



Attendance Policy

Date Agreed: **March 2021**

Review Date: **March 2022**

Signed: _____

Chair of Governors

**Portsmouth and Winchester Diocesan Academies Trust
St Blasius C of E Primary Academy**

Attendance Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	February 2017	CW	GOV	Adopted PWDAT policy
2	May 2017	CW	GOV	Staff changes
3	February 2018	CW	GOV	Reviewed policy
4	March 2019	CW	TCP	Reviewed policy
5	March 2020	CW	LGB	Reviewed policy
6	March 2021	NM	LGB	Reviewed policy

Section 1

Rationale and statement of intent

Portsmouth and Winchester Diocesan Academies Trust seek to ensure that all of the pupils attending academies within the trust, receive a full-time education, which maximises opportunities for each pupil to realise their true potential.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

St Blasius C of E Primary Academy will strive to provide a welcoming, caring, Christian environment, whereby each member of the academy community, feels wanted and secure.

All academy staff will work with pupils and their families to ensure that we:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every child has access to a full-time education.
- Act early to address patterns of absence.
- Consistently strive to achieve a goal of 100% attendance for every child.

These principles align to St Blasius C of E Primary Academy's overall aims and principles for teaching and learning, curriculum delivery and safeguarding duties. Every opportunity will be used to convey to pupils and parents the importance of regular and punctual attendance.

Parents must perform their legal duty by ensuring children of compulsory school age attend regularly and assist with pupils being punctual to their lessons.

In order to meet our principles, St Blasius C of E Primary Academy will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. This policy is the start of this process and applies to the whole school community.

At St Blasius C of E Primary Academy, the Principal will take overall responsibility for co-ordinating, implementing and monitoring this policy.

This policy has links to other academy policies including: Home School agreement, admissions, anti-bullying, child protection and safeguarding, exclusion, SEND, teaching and learning and behaviour.

Section 2

2.1 Promoting good attendance and punctuality

The foundation of good attendance is a strong partnership between the school, parents and the child. The level of attendance and punctuality expected from all our pupils included in St Blasius C of E Primary Academy's Home School Agreement, which parents must sign following their child's admission to our academy. It is very important, therefore, that you make sure your child attends regularly and this policy sets out how together we will achieve this.

To help us all to focus on this we will:

- Share the whole class attendance in the weekly newsletter.
- The class with the best attendance is congratulated in the weekly celebration assembly. The winning class is presented with a certificate to display in the classroom. In current times, this is a class/bubble presentation due to COVID 19 restrictions. Any whole-school assemblies take place using Teams.

2.2 Roles and responsibilities

Parents, academies and Local Authorities (LA's) share legal responsibility for educational attendance. Parents are responsible for making sure that their child of compulsory school age, receives a suitable full-time education. This can be regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home). A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1st January and 31st March, they are of compulsory school age on 31st March; if they turn five between 1st April and 31st August they are of compulsory school age on 31st August. If they turn five between 1st September and 31st December, then they are of compulsory school age on 31st December.

A child who is registered at a school or academy must attend regularly and punctually. All schools/academies are required to keep an admissions and attendance register on which, at the start of the first session of each school day and once during the second session. On each occasion the school must record whether every pupil is: present, attending an approved educational activity, absent or unable to attend due to exceptional circumstances. The academy will follow up any absences to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it on to the school's electronic register, or management information system.

Rates of absence must be reported to parents through their child's report and St Blasius C of E Primary Academy will also publish attendance and absence rates against the latest national statistics, on the academy website www.stblasiusacademy.co.uk.

Educational partners such as LA's and Trusts, must ensure that parents are fulfilling their statutory obligations regarding their children's education.

Pupils

Pupils will be encouraged to recognise the importance of good attendance and punctuality, at an age appropriate level, by attending school every day unless they are ill or have an authorised absence. Pupils will arrive on time and go to all their registrations and lessons on time.

Parents

The Department for Education's definition of a parent can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401467/parental_responsibility_measures_for_school_attendance_and_behaviour.pdf.pdf

It is an expectation that parents will support the school with their child in aiming for 100% attendance each year, including avoiding taking their child out of school for non-urgent medical and dental appointments and only requesting leave of absence if it is for exceptional circumstances.

Parents have an obligation to inform the academy if their child is unable to attend. They can phone the office at any time and leave a message or speak to a member of the office staff from 8.00am. If a parent does not supply a reason the academy will contact them. They will then need to provide a written explanation for their child's absence. Parents will be made aware of actions which the academy will take to follow up absences through this policy. Parents will be asked to supply the academy

with at least one emergency contact number, in order to enquire about a pupil's absence. It is the responsibility of the parent to keep this number up to date.

