

<b>Document Title</b>	<b>MLT Attendance Policy</b>
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	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

### Summary of Changes from Previous Version

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note/Summary of Revisions</b>
V1	October 2022	DHO	New policy – Fully revised in line with latest guidance.
V2	November 2023	DJA	Academy specific updates e.g. staff details

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## 1.AIMS

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure students have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

Each Academy within the Maltby Learning Trust (MLT) encourages 100% attendance and punctuality for all students. The Trust expects all students to attend regularly and arrive at lessons on time, in order to take full advantage and access the full-time educational opportunities they are entitled to. The expectation is that parents/carers will ensure that their child or young person arrives at the Academy on time every day and supports the MLT policies and procedures regarding attendance and punctuality.

In order to achieve excellent attendance, MLT Academies provide welcoming, safe and secure environments where students feel valued. In addition, each Academy works hard to create a stimulating and accessible curriculum with high quality teaching for every student, together with a wide range of extra-curricular activities. Attendance is inevitably bound up within the ethos of MLT Academies and the networks of relationships that exist within it.

Any absence affects the pattern of a child or young person's schooling, and regular absence equates to significant lost learning time which will seriously affect their learning and progress. Any child or young person's absence also disrupts teaching routines and so may affect the learning of others in the same class. Ensuring children and young people attend regularly at school is a parent/carer's legal responsibility. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## SAFEGUARDING

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each student is everyone's responsibility and within the context of our school, promoting the welfare and life opportunities for a child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the curriculum
- Anti-bullying.

Failing to attend our school on a regular basis will be considered as a safeguarding matter.

## 2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. ROLES AND RESPONSIBILITIES

### THE LOCAL GOVERNANCE COMMITTEE

The Local Governance Committee is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the Principal to account for the implementation of this policy.

### THE PRINCIPAL

The Principal is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff with monitoring the attendance of individual students. Ensuring all staff understand their role in delivering good attendance and punctuality, and in reducing absence including persistent absence.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

### THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE

The designated Senior Leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.

- Having an oversight of data analysis.
- Provide regular attendance monitoring by Attendance Officers in conjunction with Pastoral, Inclusion and Safeguarding Teams, including acting early to address patterns of absence.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents/carers to discuss attendance issues.
- Delivering targeted intervention and support to students and families.
- Ensuring students with good and rapidly improving attendance and/or punctuality are recognised and rewarded.
- Ensuring students with poor attendance and/or punctuality are investigated through Academy referral procedures and challenged through Academy and Local Authority sanctions.
- Ensuring parent/carers are supported to perform their legal duty to ensure their children of compulsory school age attend regularly and are punctual in attending at the start of the school day and in secondary Academies, at the start of each lesson.
- Ensuring students and their parent/carers are made aware of the importance of good attendance and punctuality and are informed of the consequences when it is not. Give parent/carers details on attendance through the website and the Academy app.
- Reporting to parent/carers regularly on how their child is performing in the Academy, what their attendance and punctuality rates are and how these relate to their attainment, progress and Academy target.
- Celebrating good attendance by displaying individual and class achievements.
- Rewarding good or improving attendance through year group, House, class competitions, certificates and commendations.
- Running promotional events when parents/carers, students and staff can work together on raising attendance levels across the Academy.

The designated Senior Leader responsible for attendance is Mrs Berry and can be contacted via 01709 812848 info@maltbyredwood.com

## THE ATTENDANCE TEAM

The Attendance Team is responsible for:

- Carefully monitoring the attendance and punctuality of all students.
- Identifying any attendance problems and students who are at risk of persistent absence.
- Liaising closely with pastoral, inclusion and/or safeguarding staff as well as the Principal to support attendance and punctuality initiatives. Working with Education Welfare officers to tackle persistent absence.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated Senior Leader responsible for attendance and the Principal.
- Ensuring class teachers and/or Form Tutors liaise proactively with the Attendance team to help identify and address attendance issues.
- Taking relevant action where attendance is a cause for concern e.g. telephone parent/carers to discuss the problem, make home visits, organise meetings with parents/carers to decide on the appropriate intervention.
- Pursuing enforcement action where no significant improvement has been made to attendance, as required by the 'Attendance Matters Pathway for Schools' (**see Appendix 1.1 and 1.2**). This is the process agreed by the Local Authority and all Rotherham and Doncaster schools to address irregular or non-school attendance.
- Advising the Principal (authorised by the Principal) when to issue fixed-penalty notices.

