



North Leamington School

Attendance and Punctuality Policy

OCTOBER 2014

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Version Number	Change	Date
1	New policy	Jul 2010
2	Full update	May 2011
3	Full update	May 2013
4	Full update	October 2014
	Next Review	May 2016

Introduction

1. Regular school attendance is an important part of giving you the best possible start in life. Students who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that you are reliable. Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

Core Purpose

2. **Commitment:** The importance of regular school attendance cannot be over-emphasised. Regular school attendance is part and parcel of good outcomes and attainment in schools. Good attendance and punctuality is vital if a young person is to succeed at school
3. **Opportunity:** Attendance is crucial to learning. It ensures that students receive the full benefit of teacher explanations and individual guidance. With regular absence, there is always a risk that the important work will not be fully understood. Even missing the 'odd' lesson may have a significant effect. It may be that a missed lesson introduces crucial concepts on which everything that follows depends
4. **Commitment:** Attendance helps students form good relationships with members of their class and teachers. When absent, students miss out on shared experiences with other students and can feel isolated because of this. Promoting and maintaining school attendance and punctuality requires a committed partnership involving parents and families, teachers and support staff, governors, the LA support services and other agencies.
5. **Excellence:** Attendance develops good habits of organisation and self-discipline, which are essential in the adult world of work, and attendance and punctuality are always important features of any reference for a prospective employer.

Legal Requirements

6. *By law, all children of compulsory school age (between 5 & 16) must get a proper full time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide effective education. (The Education Act 1996 Section 7).*

Aim

7. North Leamington School seeks to ensure that all its students receive a full time education, which maximises opportunities for each student to realise his/her true potential.
8. To meet this aim:
 - The School will provide a welcoming, caring and safe environment, whereby each member of the School community feels wanted and secure.
 - College Leaders, together with all other members of staff, will work with students and their families to ensure that each student attends school regularly and on time.
 - The School will employ an effective system of incentives and rewards which acknowledges the effort of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.
9. Also, the School will establish an effective system of communication with students, parents and appropriate agencies, to provide mutual information, advice and support.

Objectives

10. To improve the overall percentage attendance of students at school by:
 - Applying the whole School Attendance and Punctuality Policy consistently
 - Establishing and maintaining a high profile for attendance and punctuality
 - Relating attendance issues directly to the School's values, ethos and curriculum
 - Monitoring progress in attendance measurable outcomes
 - Making first day of absence contact with parents, using the College Administrators and Groupcall system
 - Responding swiftly to lateness (in respect of both students and parents)
11. To make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors by:
 - Using School Prospectus, Staff Handbook, Student Planner, School Newsletter
 - Producing regular reports for Learning Mentors, College Leaders, parents, and governors
 - Including attendance and punctuality with Year 7 Induction sessions for students and parents
 - Dedicated team of attendance administration staff
 - Displaying material at focal points, Vertical Tutor rooms, etc.
 - Discussing attendance issues in ACE/Pastoral staff meetings, College Leader meetings and staff meetings
 - Establishing a reward system including merits (termly) and end of year awards, etc.
12. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by:
 - Maintaining unambiguous procedures for statutory registration
 - Ensuring clearly defined late registration procedures
 - Ensuring clearly defined role of Attendance Coordinator with appropriate time set aside
 - Defining clearly the roles and responsibilities within the school staffing structure
 - Having clear procedures prior to referral to ACE
 - Reviewing attendance regularly
 - Being familiar with the ACE referral and recording system
13. To provide support, advice and guidance to parents and students by:
 - Highlighting via VT curriculum, Attendance Panels, School Counselling service, assemblies, use of available resources, staff available to talk to students, parents information evenings, mentor systems – SOS, newsletters
 - Outlining the support offered by the school through the website and letters
 - Making time available for parents to see staff
 - Seeking communication with parents, e.g. when parents telephone in
 - Having SOS mentors for new students