Classroom staff

Teachers will ensure that all pupils are registered accurately and in line with this policy. They will promote and reward good attendance at all appropriate opportunities and liaise with senior leaders on matters of attendance and punctuality. Teachers will also communicate any concerns or underlying problems that may account for a child's absence and support pupils with absence to engage with their learning once they are back in school.

The LGB (Local Governing Body) and Trust

The LGB and Trust Board will be kept informed on issues related to attendance and absence on at least a termly basis. This will include information around specific groups of pupils but no individual pupil will ever be identified. The LGB have a key role to play in analysing attendance data and disseminating information on the promotion of positive attendance to staff, pupils and parents.

The Local Authority

Local Authorities and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. Local authorities also have other powers to enforce school attendance where this becomes problematic, including the power to prosecute parents who fail to comply with a school attendance order, or fail to ensure their child's regular attendance at school.

Section 3

3.1 Recording attendance

Authorised and unauthorised absence

The law requires that all schools and academies must show the difference between authorised and unauthorised absence. ONLY THE ACADEMY CAN AUTHORISE A PUPILS' ABSENCE.

- All possible support will be given to parents to help ensure that their child does attend the academy regularly through the implementation of this policy, discussion with class teachers, Principal/SENCO and offers of support e.g. Early Help Hub, information leaflets etc.
- If authorisation for absence is requested for a pupil (there must be exceptional circumstances), parents are asked to complete a 'Request to remove a child in education during term time' Form (Appendix 1).
- Absence from the academy may only be authorised at the discretion of the Principal using the parameters of this policy and authorisation will only be given in exceptional circumstances.
- The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with regulations. They are also used for collecting statistics through the School Census System. The codes and explanations can be found here from page 8:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf
- The academy uses the SIMS system (Schools Information Management System) to record attendance and absences.

3.2 Lateness/punctuality

Pupils who are consistently late are disrupting not only their own education but also that of other pupils. Ongoing repeated lateness is considered as unauthorised absence and will be subject to legal action. See Section 6.

- The register closes each morning at 9.00am and pupils will begin to be marked as late and therefore their attendance classified as unauthorised (Code U) from this time.
- If a child is late they report to the school office and sign the lateness register, stating the time they arrive and the reason for lateness.
- For each pupil, the number of minutes late and the reason, will be recorded on the academy electronic registration system.
- Where lateness occurs on a regular basis, parents are informed and invited to a School Attendance Meeting (SAM). The number of minutes a child is late is recorded in SIMS together with details of the time they arrived.
- If a pupil is frequently arriving late, the parent is committing an offence by failing to ensure that the child is receiving full time education and the parent may therefore be issued with a penalty notice or prosecuted under the Education Act 1996, Section 444.
- If a pupil is late due to a medical appointment, they will receive an authorised absence (Code M). Please be advised that, where possible, doctors and dentist appointments are to be made outside of school hours or during school holidays.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the academy is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary with other agencies.

3.3 What to do if my child is absent?

A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required.

First day absence

Parents should telephone, text or email the academy on the first day of absence as soon as possible.

Parents should continue to telephone, text or email the academy on every day of absence until the child returns to the academy.

On return to the academy, the child should hand in a note written by the parents, explaining the absence, even if you have already telephoned us. This can also be sent to the academy by email. The academy can also provide an absence slip for parents to complete and sign if required.

If a child is absent the Academy office will txt the parents/carers asking them to supply a reason for the absence. Reasons for absence are then entered onto the electronic registers.

Third day absence

Parents/carers are texted daily until contact has been made, and a reason for absence supplied. If no contact is made the Family Liaison Officer (FLO) will be informed, and further enquires will be made. The FLO will inform the Education Welfare Services as detailed below.

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents and the child, including making enquires to known friends and wider family.

Ten days' absence

Please note: We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. Parents will receive regular reminders of this in the academy newsletter throughout the year.

Continued or ongoing absence

If your child misses 10% (three weeks) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason, disadvantages a child by creating gaps in his or her learning. Research shows these gaps effect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Persistent absenteeism will be monitored closely by the FLO, who will invite parents/carers to a school attendance meeting (SAM) with herself and a member of Education Welfare Services.

Section 4

Request for leave of absence

As parents, you have a legal responsibility to ensure your child's regular attendance at the academy. You can only allow your child to miss school if they are either too ill to go in or you have received advance permission from the academy for a leave of absence.

