

# **Bramingham Primary School**



## **Attendance & Term Time Leave of Absence Policy**

**Reviewed: March 2017**

## **Attendance & Term Time Leave of Absence Policy**

### **Attendance**

We believe that we should encourage children to develop good habits of punctuality and regular attendance. To assist in this, a weekly trophy is awarded to the class with the best attendance. Certificates for 100% attendance are awarded annually to individual pupils.

The school day begins at 9.00am, parents may bring children to the classrooms from 8.45am. The bell will ring at 8.45am, again at 8.55am and at 9.00am. This last bell will signify the closing of registers. Parents are encouraged to leave the classroom by 8.55am at the latest so that registers can be called. If children arrive after the bell has rung they are deemed to be late. The total number of lates and unauthorised absences will be recorded on each pupil's annual report.

### **Absences**

All absences must be accounted for by the child's parent/guardian. The school operates a First Day Calling system for reporting pupil absences (other than previously agreed absence). Please note that failure to contact the school may result in an unauthorised absence being recorded for a child.

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. The amendments remove references to 'holiday' from school and ex-tended leave of absence as well as the statutory threshold of ten school days. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

### **Leave of absence will not be authorised in the following circumstances:**

- Pupil's attendance is less than 97% in the current and previous academic years
- During SATs or other public examination years
- In a transition year
- At the beginning of any academic year
- Retrospectively
- If there are any other academic concerns such as poor punctuality, pupils ability to catch up on the work missed etc
- If leave of absence has already been taken in the same school year

### **We will also take into account the following:**

The pupil's general absence/attendance record, e.g. unauthorised absence

- Proximity of SATs and public examinations
- Amount of time requested
- Age of the pupil
- Length of the proposed leave
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity; and
- When the request was made

### **Applications for Leave of absence**

Requests must be made in advance or the absence cannot legally be authorised. All requests must be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not.

**If leave is granted and you are travelling abroad you will need to supply us with confirmation of your return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

**Where a parent/carers has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, Luton Local Authority will issue a Penalty Notice. In these circumstances a warning will not be given.** Penalty Notices are per parent, per child as appropriate, so if there are 2 parents both will need to pay the fine. From 1 September 2013 penalty notices will need to be paid within 21 days at £60 or £120 within 28 days. Unpaid Penalty Notices will result in prosecution for the absence in the magistrate's court.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision to impose a penalty for this.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may prevent you from receiving unauthorised absence for your child and being fined if they are unable to return on the date expected. Each case will be assessed individually

and medical evidence from abroad will not be accepted routinely as evidence that a pupil was unable to attend school.

## **Roll Removal**

*A Pupil can be removed from roll in either of these circumstances:*

- If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return then the school may remove your child from the school roll and notify the Local Authority accordingly.
- Or, if your child has 20 days continuous unauthorised absence.

## **Term Time Leave of Absence Request Form**

*(This should be completed before booking any travel arrangements)*

Dear Parent

Thank you for your request for term time leave of absence. Please ensure you have read and understand the schools Term Time Leave of Absence Policy.

### **To be completed by the Parent**

Pupil's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request From \_\_\_\_ / \_\_\_\_ /201\_ To \_\_\_\_ / \_\_\_\_ /201\_

Reason for application \_\_\_\_\_  
\_\_\_\_\_

### **1st Parent details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

Date of application \_\_\_\_ / \_\_\_\_ /201\_

### **2nd Parent details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

### **I have read the schools leave of absence policy document**

Name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

### **For any leave, the following must be completed**

Travelling abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Proof of return date *(tickets/e mail etc)* to be provided \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Current attendance (must be at least 97%) \_\_\_\_\_ No of term days requested  
\_\_\_\_\_

Previous attendance (must be at least 97%) \_\_\_\_\_

**SATs Year** Yes ☐ No ☐

**Leave requested for the beginning of an academic year (September)**

Yes ☐ No ☐

If the child has had previous term time leave, please state dates and number of days taken

\_\_\_\_\_

Schools decision: **AUTHORISED / UNAUTHORISED** (please delete as applicable)

Reasons for school's decision \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Letter sent to parent on

\_\_\_\_\_