- Providing accurate and up-to-date contact information for parents – telephone, email, etc
 - Involving parents from earliest stage
14. To develop a systematic approach in gathering and analysing attendance related data by:
- Having electronic registration for all lessons
 - Standardising recording of authorised/unauthorised absence and educational activities
 - Being consistent in the collection and provision of attendance and punctuality information
 - Deciding what information is provided for: Governors, College Leaders and College Managers, other school staff, parents, students, ACE
 - Identifying developing patterns of irregular attendance and lateness
 - School Attendance Coordinator providing attendance data spreadsheet and meeting regularly with College Leaders, Administrators and ACE
 - College Leaders and Learning Managers liaising with Senior Assistant Headteacher at regular meetings
 - Attendance Coordinator and College Administrators providing Learning Mentors and College Leaders with daily, weekly, termly and annual information on attendance and punctuality
15. To further develop positive and consistent communication between home and school by:
- Having a first day absence contact – ensure parents are aware that they should contact school on the first day of any absence – College Administrators to contact home, via Groupcall
 - Making full use of standardised letters
 - Exploring the wide range of opportunities for parental partnerships – information to parents at consultation evenings, School Counselling and Advisory service, Learning Managers, Home School Liaison Officer, School PCSO
 - Providing information in a user-friendly way
 - Encouraging all parents to come in to school to discuss attendance and punctuality concerns through meetings and attendance panels
16. To implement a system of rewards and sanctions by:
- Actively promoting attendance and associated rewards and effective sanctions
 - Ensuring fair and consistent implementation
 - Involving students in system evaluation – College Council, Learning Mentor and student interviews, etc.
 - Making use of appropriate and immediate sanctions including after school detentions and target cards
 - Taking action which accords with objectives agreed between school and others, e.g. ACE, parents, outside agencies

- Actively promoting the regular ACE Attendance pre-legal meetings and review meetings

To promote effective partnerships with ACE and with other services and agencies by:

- Having designated key staff for liaison with ACE and other agencies – SAHT, College Leader, Learning Manager, Attendance Coordinator and School PCSO
- Giving priority to timetabled meetings with ACE
- Carrying out initial enquiries/intervention prior to referral
- Gathering and recording relevant information to assist completion of ACE referrals
- Arranging multi-agency liaison meetings as appropriate (CAF)
- Establishing and maintaining a list of named contacts within the local community – Police, CAF Officer, and Children and Families Service
- Encouraging active involvement of other services and agencies in the life of the school via the Counselling and Advisory service
- Supporting INSET for Attendance/College Administrators

17. To recognise the needs of the individual student when planning reintegration following significant periods of absence by:

- Being sensitive to the individual needs and circumstances of returning students
- Involving/informing all staff of reintegration process
- Providing opportunities for counselling and feedback
- Involving parents and peers as far as possible
- Agreeing timescale for review of reintegration plan
- Including ACE, Learning Manager, parents and student in the reintegration
- Using the School Counselling and PCSO to support students involved in a reintegration programme

Registration Procedures (legal)

18. Registration procedures will include:

- Morning registration
- Afternoon registration
- In the event of 'no electronic system', a paper register must be taken and sent to Student Services within 15 minutes of the start of every VT session or lesson.

Promoting Regular and Positive School Attendance

- Information on the school attendance to be included in the School Prospectus, Handbook and School Newsletters
- All certificates for attendance to be awarded in assembly
- Highlight students who have made considerable improvement in their attendance

Reducing Absences

- The School will present a positive and proactive message concerning the importance of attendance;

- If students attendance causes concern and falls below 95%, a letter will be sent home to parents to inform them of the School's concern and also to enquire if there are problems that School may not be aware of
- The School has clear lines of responsibility and a consistent response to attendance issues:
 - a. Lines of communication and agreed action between College Leaders, Attendance Coordinator and ACE
 - b. Fortnightly meetings between Attendance Coordinator and ACE to look at attendance concerns
 - c. Regular meetings between Headteacher, ACE worker, SAHT, Attendance Coordinator and School PCSO
- Effective and prompt communication with home:
 - a. First day absences – contact with parents
 - b. Expectations – students and parents aware of procedure – absence explanation is compulsory
 - c. Use of standard letter system to parents
- Responding to lateness:
 - a. The School tries to deter lateness without deterring attendance
 - b. Students are detained if they are late, each week
 - c. Parents and students interviewed if lateness continues (Punctuality panel)
- Curriculum concerns. If a student is not attending school because of curriculum worries/concerns the School will offer some/all of the following support:
 - a. IEN Department – in-class/individual support
 - b. Daily meeting with College Leader to discuss progress
 - c. Use of COMPASS support – to support curriculum
 - d. Meeting between School, student and parents to monitor situation
 - e. After school support sessions – to catch up missing work and/or to give additional help and support
- Attendance Panels:
 - a. Attendance Panels – the school uses ACE worker and Learning Manager to interview students and parents where there are initial concerns relating to attendance
 - b. LA Attendance Panels – held every half-term