Parents wishing to apply for leave of absence need to complete the form in **Appendix 1** and return it to the academy office at least a month in advance of the requested time and before making any travel arrangements.

Applications for leave of absence will only be granted in exceptional circumstances and the number of days given will be determined by the Principal possibly, in consultation with other services/settings. A 'standard' family holiday in term time will never be classified as exceptional circumstances.

Where a pupil's absence is unauthorized, such as where a child is taken on holiday during term time without the school's permission, currently the Education (Penalty Notices) (England) Regulations 2013, set out that each parent will be fined £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school. This is payable for each child of compulsory school age. Full payment discharges the parent from any prosecution.

A request to remove a child in education during term time form may be obtained from the academy office or downloaded from the academy website.

Exceptional Circumstances:

The fundamental principles for defining 'exceptional' are rare, significant or unavoidable, which means the event could not reasonably be scheduled at another time. The Principal must decide based on the individual circumstances, whether or not to authorise absence as exceptional circumstances and in doing so will consider a range of factors. A parent's definition of exceptional circumstances may differ to those of the Principal but the decision remains that of the Principal.

These circumstances will never include financial factors, experiences for the child, seasonal work patterns or weather etc.

A standard family 'holiday' in term time will never be classed as exceptional circumstance and will always be refused by the academy.

If exceptional circumstances are awarded by the Principal, the full duration of the leave may still not be authorised. E.g. 1 day may be approved for a family wedding but days off for travel to/from the wedding may not be.

The Principal's decision on exceptional circumstances is final.

Section 5

Understanding types of absence – authorised and unauthorised

It is for the academy to determine whether absence can be authorised or not and whether to accept the reasons given by a parent for their child's absence.

Authorised absence is when the academy has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request.

This includes:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays or to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.

The academy can change an authorised absence to unauthorised and vice versa, if new information is presented. An example of this would be where a parent has stated that their child is unwell but on return to school there is evidence that the child has been on holiday.

Information on national attendance codes used by the academy, can be found in **Appendix 2** or by following this link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

The following attendance codes are used to record authorised absence: B, C, D, E, H, I, J, M, P, R, S, T, V, W,

The following attendance codes are used to record unauthorised absence: G, N, O, U

The following codes are used for administrative purposes: X, Y, Z, #

Section 6

Penalty Notices for non-attendance and other legal measures

In education law, parents are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the academy at which the child is registered, unless the absence has been authorised by the academy.

Legal measures for tackling persistent absence or lateness

St Blasius C of E Primary Academy and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1 The child or family do not require the support from any agency to improve the attendance.
- 2 The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings.
- Parenting orders.
- Penalty Notices.
- Education Supervision Orders.

- Prosecution.

Where a child has **unauthorised absence** the academy may enforce Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and academies and their families within the authority. A copy is available from

<https://www.hants.gov.uk/educationandlearning/legalintervention/measures#:~:text=Penalty%20notices%20address%20unauthorised%20absence,if%20paid%20within%2028%20days.>

The process before fining

Parents are asked to complete a request to remove a child from education in term time form every time they wish to remove their child from the academy for any reason other than illness. The Principal will communicate with parents his decision based on each request. If a parent continually removes their child with or without completing the relevant form, the parents will be invited into the academy by the Principal to attend a meeting with reference to unauthorised absence. Following this meeting if the parent removes their child from school again the academy will inform the parents of the likelihood of a Penalty Notice being issued.

Penalty Notices for non-attendance

St Blasius C of E Primary Academy or Hampshire County Council may issue a Penalty Notice for any unauthorised absence where the pupil has been:

- Absent for 40 or more half-day sessions (twenty school days) of unauthorised absence within a rolling 12 month period – these do not need to be consecutive (codes *G*, *U* or *O* on the register).
- Persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed.
- Persistently late before the close of the register (coded *L*), but the academy has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met.

Legal measures for absence taken when the Principal has declined parents request for leave of absence

Where a pupil has unauthorised absence due to either:

- Non-approval of a parent request for leave of absence or
- A holiday that has been taken without permission and the unauthorised absence (coded *G*) is for 10 or more sessions (five days) in any 100 possible school sessions/10 week period then a Penalty Notice for non-attendance will be issued.

If a child has other types of unauthorised absence (coded *O* and *U*) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for :

- 40 sessions (twenty days) of unauthorised absence or lateness in any 12 month period.

