



HORBURY BRIDGE CE J&I ACADEMY

ATTENDANCE AND ABSENCE POLICY AND PROCEDURE

Value Statement

Children need to attend school regularly and punctually to benefit from their education and ensure they can fulfil their potential. We expect that children attend regularly and punctually so that they do not miss out unnecessarily on their education. Parents have a legal responsibility to work with the academy to ensure this.

CURRENT POLICY

- Department for Education (DfE) attendance legislation applies to children of statutory school age (5years old). In order to promote good attendance and to ensure safeguarding of all children, the Attendance and Absence Policy and Procedures apply to all children attending the Academy but in being implemented, will take account of whether a child is of statutory school age or not.
- All staff are responsible for being aware of children's different emotional and academic needs and for ensuring that the learning offered to children is fun, enjoyable and irresistible: the simplest way to encourage good attendance
- The class teacher ensures the attendance register is taken at the start of the morning and afternoon sessions
- National codes are used to record and monitor attendance and absence in a consistent way which complies with the regulations. (Department for Education: Advice on School Attendance Nov 2013)
- At Horbury Bridge, registers are closed at 9.30am. Any child arriving after this time will be marked as absent. Children arriving after the end of class registration i.e. when registers are at the office, but before 9.30am, will be considered as arriving late.
- If a child is repeatedly late, we will contact parents to discuss any reasons for this and to offer any advice and support that can overcome this.
- We operate a first day response to ensure the safeguarding of all children. On the first day of any absence, parents will be contacted if they have not informed school of the absence by 10.00am.
- In line with DfE legislation, any leave of absence in term time can only be authorised in 'exceptional circumstances', taking into account the nature of the event and specific circumstances. **DfE guidance is that family holidays are not a reason for such authorisation.** Parents must seek authorisation for this in advance through completion of a 'Request for absence during term time' form (See Appendix 1) and each case will be judged individually.
- A Local Authority licence is required alongside any request for leave of absence for a child to take part in a performance.



- Extended leave of absence is not authorised unless there are exceptional and specific justifications supported by evidence e.g. to retain residency/passport rights in another country. Evidence shows that extended absence from schools can be damaging. It can result in insufficient coverage of the National Curriculum and children failing to achieve the expected levels.
- No leave of absence will be authorised for Y6 children during SATs week.
- Where possible, all medical and dental appointments should be made for out of school hours. If this is not possible, children should attend for as much of each session of the day as is possible
- Attendance figures are reported to governors half termly. The governors use this information to inform and review their policy and decisions.

Penalty Notices

- Where a child's attendance falls below 90%, this is classed as 'Persistent Absence' which will be investigated further. Unless there are justifiable circumstances for this e.g. a medical condition, then the Academy will consider the use of legal powers to address this attendance.
- The Academy has legal powers to implement parent contracts and instigate proceedings which may result in penalty notices being issued. These will only be considered when all efforts to support parents in carrying out their duties of ensuring good attendance, have failed, or where parents do not cooperate with this.
- The Academy may also refer any persistent poor or unauthorised attendance to the Local Authority who can decide whether or not to prosecute for poor attendance.

Monitoring Attendance

- The academy will monitor attendance and update parents every half term.

Parent Responsibilities

- Inform the office if there is an unavoidable reason for a child being late
- Inform school on the first day of any unexpected absence
- Inform school and gain any authorisation in advance of any planned absence due to exceptional circumstances



APPENDIX 1

REQUEST FOR ABSENCE IN TERM TIME DUE TO EXCEPTIONAL CIRCUMSTANCES

The Department for Education (DFE) state that schools can only approve absence in term time if they consider that there are 'exceptional circumstances' that warrant this.

Please note that family holidays are not defined as 'exceptional circumstances'.

The policy of the Governing Body of Horbury Bridge J&I Academy follows DfE guidance that such '**exceptional circumstances**' will be considered on an **individual basis** and authorisation and length of absence is at the Headteacher's discretion.

Any leave of absence in term time must be requested by completing this form in advance.

Name of Child/Children	
Dates of leave of absence requested	
Total Days Absent from School	

Exceptional Circumstances for Request: (attach additional sheet if required)

Signed _____ Date _____

Name: _____

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Name of child/children _____

_____ Days Authorised by _____ Date _____

(No leave of absence during Year 6 SATS week will be authorised for Year 6 Children.)

Reviewed February 2016