Attendance Facts

- **Half a day a week missed in Year 10 and 11 can mean the loss of one grade for every GCSE taken**
- **One day a week absence is the equivalent, over a school career, of nearly two and a half years of education**
- **Ten days holiday leave is the equivalent of two terms of education missed, over a school career**
- **Fifteen minutes of lateness a day equals a year of education missed**
- **90% attendance is the equivalent of a student missing one half day of school every week**

Monitoring and Evaluation

19. Attendance Policy processes will be reviewed as necessary in order to ensure that the policy objectives continue to be met. The review will be informed by:

- LA
- ACE – Designated Worker
- Warwickshire Attendance Coordinators meetings
- School Attendance Coordinator
- College Leaders
- Learning Mentors
- Parents
- Students (College Council)

20. If the processes set out in the policy document are changed the document should be updated, including on the website, and governors informed.

21. The school has clear and high expectations on attendance – students are expected to achieve above 95%. Monitoring of performance against this target will identify different types of absence, including persistent absence, and outcomes reported to Governors through the Headteacher's termly report.

22. The effectiveness of the NLS Attendance Policy will be reviewed biennially by the People and Premises Committee.

School and ACE Intervention

23. School and ACE interventions include:

- Regular timetabled slots for Attendance Coordinator to meet with designated ACE worker
- Letters sent home regularly if absences are unexplained and when attendance becomes a concern and drops below 95%
- Home visits organised with ACE and School PCS.
- ACE Pre-legal meeting warning letters issued to parents
- Attendance Pre-legal meetings for students in Years 7-11
- ACE worker introduced to parents at Annual Open Evening
- ACE worker part of the Counselling and Advisory and Pastoral Support Group team.
- Referral to ACE takes place if there is no improvement in attendance together with persistent unauthorised absences from school
- Students issued with registration certificate every half-term

Attendance Procedure

24. The law states that all young people must attend school all day every day unless they are ill, until they reach the legal leaving age. Absence will obviously make it difficult to keep up with lessons. Students who have been away must make every effort to catch up with the work but copying up is not the same as being taught. We are working hard to improve attendance and will notify parents if attendance falls below 95%.

25. It is most important that parents/carers and the School are aware of student absences in view of child safety and truancy. In order to support this, the School now uses the following procedure:
- A request that parents telephone or email the school (see details below) before 8.35am on the first day of any absence, with the reason for absence and if possible how long the absence is likely to last
 - The school is now using Groupcall communication system for student absence. The system will contact parents directly if a student is marked absent at registration and school has not been informed of a reason for the absence
 - This system will ensure that both parents and school are aware of student absences and that students are absent and safe with their parents' knowledge and permission
 - If the College Administrator is not able to contact parents and there has been no message from home, then an absence note is required
 - If you know about an absence in advance (i.e. hospital or dental appointments), please inform the Learning Mentor in writing or contact the College Administrator before the day
26. The School has the support of an ACE worker, who will visit homes in the event of problems with attendance. The most recent Government regulations on attendance state that students may only legitimately be away from school if they are ill. Other reasons are recorded as an 'unauthorised absence' unless they are educational or sporting activity.