Parents will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the request to remove a child in education during term time form, or through this policy and the academy website

www.stblasiusacademy.co.uk. The Penalty Notice is a fine that is issued to each parent who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the academy or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/carers** for each child. NB: This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60, which rises to £120 each if you do not pay within 21 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. If convicted, there are a number of possible sentences, including a fine of up to £1000 (under section 444 (1) of the Education Act 1998 or a fine of up to £2,500 and/or a period of up to three months imprisonment under section 444 (1A) of the Education Act 1998. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay. There is no statutory right of appeal. Once a penalty notice has been issued, it can only be withdrawn if it is shown that it was issued in error.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at:
www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.

Hampshire's Attendance Legal Panels (ALPs)

Hampshire County Council will, through its ALPs, carry out its responsibility to act on behalf of its schools under *Section 443: failure to comply with school attendance order* and *Section 444: failure to secure regular attendance at school of registered pupil*; of the Education Act 2011.

In addition, the County Council's Legal Intervention Team will also process Education Supervision Orders – Section 447 Education Act 1996; and School attendance orders – Section 437 Education Act 1996.

Each county district has developed an Attendance Legal Panel (ALP) chaired by the district manager of the Children and Families branch. The other members are a head teacher representative from the secondary and primary sectors, the Early Help Hub manager, legal intervention court officers and a representative from the Education and Inclusion branch. For the three districts which are combined district council areas, it may be appropriate to have two secondary and two primary head teachers.

Aims

The purpose of the panel is to consider if it is appropriate to pursue legal action on cases presented by schools and to ensure that the evidence provided is robust and unambiguous enough to be presented in court. The panels will be scheduled at least 11 times during the year (there is no panel during August) to a schedule that meets the needs of the district.

The panel process

When attendance levels reach 10 unauthorised absences in a 100 session period, the threshold for legal action has been reached. If prosecution is deemed appropriate then the Attendance Legal Panel referral form is completed and sent to the appropriate Early Help Hub. The referrer will then be given a time and date to attend the panel where they must present the case.

School Attendance Orders

If it appears to the local authority that a child of compulsory school age is not receiving a suitable education, either by regular attendance at the academy or otherwise, then they must begin procedures for issuing a School Attendance Order under section 437 of the Education Act 1996. The order will require the child's parents to register their child at a named school or academy. If they fail to comply with the order the parent can be prosecuted.

Education Supervision Orders

The local authority must consider applying for an Education Supervision Order (ESO) before prosecuting parents under section 447 of the Education Act 1996. A local authority may apply for an ESO instead of or as well as prosecuting parents. The order is placed on the child and the local authority is appointed by the court to supervise that child's education, either at a school or academy, or at home for a specified period of time.

Parenting Contracts

A Parenting Contract is a formal, written and signed agreement between parents and either the local authority or the local governing body of a school or academy and should contain:

- A statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract.
- A statement by the local authority or the Trust Community Partnership agreeing to provide support to the parents for the purpose of complying with the contract.

Parenting Contracts are agreed at Education Planning Meetings at Hampshire's Attendance Legal Panels and can be used in cases of serious misbehaviour or irregular attendance at school or alternative provision. Parenting Contracts are voluntary, but any non-compliance will be recorded by the school/academy or local authority as it may be used as evidence in court where an application is made for a Behaviour Parenting Order.

Parenting Order

Parenting Orders can only be sought if the parent is prosecuted, and is one of the ancillary orders a Magistrates' Court can make upon the parent being convicted. The effect of a Parenting Order is that a parent is required to meet the conditions/actions set by the magistrates to improve their child's school attendance. Typically this includes notifying the academy on the first day of absence and providing medical evidence for each absence. The parent may also be ordered to attend a parenting skills course. These orders are particularly useful if the parent has younger children, as they may assist the parent to ensure regular attendance of younger children.

Section 7

7.1 What can I do to encourage my child to attend school?

Parents are encouraged to discuss with their children the importance of regular and punctual attendance.

Parents are encouraged to speak to the FLO about any issues at home which may impact upon their child's attendance/punctuality.

My child is trying to avoid coming to school. What should I do?

If a child is trying to avoid coming to school, the academy welcomes parents to come and discuss the situation.

The academy encourages children to talk to a member of staff if they have any worries or concerns, e.g falling out with friends, not liking a particular lesson etc.

7.2 Leavers

If a parent wishes to transfer their child to an alternative school, they are requested to inform the Principal in the first instance. Parents are invited to speak with the Principal to discuss any issues which may be influencing their decision. If the transfer is due to relocation, then the parents are advised to contact the Local Authority or the new school to arrange the transfer. Parents are requested to inform the academy of the date their child will be leaving. The child/children remain on the academy roll until the new school inform us that they have started with them. On confirmation that the receiving school have enrolled the child, they are removed from St Blasius' roll, and records are forwarded to the new school.

