

Exceptional Circumstances (You may be asked to provide written evidence in certain circumstances)	Not Exceptional Circumstances (These are examples of reasons which are not deemed exceptional)
Return of parent from active service (Forces)	Cheaper holiday dates
Death or terminal illness of a parent, step-parent, sibling, grandparent, great grandparents, aunts and uncles	Attendance at a wedding or Christening
Young Carers	Visiting relatives either abroad or in the UK
Disability or Respite Leave	Limitations on parents' leave entitlements / dates

Ad Astra Infant School
Miss Brown - Head of School - 01202 602113
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Young - Pastoral Care - 01202 602113
Canford Heath Infant School
Mrs Palmer - Head of School - 01202 380015
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Lippitt - Pastoral Care - 01202 380015
Canford Heath Junior School
Mr Wilson - Head of School - 01202 676393
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Bates - Pastoral Care - 01202 676393
Haymoor Junior School
Miss Waterhouse - Head of School - 01202 659290
Mrs Specterman - Home Academy Liaison Officer - 01202 380015 / 07555 585139
Mrs Killahena- Pastoral Care - 01202 659290



Attendance Policy and Procedures

Statement of Intent

Our vision is to promote the love of learning in order to maximise the life chances of every child in our Trust. Through nurturing, high expectations and skilled teaching, we will have a lasting and positive impact on our local and wider community.

Under the Equality Act 2010 and the Public Sector Equality which came into force in April 2011, the Trust has due regard, to the need to eliminate discrimination and other conduct, advance of opportunity and to foster good relations.

All our Trust schools are Gold Rights' Respecting schools. By becoming Rights' Respecting schools, we have adopted a coherent values framework which shapes the ethos and curriculum of the school. In our learning, teaching, action and word, we recognise and support the rights of all children, and celebrate diversity. This and our core values of trust, excellence, aspirations, collaboration and honesty underpin our educational provision. This enables us to improve self-esteem, enhance moral and academic development, improve relationships and behaviour, reduce prejudice, and develop global citizenship.

Academic Year 2021/2022

Autumn Term: Thursday 2nd September 2021 - Friday 17th December 2021

Half Term: Monday 25th October - Friday 29th October 2021

Christmas Holiday: Monday 20th December 2021 – Monday 3rd January 2022

Spring Term: Tuesday 4th January 2022– Friday 8th April 2022

Half Term: Monday 21st February – Friday 25th February 2022

Easter Holiday: Friday 11th April – Friday 22nd April 2022

Summer Term: Monday 25th April 2022 to Friday 22nd July 2022

Half Term: Monday 30th May – Friday 3rd June 2022

Summer Holiday: Monday 25th July 2022

Policy reviewed January 2021

Next policy review date January 2022

THANK YOU FOR YOUR SUPPORT



Attendance Policy

We the TEACH Trust want to work with parents and carers to ensure all the children achieve their potential. If they are to do this, it is essential that they attend school regularly. The vast majority of parents send their children in on time every day. This leaflet contains information about school policy, which is in line with the 2013 Department for Education expectations. We expect children at this school to have attendance of **at least 97%**, preferably higher. Attendance Certificates will be awarded in the Autumn, Spring and Summer terms to children achieving 100% attendance.

Keeping you informed

We have a tiered system to monitor any attendance that falls below 100% and poor punctuality. The following letters could be used:

- Concerns about lateness
- Letter of concern (children below 97% attendance)
- Invitation to attend a meeting with the Home/Academy Liaison Officer.
- Notification of referral to the BCP Council 5-19 Services.

Please contact us if you have any concerns about attendance or punctuality. We will also contact you if your child is absent and you have not made contact with the school or is late after the registers are officially closed.

Lateness

If a child is late, they **must** report to the office, so that the registers can be updated.

- INFANT SCHOOLS - If your child arrives after 8.50am and before 9.00am they will be marked as late. If your child arrives after 9.00am, they will be marked as unauthorised late, which is recorded as an unauthorised absence by law.

- JUNIOR SCHOOLS - If your child arrives after 8.40am and before 8.50am they will be marked as late. If your child arrives after 8.50am, they will be marked as unauthorised late, which is recorded as an unauthorised absence by law.

Absence

If your child is not at school, we have a legal responsibility to find out the reason. We require a quick phone call to the office before 9.00am on each day of the absence irrespective of the reason. A specific reason must be given for the absence. It needs to be a reason that is significant and acceptable to the Home/Academy Liaison Officer. We may need to record the absence as unauthorised, if the reason is not considered acceptable. It is always the school's decision as to whether the absence is recorded as authorised or unauthorised in the school register. For safeguarding reasons, if we do not hear from you on the day of your child's absence, we will repeatedly try to contact you by telephone/text message. If we are unable to secure a reason for your child's absence, a home visit may take place to check on his/her welfare.

Appointments during the day

Please try to avoid arranging appointments for your child during the school day. However, if you are unable to avoid this, please telephone or send a note giving details of the appointment. When collecting your child, please bring a copy of the appointment card or appointment letter. Your child should only be taken out of school for their own appointment—not because another family member or person has an appointment. This includes collecting your child early so you can attend an appointment for someone else.

Leave during term time

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The back of this booklet gives examples of reasons which are deemed exceptional and not exceptional, to help you. There is now no such thing as a 'Holiday Request Form'. Prior to making arrangements, requesting Leave of Absence must be done in writing to the Headteacher, but will only be considered under **exceptional circumstances**. TEACH Trust will only consider requests for Leave of Absence when **the request is made by the parent/carers with whom the pupil normally resides**. If leave of absence is taken without authorisation, it will be recorded as unauthorised absence. Parents may also be subject to a Fixed Penalty Fine by the BCP Council Children's Services, Inclusion and Family Services. Persistent unauthorised leave of absence may also result in prosecution for non school attendance. Parents will not have the opportunity to discuss any Fixed Penalty Notice for unauthorised leave of absence in term time, with the BCP Council, once it has been issued. Any queries or discussions should be had prior to, or at the time of, requesting the Leave of Absence. TEACH Trust does not benefit from monies paid to the Council for Fixed Penalty Notice fines.

The Law

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine (£60) which is issued under the BCP Council's Code of Conduct and is payable to the local authority. Following amendments to regulations, which came into effect on 01/09/2013, **each parent will be fined £120, reduced to £60 if paid within 21 days, for each for each child if the parents allow the child to take unauthorised leave within term time**. The regulations make it clear that the Headteacher may only grant leave of absence in term time under **"exceptional circumstances"**.

The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who, although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

What is Authorised Absence?

These are examples of absences we are allowed to authorise, at the school's discretion:

- Absence due to illness or medical treatment
- Absence for approved educational or sporting activities
- Absence for family bereavement or approved public performance
- Absence for approved days of religious observance

Why is regular attendance so vital?

There is a clear link between poor attendance at school and low achievement.

Government figures show that:

- ☒ Of pupils who fall below 50% attendance, only 3% will achieve 5 A-C grades at GCSE (including maths and English)
- ☒ Of pupils in the 80%-90% range, only 35% will achieve 5 A-C grades at GCSE (including maths and English)
- ☒ Of pupils below 95%, only 73% will achieve 5 A-C grades at GCSE (including maths and English)