Warwickshire County Council – Penalty Notices for Non-School Attendance

27. Under Section 444 of the Education Act 1996, an offence occurs if a parent/carer fails to secure their child/children's attendance at the school at which they are a registered student and the absence has not been authorised by the school.
28. Penalty Notices can now be issued to parents/carers as an alternative to prosecution for a first offence.
29. In Warwickshire, Penalty Notices will be issued by ACE.
30. A formal warning will always be issued first allowing a monitoring period of ten school weeks during which parents will be asked to ensure that their child/children's attendance improves.
31. At the end of this period, the Penalty Notice will be issued if the required level of improvement has not been achieved.
32. The fine is £50 if paid within 28 days, rising to £100 if paid between 28 and 42 days. After this, prosecution will result if the fine remains unpaid.
33. Because we value attendance so highly, 100% attendance over two terms or the whole year is rewarded.

School telephone number: 01926 338711

School email for attendance: vpurdy@northleamington.co.uk

Holidays in Term Time

34. Parents are requested to avoid taking students for holidays during term time. If it should be necessary for parents to request leave of absence during term time, request forms are available from the School Office.
35. There is a common misconception that any student is allowed to take 10 days holiday (in term time) per academic year. This is not true.

36. The Local Authority has highlighted the need for a standard approach to the authorisation of holidays in Warwickshire. A copy of this form can be found under Annex 1.

ACE – Referral

ACE Attendance Pre-legal Meetings – Years 7-11

37. Attendance Pre-legal meetings will, in partnership with school, offer the opportunity to intervene where attendance becomes an issue. North Leamington School will have the opportunity to hold an Attendance Pre-legal meeting at a frequency which will be determined by the category they fall into (at present the category is 2). The meetings will be managed by the ACE who will work closely with SAHT and the School Attendance Coordinator. In order to ensure legally acceptable evidence and consistency, all correspondence will be the responsibility of ACE.

Process

38. A summary of the process is set out below:
- a. College Leader/SAHT, Attendance Coordinator and ACE identify non-attenders, appropriate for the attention of the pre-legal meetings
 - b. A referral form will be completed by the School Attendance Coordinator which will provide ACE with basic information. The form is passed to the designated ACE worker
 - c. The Pre-legal meeting will be held on school premises
 - d. Members of the Pre-legal meeting will include an ACE worker and Learning Manager
 - e. Parents/Carers and the student attend the Pre-legal meeting. Issues concerning non-attendance will be discussed. Where appropriate a target for improvement is set and consequences, including fixed penalty fines and prosecution, will be clearly stated
 - f. Where appropriate, a referral will be made for direct work to an ACE worker
 - g. After a monitoring period (10 school weeks), the ACE worker and school staff will hold a review
 - h. Letters will be sent to parents informing them of the results of the review. Where fines/prosecution is appropriate, paperwork will be forwarded to the ACE Court Officer
 - i. ACE Officers will also offer a consultation session for staff as part of the service they provide on Pre-legal meeting days at school

Parental Communication and Procedure

39. See Annex 2

Sixth Form Centre – Attendance and Absence Procedures

40. When students join the Sixth Form they sign up as a full-time student for a one or two year course of study
41. As well as timetabled lessons, all students have non-contact periods on their timetable for private study, home learning and extra-curricular activities. Attendance at lessons, Student Development periods and morning Learning Mentor periods are compulsory and essential if students are to achieve their full potential at the end of the course. Students in Year 12 are expected to be in school during all non-contact periods. The exception is if they do not have a lesson on a Friday afternoon.
42. The following guidance notes explain the School's policy on attendance and absence for all students in Years 12 and 13 and are to be used in conjunction with the Sixth Form Code of Conduct.

Expectations

43. Students are expected to:
 - Attend 100% lessons, PSHE periods and special year group off-timetable days
 - Attend Learning Mentor periods punctually
 - Seek written permission in advance for time that you need to take off and inform subject teacher(s) concerned
 - Get a parent or carer to contact the School either by telephone or email before 8.30 am each morning to report any illness or sickness or bring in a letter signed by a parent or carer on the first day back after absence
44. The School is expected to:
 - Keep records of your attendance both for Learning Mentor periods and for lessons
 - Monitor your attendance and any absence, contacting home if there are any concerns

Negotiated Absence

45. It is understood that there are occasionally reasons why you may need to be absent. In such cases of known absence you must seek permission from, or notify, your Learning Mentor/subject teacher(s) in writing **at least 2 days in advance of your absence**.
46. The following list indicates the occasions when absence may be negotiated:
 - Medical or dental appointment (with appointment card)
 - Driving test
 - Official study leave
 - Visit to university to attend open day or interview
 - Job interview
 - Appointment with Connexions Advisor
 - Participating in a significant extra-curricular activity (e.g. taking part in a regional or national event such as drama, music or sport or a workshop arranged by a particular subject area)