If there is a time lapse between leaving the academy and starting the new school the absence is recorded as unauthorised, code 'O'. After 3 days absence, the Education Service will be informed.

Parents who decide to remove their children from full time education to be educated at home are invited to discuss their decision with the Principal. The final decision to home educate should be put in writing by the parents. The child's class teacher will complete an 'Exit from School Roll' form, which will be forwarded to the Home Education co-ordinator at the Local Authority together with a copy of the letter from the parents. Upon instructions from the Home Education Co-ordinator, the child will be removed from the academy roll. Electronic and any paper records will be forwarded to the Local Authority.

7.3 Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from the academy for their child to take part in a performance. They must contact the Principal to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Principal's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

7.4 Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from the academy for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Principal's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave

early or arrive late to attend coaching and training sessions is also at the discretion of the Principal and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

7.5 Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that the academy cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families see Hampshire County Council guidance at: <http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>. Further support and guidance is available from Hampshire County Council's Ethnic Minority and Traveller Achievement Service (EMTAS).

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups.

Appendix 1



St Blasius, Shanklin C of E Primary Academy

Albert Road, Shanklin

Isle of Wight PO37 7LY

Telephone (01983) 862444

Fax (01983) 868810

Email: admin@stblasiusacademy.iow.sch.uk

www.stblasiusacademy.co.uk

Principal: Mrs N Mobley

Assistant Principal: Ms S Powell

Assistant Principal: Mr R Lyon



Request to remove a child in education during term time.

Holidays/Absences in term time

DFES guidance states that parents should not take children on holiday in term time and is also stated in the Academy prospectus. There is a direct link between attendance and educational achievement. 90% may look good in a maths test, however if your child's attendance is 90% each year it will be the equivalent to 1 whole year missed in their formal school education.

Any request to remove a child in education for any reason during term time must be sought at least one month in advance. The Principal will consider each request individually but, unless there are exceptional circumstances, the request will be declined and the absence(s) will therefore be unauthorised.

Where a pupil's absence is unauthorised the matter will be referred by the school to the Education and Inclusion Service which may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school.

Where a Truancy Penalty Notice is issued the payment currently for that notice will be £60 if it is paid within 21 days of the date of the Notice, rising to £120 if paid within 28 days. Please note that one Truancy Penalty Notice is issued per parent per child. Under the Education Act a parent is defined as the parent of a child or an adult who has the day to day care of that child such as a step parent or partner of a parent.

I would like permission to take my son/daughter Year
out of school for days from to

The reason I believe that this is an exceptional circumstance is:-

Signed (Parent/Guardian) Date

Authorisation: Authorised/Declined Signed (Principal) Date:

For Office use:

Parents informed of decision: Date

Keyed on SIMS: Date



Portsmouth and Winchester Diocesan Academies Trust
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Appendix 2

Attendance Codes

Code	Description
/\	Pupils on the admission register who are present at the start of each session
B	Off-site educational activity (not dual registered) at a supervised activity approved by the academy.
C	Leave of absence authorised by the school (not covered by another appropriate code) Only exceptional occasions warrant leave of absence and each request should be viewed individually. E.g. public performances, young carers in a genuine crisis until alternative arrangements can be made, maternity leave, part-time timetable etc.
D	Dual registered – the school/academy where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance
E	Excluded (no alternative provision made)
G	Holiday not authorised by the academy or in excess of the period determined by the Principal
H	Holiday authorised by the academy – can be used for exceptional circumstances where the Principal has agreed the amount of leave authorised
I	Illness (not medical or dental appointments) – only authorised where written confirmation of absence received from parent. Not medical or dental appointments.
J	Interview
L	Late before registers close
M	Medical or dental appointments – sight of a medical card or appointment letter must be seen
N	No reason yet provided – this code should not be left on the register for more than 2 weeks. If no reason has been given for absence the code should be changed to O
O	Absent from school without authorisation – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of a siblings school etc
P	Participating in a supervised sporting activity – the activity must be supervised by a person authorised in that behalf by the Principal or the academy
R	Religious observance - NB: days off linked to religious festivals but not set aside for religious observance must not be marked R
S	Study leave – should be used sparingly and only for Yr 11 pupils during mock and public examinations
T	Gypsy, Roma and Travellers absence -
U	Arrived in school after registration closed (after 9am)
V	Educational visit or trip supervised by the academy
W	Work experience – work experience undertaken as part of an alternative curriculum/provision should be coded B
X	Not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register
#	Planned whole or partial school closure