

WOODFIELD SCHOOL

ATTENDANCE POLICY

The staff of Woodfield School are committed, in partnership with the parents, pupils, governors and the Local Authority, to building a school which serves the community well and of which the community is proud.

The school staff, alongside the LA, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Expectations

We expect that all pupils will:

- attend school regularly
- attend school punctually
- attend school appropriately prepared for the day
- discuss promptly with their form tutor any problems that deter them from attending school

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- encourage regular school attendance and be aware of their legal responsibilities
- ensure that the child in their care arrives at school punctually, prepared for the school day
- ensure that they contact the school whenever the child is unable to attend school (before 9.30am)
- contact the school on the first day of the child's absence and send a note on their return to school
- contact the school promptly whenever any problem occurs that may keep the child away from school
- provide a doctor's note, when requested, if a child is absent for more than 10 days in one half term

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily
- monitor every pupil's attendance
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- follow up all unexplained absences to obtain notes authorising the absence
- encourage good attendance
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school

attendance

- refer irregular or unjustified patterns of attendance to the Deputy Head who will then refer to the Education Welfare Service
- meet, where possible, the requirements of the UN Convention - The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them

Encouraging Attendance

Woodfield School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child's or parent's concerns about the school or other pupils
- by publishing and displaying attendance statistics
- by requiring pupils to regularly discuss their own attendance and punctuality
- by celebrating good and improved attendance
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Service if the irregular attendance continues

Changing schools

It is important that if families decide to send the child in their care to a different school that they inform Woodfield School staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next
- the address of the new school
- the new home address, if it is known

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Head Teacher, Governors and designated member of school staff with overall responsibility for attendance to:

- adopt the whole policy

September 2016

- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided
- ensure that key staff have time-tabled periods for liaison and follow-up work with the Education Welfare Service and appropriate access to attendance data
- consult and liaise closely with the Education Welfare Service on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay
- to work in close collaboration with the Education Welfare Service during their termly/half termly register analysis
- provide an attendance award scheme with assemblies, certificates and rewards
- set whole school attendance targets
- monitor and evaluate attendance with the Education Welfare Service
- follow up any unexplained non-attendance

Form tutors:

- to complete registers accurately and punctually twice daily
- to record all reasons for absences in the register
- to inform the designated person in charge of overall attendance of concerns
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible

Holidays/Leave of Absence

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which become law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if leave is granted. If parents wish to apply for leave of absence, they should ask for a Leave of Absence form – see Appendix 1.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. The policy of Surrey County Council to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28-day period the Local Authority must prosecute the recipient for failing to ensure regular school attendance under section 444 Education Act 1996.

Please be aware that **each** parent is liable to receive a Penalty Notice for **each** child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents and two children incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days. The school publishes this information regularly in the school newsletter.

Penalty Notices

Penalty notices may also be used by the Local Authority in the following circumstances:-

When a pupil is stopped during school hours by the Truancy Team, and there is a history of unauthorised absence, a warning letter will be sent to the parents informing them that their child's attendance will be monitored for the following 15 school days. If there are further unauthorised absences, a Penalty Notice will be issued.

Where a parent is failing to ensure their child's regular school attendance, and is failing to engage with any supportive measures proposed by the school or Education Welfare. Before a Penalty Notice is issued, the parent will be sent a formal warning of their liability to receive such a notice.

The issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Penalty Notices relating to Attendance

Education Welfare may issue a Penalty Notice to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

Holidays during GCSE and other external examinations will not be authorised. Parents who take their child out of school for four days or more during a period covered by these examinations, without the authority of the Headteacher, will be liable to receive a Penalty Notice provided it can be shown that the parents had been notified in advance of this policy.

When a student comes to the notice of a Truancy Patrol, the student's pattern of school attendance is investigated. If there are unauthorised absences in the preceding 4 months, a warning letter may be sent to the parents/carers. If there are further unauthorised absences during the subsequent 15 school days, a Penalty Notice will be issued to each parent/carer.

Penalty Notice relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to

attend such provision without good reason will be treated as unauthorised absence.