- Educational visits
- Attendance at a funeral
- Religious holiday
- School Council meeting or interview panel
- Attendance at probation meeting or court hearing
- If you are officially the responsible carer for a child or family member and an emergency arises
- Severe weather (exceptional circumstances)

Holidays

47. All post-16 courses are extremely intensive and students are strongly discouraged from taking holidays during term time. However, if you need to apply for holiday leave the appropriate form must be collected from the Sixth Form Office, completed and returned to Mrs S Clarke, 16-19 Manager.

Illness or Missing Lesson/Registration Time

48. School should be contacted by a parent or carer, preferably on the first day of absence and before 8.35am. This can either be by telephone on 01926 338711 or by email at: fbond@northleamington.co.uk. If this is not possible then you should bring in a note signed by a parent or carer as soon as you return to school. This should also be the case where morning or afternoon registration has been missed.

49. Please note that the Year 12/13 Leader may contact home/parents in the event of any query over your attendance. It is your responsibility to arrange with teaching staff to catch up with any work missed and complete homework tasks set whilst you were absent.

Other Kinds of Absence

50. The following reasons for absence are not generally acceptable and cannot be authorised by the School:

- Employment or employment training which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Baby-sitting younger siblings
- Shopping
- Driving lessons

Identifying Problems

51. If, after the first term of study, your attendance in a particular subject is a cause for concern, you may be given a warning to improve. If your attendance falls further then the consequences can be more severe.

Home Learning

52. Finally, as home learning is an integral part of courses at AS and A2, students must ensure that any home learning set by subject teachers whilst a student is absent must be completed as soon as possible after a student's return to school. It is the student's responsibility to find out what work has been missed.

**Warwickshire County Council
Communities Group**

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

- Important Information for Parents/Carers**
- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
 - Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
 - If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
 - Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
 - If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
 - This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
 - Please complete a Leave of Absence form for each child
 - Failure to make a request for a Leave of absence in advance do so will result in the absence being recorded as unauthorised

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (they can only be exceptional circumstances) (see overleaf before completing)

.....
.....

Total Days Requested On This Occasion

(For siblings) I have also applied to _____ School/Academy for leave of absence for _____ (insert child/children's name)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only:	NAME OF CHILD: _____	
Timetable checked:	Y/N	Form tutor consulted: Y/N
Previous leave checked:	Y/N	Attendance %: _____
Consistent with school policy/regulations:	Y/N	
Reasons for decision:		
• LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information		
1 st date of absence:	Last date of absence:	
Expected date of return to school:		
Authorised: Y/N	Head Teacher/Attendance Lead:	Date:
• Copy of this completed section must be sent back to parent with letter		

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

1. Head Teachers shall not grant any leave of absence during term time unless:
 - A) An application has been made in advance, by the parent with whom the child normally resides
- AND**
- B) They consider there to be exceptional circumstances relating to the application.*
2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

-
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
 - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
 - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
 - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.

Letter to Parents/Carers:

July 2014

Dear Parent/Carer

Re: Attendance Procedures at North Leamington School

We are committed to working in partnership with you to ensure that your child has the best possible attendance at school. Good attendance is essential in supporting your child to achieve their academic targets and to assist their social development. Any absence from school means that a learner is missing vital education; research shows that this has a negative impact on attainment.

Under Section 444 of the Education Act (1996) it is an offence for your child not to attend school regularly. We have a shared responsibility to ensure that the law is upheld and that your child achieves their full potential.

To help support you and your child in making sure that they are able to maximise their opportunities with us, we have created a clear set of procedures.

General Absences

Please note: The decision to authorise **any** absence is at the discretion of the Headteacher.

On the day of an absence:

- If your child is absent from school, please telephone us before 8.35am to explain why.
- If your child is absent for more than one day, then please contact the school on each day of absence.
- If this contact is not made, you will receive a Groupcall message requesting that you contact us as soon as possible.
- If the absence is for 3 or more consecutive days, you may be required to provide medical evidence in order for us to authorise the absence.

