



# JAMEAH GIRLS ACADEMY

## ATTENDANCE AND PUNCTUALITY POLICY 2022/2023

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<b>Ratified by Governing Body:</b>				
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## **1.Aims**

Jameah Girls 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 Girls Academy keeps an admissions register for all pupils, which contains the personal details of every pupil in the 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**

Jameah Girls Academy enters pupils on the admission 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 Girls Academy will notify the local authority within five days of adding a pupil's name to the admission register and will provide the local authority with all the information held within the admission 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 Girls Academy will record in the admission 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, Jameah Girls Academy will record in the admission 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 Admission Register and Attendance Register**

Every amendment made to the admission 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 admission 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**

Pupils must arrive in school by 7.55am on each school day.

The register for the first session will be taken at 8am and will be kept open until 8.15am. The register for the second session will be taken at 1.15pm and will be kept open until 1.25pm.

Once registers are closed, the form tutor or class teacher must ensure the registers are sent to the Attendance Officer, who is based in the school office.

### **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 01162627745.

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 daughter's planner, 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 Girls 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 Girls 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 Girls Academy reports to parents on their daughter'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 Girls 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 considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. 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.
- Religious observance – where the family would like to take children on pilgrimage to the Holy Cities of Makkah and Madinah. Jameah Girls Academy will authorise up to five school days (ten sessions) of absence for the lesser pilgrimage, or *Umrah*, and up to ten school days (20 sessions) for the greater pilgrimage, or *Hajj*. The school strongly recommends to parents that time for pilgrimage is taken either side of a school holiday, to minimize disruption to learning, and also that due consideration is given to pupils not missing school assessments.

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 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 Jameah Girls Academy 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 Girls Academy reserves the right to remove a pupil from the school roll if pupils are taken off school after they have been notified that an absence request was not authorised. Any parent wishing to bring their daughter back to school following such an absence, must reapply for their daughter's place, go through the admissions process and pay any admission fee. Parents must not make an assumption that their daughter will be re-offered her place at the Academy; the re-application will be considered along with applications from any other pupils who may have applied and are on the school's waiting list.

Jameah Girls Academy may also remove a pupil from roll if parents take children away from school without prior notification or request and without a valid reason.

The school's decision to remove a pupil from roll may also take into account:

- The number of unauthorised absences occurring within a rolling academic year
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Payment of admission fees must be made before any pupil is added back to the school's roll.

## **5.Strategies for promoting attendance**

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

The Attendance Officer and Parent Liaison Officer explain our attendance policy to parents verbally prior to any absence requests being given to parents. This policy is made available to parents on our school website and is also available as a hard copy to parents upon request.

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 on a daily basis.

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 Persistent Absence threshold is 5%. If a pupil's individual overall absence rate is greater than or equal to 5%, the pupil will be classified as a 'Persistent Absentee'. An attendance rate which drops below 95% will result in a letter being sent home to parents, informing them of the absence rate and encouraging them to help us improve attendance.

Attendance data is updated daily and is used to track attendance of individual pupils and also year groups. Where attendance of an individual pupil reaches or drops below 90% at any point in the year, the attendance officer will notify parents and arrange a meeting with the headteacher to discuss strategies to improve attendance.

If after contacting parents a pupil's attendance continues to drop to 85% or below, we will consider monitoring attendance from a safeguarding perspective, if we feel that parents/carers are not doing enough to ensure their daughter's regular attendance at school.

Threshold for attendance	Consequence	Person responsible
95% -91%	Letter sent home to parents/carers notifying them of drop in attendance rate.	Attendance Officer
90% -86%	Meeting with parent/carer and Headteacher	Attendance Officer to make appointment with HT
85% and below	Monitoring of attendance from a safeguarding perspective, if deemed necessary	Attendance Officer is a Deputy DSL and will work with HT who is main DSL, to monitor attendance and follow up concerns with parents/carers.

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 endeavor 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 headteacher**

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 daughter'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 on a daily basis and submitting registers to the Attendance Officer after registers are closed.

The Attendance Officer inserts the correct codes for pupil absence into the registers, once registers have been returned to the school office and reasons for pupil absence have been ascertained.

### **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 Headteacher. At every review, the policy will be shared with the governing body.

## **9. Children at Risk of Missing Education**

### **9.1 Safeguarding procedures**

Jameah Girls 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 Girls 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 Girls 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 admission register.

Jameah Girls 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 Girls 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.

Jameah Girls Academy will not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Late Arrival and Late Collection policy

### LATE ARRIVAL POLICY

Punctuality is a virtue that your daughter 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 ahead effectively.

In a professional set-up, if your daughter 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 daughter 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 8am.

Number of late arrivals in the academic year	Consequence	Person responsible
3	Written warning to parents	Attendance Officer to send letters home.
5	25-minute detention after school on the same day as the late arrival, <b>for each subsequent late arrival.</b>	Attendance Officer to supervise during detention.
7	Parent meeting with a member of the Senior Leadership team and 25-minute detention after school on the same day as the late arrival	Attendance Officer to make appointments with SLT.
9	Pupil not allowed to participate in Sport Day & 25-minute detention after school on the same day as the late arrival	Attendance Officer to communicate this to Admin and SLT teams.
11	Pupil not allowed to go on end of year trip and 25-minute detention after school on the same day as the late arrival	Attendance Officer to communicate this to Admin and SLT teams.
13	Process of re-admission to school roll required, and paying of admission fee.	Attendance Officer to communicate this to Admin and SLT teams.  Admissions Officer to process application.
15+	25min detention after school on the same day as the late arrival, for each subsequent late arrival.	Attendance Officer to supervise the detention.



## 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 daughters 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:**

.....  
.....

<b>First day of absence from school:</b>	<b>Date of return to school:</b>

**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.

<b>Name of friend/relative:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	

**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.

<b>Name :</b>			
<b>Relationship to child:</b>			
<b>Contact number:</b>			
<b>Signature:</b>		<b>Date:</b>	

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><b>WHAT YOU SHOULD CONSIDER</b></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"> <li>• Closeness to exams or tests</li> <li>• During GCSE, and other examination courses</li> <li>• During the first year at a new school</li> <li>• At the beginning of a new school term</li> </ul> <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>

<p>school, this will be recorded as <b>unauthorised</b>.</p>	
<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Genuine illness</li> <li><input type="checkbox"/> Unavoidable medical/dental appointments (but try to make these out of school hours if possible)</li> <li><input type="checkbox"/> Exceptional circumstances, such as bereavement</li> <li><input type="checkbox"/> External examinations</li> <li><input type="checkbox"/> Fardh Hajj (Compulsory Pilgrimage)</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For any type of shopping</li> <li><input type="checkbox"/> Looking after brothers, sisters or unwell parents</li> <li><input type="checkbox"/> Minding the house</li> <li><input type="checkbox"/> Resting after a late night</li> <li><input type="checkbox"/> Relatives visiting or visiting relatives</li> <li><input type="checkbox"/> Family weddings</li> </ul>
<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:			