Reviewed September 2016

September 2016

Leave of absence (holiday) – not approved

Dear Mr and Mrs

Re: d.o.b.

Attendance at Woodfield School

I am writing to inform you that your request for(pupil)..... to be absent from school from(date)..... until(date)..... has not been approved as the reasons given for the absence are not considered to be 'exceptional circumstances'.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you take your child out of school without the approval of the school, you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance.

Each parent will be liable to receive a Penalty Notice for each child who is absent.

The Penalty Notice is for £60 if paid within 21 days and £120 if paid after 21 days, but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

I hope that you will re-consider your application.

Yours sincerely,

Dear

Re: D of B:

....(name).... was absent from school from to and no explanation for the absence had been received from you.

I am now aware that(name).... was absent because he/she was away on holiday, and in the absence of any exceptional circumstances for which the leave may be granted, the absence is recorded as unauthorised.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

Each request is individually considered and if the circumstances are considered to be exceptional by the Headteacher, the absence may be authorised. In this case, we were not notified in advance of your intention to take(name).... out of school, nor have you provided a reason to justify the absence. As the absence is for not less than 5 days the Headteacher will refer this matter to Surrey County Council for a Penalty Notices to be issued. **Each** parent is liable to receive a Penalty Notice for **each** child who is absent.

The Penalty Notice is for £60 if paid within 21 days and £120 if paid after 21 days, but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

Although you may be disappointed with this decision, we do hope that you understand School's policy which is in line with current Regulations.

Yours sincerely,

September 2016

WOODFIELD SCHOOL
School Request for Consideration of the Issuing of a Penalty Notice
(Unauthorised Leave of Absence)

School: Woodfield School

Tel No: 01737 642623

Pupil Details:

Name:

D of B:

Address:

Parent/Carer Details:

1) Full Name:

Address:
(if different)

Tel:

2) Full Name:

Address:
(if different)

Tel:

Parent(s) responsible for the absence? Mother/Father/Both

- (1) **Unauthorised Leave of Absence.** I confirm that the pupil named above was absent without the permission of the Headteacher/Governing Body.
[Please attach copies of any related correspondence (i.e. Advice to parents re consequences of unauthorised absence, letters to and from parents), Form Ed221 (Registration Certificate signed by the headteacher covering the period of absence)].

OR

- (2) **Unauthorised Absence.** I confirm that the above named pupil's attendance has fallen below 85% and at least 10 sessions of which are unauthorised during the last six week period.
(Please attach copies of any related correspondence, i.e. letter to and from parents, Form Ed221, Headteacher's checklist and Registration Certificate and **details of what efforts have been made by school to address the poor attendance with parents.**

.....
.....

Dates of Absence: From until

The absences have been recorded by the school as **unauthorised** and will not be altered.

Declaration:

I confirm that the details contained on this form are true to the best of my knowledge and belief.
I will provide a written statement, and I am willing to attend Court in the event of the parent failing to pay the penalty notice.

Signed: Date:

Headteacher Name: Mrs S Lawrence

- (3) (Other siblings – name and school if known)

Appendix I

WOODFIELD SCHOOL

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child for from: to:	
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child already had leave of absence in this school year? YES/NO	
If YES, please give dates and details:	
I also have children at ...	
Signed: (Parent/Carer)	Date:

To be completed by the Headteacher

Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		%
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:	(Headteacher)	Date:

Appendix II

Dear

Re: D of B:

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which came into force on 1st September 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Periods of unauthorised absence of 5 days or more, will result in parents/carers being liable to receive a Penalty Notice.

....(name) was absent from school from to and you informed the school on that he/she was ill and this was the reason for the absence.

It has since come to my notice that(name).... was absent because he/she was on holiday, and in the absence of any exceptional circumstances for which the leave may be granted, or medical evidence to show that he/she was too ill to attend school, the absence has been recorded as unauthorised and you are now liable to receive a Penalty Notice. **Each** parent/carer is liable to receive a Penalty Notice for **each** child who is absent.

The Penalty Notice is for £60 if paid within 21 days and £120 if paid after 21 days, but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

Yours sincerely,