FORM

This form must be completed before the Head Teacher can consider your application for extended absence. You must complete all sections of this application and you may be asked to show your tickets or other proof of travel dates. A separate application must be completed for each child.

On receipt of the completed form, the Head Teacher will look at your child's previous attendance record, and exams or assessments that will be missed before making any decision. A copy of this form, showing the Head Teacher's decision will be sent to you.

Child's name:

.....

Year Group:

Date of Birth:

Do you have a child in JBA/JGA for whom you have also requested this leave of absence for? If yes, please provide details below:

.....

.....

First day of absence from school:	Date of return to school:

I request absence for my above named child to accompany me on a visit to (full address of destination):

.....

.....

.....

Reason for visit: (The Head Teacher is unable to consider your request unless you provide a reason).

.....

.....

.....

.....

I will arrange for the following friend/relative to notify the school if there are any changes to my travel arrangements which may affect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of friend/relative:	
Address:	
Contact Number:	

I understand that:

1. The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.
2. Jameah Academy's policy only allows absence to be authorised in **exceptional circumstances** such as a bereavement or serious urgent illness of a close family member.
3. The Head Teacher will not authorise more than one period of absence while my child is on roll at Jameah Academy.
4. All absences will be unauthorised, unless agreed by the Head Teacher **prior** to booking travel.

Name:			
Relationship to child:			
Contact number:			
Signature:		Date:	

Head Teacher's decision:

PERMISSION GRANTED

AUTHORISED from to (..... sessions)

PERMISSION NOT-GRANTED

UNAUTHORISED from to (..... sessions)

Any absences that occur within the unauthorised period of your request will result to your child's enrolment at the school to be placed under consideration. Therefore, you will have to **re-apply for the new academic year** and **will not** be automatically enrolled.

Previous extended absence in

Attendance for current year.....

Pupil in
KS2

Pupil in
KS3

Pupil in KS4

Comment:

Signed..... Head Teacher

Date:

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without prior approval of the school, your child may lose their place at the school.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holiday during school holidays.

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term- time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English and Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term time leave such as :</p> <ul style="list-style-type: none"> • Closeness to exams or tests • During GCSE, and other examination courses • During the first year at a new school • At the beginning of a new school term <p>If the school refuses a request for term- time leave and the child is still taken out of</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</p> <p>If a child is away from school for a total of four weeks or more, the school may have to remove the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Child, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that parents have booked a holiday before checking with the school, are not special reasons.</p>

school, this will be recorded as unauthorised .	
Other absence from school will be authorised if it is for the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Genuine illness <input type="checkbox"/> Unavoidable medical/dental appointments (but try to make these out of school hours if possible) <input type="checkbox"/> Exceptional circumstances, such as bereavement <input type="checkbox"/> External examinations <input type="checkbox"/> Fardh Hajj (Compulsory Pilgrimage) 	Other absence from school will not be authorised: <ul style="list-style-type: none"> <input type="checkbox"/> For any type of shopping <input type="checkbox"/> Looking after brothers, sisters or unwell parents <input type="checkbox"/> Minding the house <input type="checkbox"/> Resting after a late night <input type="checkbox"/> Relatives visiting or visiting relatives <input type="checkbox"/> Family weddings
<p>Please contact the Head Teacher if you wish to discuss this issue.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.</p>	

Pupil has not returned on expected date:

Telephone call: 1			
Date:		Time:	
Call made by:		To:	
Result:			

Telephone call: 2			
Date:		Time:	
Call made by:		To:	
Result:			

Telephone call: 3			
Date:		Time:	
Call made by:		To:	
Result:			