



Attendance Policy

Last Reviewed	June 2018
Review Period	3 years
Review Due	June 2021

Signed

Date

This policy has been adopted and adapted from the Somerset Learning Platform website:
<mailto:https://slp.somerset.org.uk/>

At West Chinnock and Norton Primary School we want to work with parents and carers to ensure all the children achieve their potential. If they are to do this, it is essential they attend school regularly.

As a parent you can help us by:

- Ringing before 9.15 on the first morning of all absences with the reason and saying when the child will return.
- Arranging dental and doctor's appointments out of school hours as far as possible.
- Keeping us updated daily by telephone or letter if your child has an extended period of absence due to illness.
- Being punctual – the school day starts at 8.50 a.m. If your child arrives after 9.00 am they will be marked as unauthorised late, which is counted as an absence by law.

If a child is sick

Parents/carers must 'phone the school as soon as possible to let the school know their child won't be in that day.

- A brief but accurate description of the reason must be given; this is logged on the school's system in order to explain absence, (eg. Flu, sickness, conjunctivitis, chicken pox, migraine etc.)
- Colds and sniffles are not a reason to keep your child off school.
- If illness is due to sickness or diarrhoea the child must stay away from school for 48 hours after the last episode, depending on how well the child is. We ask that parents do not send children to school who are genuinely sick. However, if they are well, eating and sleeping and all traces of poorliness have gone then they can return.
- If the illness is on-going (ie, more than 4 school days) the school will ask for evidence that parents have consulted a doctor (eg. Prescription for medication)
- For pupils whose attendance is low (below 96%) the school may ask for further proof eg. Medical card or copy medication/prescription on the first day of the child's absence.

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent for another reason. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are: Persistent lateness, going shopping or for a haircut, going for a family day out or a day out because it is your child’s birthday, sleeping in after a late night, unapproved holidays, long weekends, other absence that is not authorised by the school.

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.

Holidays and other absences during term time

Leave of absence during term time for the purpose of a holiday is not a right and will be refused unless there are exceptional circumstances please see reference below.

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013. **Headteachers can only grant leave of absence during term time for exceptional circumstances. All reference to the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance. Forms are attached to this policy and are available from the school office.**

Exceptional leave may include:

- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas
- Parents having to work abroad for a fixed, minimum term period

Any extra time out of school has to be recorded as **unauthorised absence**. Please make every effort to avoid this. Copies of the term dates are in both Federation offices. All Year 6 pupils will take tests (SATs) the week beginning **of May**. It is very important your child is in school on these days.

Somerset County Council (SCC) supports schools:

- In expecting parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer term health and wellbeing.
- In ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school of their child.
- Any unauthorised absence including taking term time leave not agreed with the school, can result in a Penalty Notice being issued to each parent for each child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, they might receive a criminal conviction and a potential fine of up to £1,000

Taking a child on holiday in term time interrupts the learning of the whole class. .

Teachers have to spend time helping children catch up when they return.

Parents should arrange holidays for the 13 week school holiday periods.

Schools are open 190 days which leaves 175 days of the year for a holiday.

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom.

Teachers will not prepare extra work for children who go on holiday in term time.

Please note parents who take their children out of school for 10 consecutive sessions ie. 5 days may be issued with a penalty notice.

NB. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. Penalty notices are issued to each parent, for each child.



**NORTON SUB HAMDON and WEST CHINNOCK
C of E VC CHURCH of ENGLAND PRIMARY SCHOOL FEDERATION**



Request for Family leave in term-time

To the Headteacher of the Norton Sub Hamdon and West Chinnock Schools

I wish to apply for **term time leave for my child**

Exceptional circumstances may include the following:

- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas
- Parents having to work abroad for a fixed, minimum term period

Name(s)	Class(es)

to be authorised as being absent from school

from.....to..... (inclusive dates)

My exceptional circumstances are:

.....

.....

.....

Signed (Parent/Carer) Date.....

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

***NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence.
This may result in a penalty notice being issued or legal action taken for poor attendance.***

**Please note parents who take their children out of school for 10 consecutive sessions ie. 5 days may be issued with a penalty notice.
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NORTON SUB HAMDON and WEST CHINNOCK



APPROVAL LETTER

Dear

Name of Child:

Re: Request for Term Time Leave

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

The leave is from to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature
(Headteacher)

Date

LETTER OF REFUSAL

Dear

Name of Child:

Re: Request for Term Time Leave

You have requested school days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other

Signature
(Headteacher)

Date

Please note parents who take their children out of school for 10 consecutive sessions ie. 5 days may be issued with a penalty notice.

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Penalty Notice to be issued: Yes No