The day after an absence:

- If we have not received a reason from you, we will send a letter requesting an explanation for the absence. The letter will include a reply slip that you should complete with the necessary details of your child's absence and return to the College Administrator as a matter of urgency.
- If an absence is not explained after 10 days, we will have to unauthorise it. Persistent unauthorised absences from school may lead to the involvement of the Attendance, Compliance and Enforcement (ACE) Service.

Persistent Absences

If percentage attendance has become a concern:

- The average attendance rate for the vast majority of our students is 95%.

- We will become concerned when a child's percentage attendance drops below expectations.
- We will send you a letter informing you of our concern and asking if there are any ongoing medical issues that we are not aware of.
- We may invite you to meet with school staff to discuss the reasons for absence.
- Where a child has regular absences due to a confirmed medical condition, we will work with you to ensure your child has the appropriate support.

If percentage attendance does not improve:

- We will send a further letter informing you that we are increasingly concerned and that we will now require medical evidence in order to authorise any further absences.
- Failure to provide medical evidence for further absences will result in your child being referred to a pre-legal meeting with the Attendance, Compliance and Enforcement (ACE) Service. You will also be asked to attend the meeting so you can work with the school to improve your child's attendance. Your child may be set a formal attendance target; failure to meet this could result in legal action, which could include a Fixed Penalty Notice.

Leave of Absence

Please note: The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave for holidays. Headteachers **shall not grant any** leave of absence during term time **unless** they consider there to be **exceptional circumstances** relating to the application.

Requesting absences during term time:

- For all leave of absence requests during term time, you will need to complete an application form giving us at least six weeks' notice (except in the case of a genuine family emergency). The forms are available from Reception and should be returned there for the attention of Mrs V Purdy, Office Supervisor & Attendance Coordinator.
- To complete an application form, you must have parental responsibility and be the parent with whom your child usually lives.
- Parents do not have any entitlement to take their child on holiday during term time. Only cases where there are exceptional circumstances will be considered and at the discretion of the Headteacher.
- If your request for leave of absence is refused and your child is still taken out of school, this is an offence and may make you liable to a Fixed Penalty Notice.

Punctuality

Arriving to school on time:

- The first lesson of the day starts at 8.45am and students are expected to be on site before 8.35am so that they can be in their classroom on time, ready to start their day promptly and smoothly.
- We need your support in encouraging your child to be here punctually so that they don't miss valuable lesson time and instructions.

Students who are late:

- If your child arrives to school between 8.45am and 9.15am, they are marked with a late mark ('L') and, if there is no valid reason for the lateness, they will be required to make up the time missed with a Faculty Leader during lunchtime.
- If they arrive after registers close at 9.15am, and there is no valid reason, they are marked with 'U'. This mark will affect their attendance percentage and may trigger a referral to the Attendance, Compliance and Enforcement (ACE) Service.
- Students late to any lessons during the day, without authorisation, are required to make up the time with a Faculty Leader during lunchtime.
- If your child is late to VT (after lunchtime), they will be required to attend a late detention for a minimum of 15 minutes. These detentions are held after-school each Friday (this may vary at the end of a term) by the College Leaders. You will receive a Groupcall message the day before your child is due to attend; please discuss this with them. Your child's Learning Mentor will confirm the expectation that they attend the detention, the number of minutes they will need to attend for, and where to report to.

Students who are persistently late:

- If your child is late to school and/or VT five times, we will send you a letter explaining our concern and informing you that we will be monitoring your child's punctuality for a set period.
- If no improvement is made during this time, your child will be required to attend an interview with the ACE Service.

These procedures are designed to support parents, students, and the school, by providing early intervention. The law requires schools to be open to students for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

If you would like to discuss your child's attendance further, please do not hesitate to contact me.

Yours faithfully



Mrs J Mitchell
Headteacher

Approval and Review

This Policy is reviewed in discussion with staff and governors.

Effective from: October 2014

Approved by:

Review date: October 2016

Review leader: Beth Sharpe, Senior Assistant Headteacher