- On discovering truancy, the Academy will inform the student's parent/carers and Tutor the same day and ensure appropriate sanctions are applied.

The Attendance Officer is Mrs Hinch and can be contacted via telephone 01709 812848 / email [info@maltbyredwood.com](mailto:info@maltbyredwood.com)

## TEACHING STAFF

Teaching staff are responsible for:

- Monitoring the class attendance and report any cause for concern to the Attendance Officer, SLT staff member or the Principal.
- Having frequent discussions with students about the importance of regular attendance and punctuality.
- Supporting students who have been absent in making up missed work.

NB. Subject teachers in secondary Academies will follow up suspicious absences by informing the Tutor and Pastoral teams of any discrepancies immediately. They query persistent or frequent absences with the Tutor to ensure that it is not 'selective truancy'.

## SCHOOL ADMINISTRATION/OFFICE STAFF

School Administration/Office staff will:

- Take calls from parent/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parent/carers to the Head of Year/Pastoral lead in order to provide them with more detailed support on attendance.

## PARENT/CARERS

Parent/Carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day. Wherever possible the student will be expected to attend school before and/or after the appointment.

Parents/Carers have a legal duty to send their children to school regularly and risk prosecution if they fail in this duty. Only the Academy, within the context of the law, can approve absence. Parents/Carers cannot approve absence.

## STUDENTS

Students are expected to:

- Ensure that they arrive promptly, attend all morning and afternoon sessions and timetabled lessons punctually.
- Sign out at Student Reception and obtain an 'Authorised Absence' slip, which gives proof of their authorisation to be off-site.
- Stay on the Academy site – Students may not leave the Academy premises during lunchtime. Note extensive 'Active Lunchtime' provision and a number of healthy eating outlets are provided.
- Discuss promptly with the Attendance Team any problems that may affect their attendance.
- Attend school appropriately prepared for the day.
- Sign in and out of the premises via the central entry/exit system (Sixth Form only).

NB. Permission to leave the site will normally only be given for fixed term exclusion, or authorised medical/dental appointments.

## 4. RECORDING ATTENDANCE

### ATTENDANCE REGISTER

The Academy will keep an attendance register and place all students onto this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

Registers are legal documents and must be taken clearly and accurately, using the correct symbols/codes. See **Appendix 2** for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a student is attending an approved educational activity.
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

The Academy will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive at school by 8.40 am on each school day.

The register for the first session for all students will be taken at 8.45 am and will be kept open until 8.50 am. The register for the EYFS second session will be taken at 1.30 pm and will be kept open until 12.35 pm. The register for the KS1/2 second session will be taken at 1.00 pm and will be kept open until 1.05 pm.

## UNPLANNED ABSENCE

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the school office, giving a reason for the absence and a date when the child or young person is expected to return. Parents/carers should contact the Academy on each subsequent day of absence.

The Academy will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parents/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If the absence involves physical injury, with implications upon the student's return to the Academy, a risk assessment will be carried out by the SENDCO for each specific case.

Illness during the school day:

- If a student becomes genuinely unwell during the day, they will be sent to Reception by the class teacher (Primary Academies) or by their Teacher/Pastoral Manager (Secondary Academies). Students should not contact parents/carers directly.
- Staff will then assess the illness and make decisions about whether parents/carers need to be informed and whether a student will be sent home, wait and/or return to class.
- No student should leave the Academy premises for such arising medical reasons without staff permission (based on whether contact has been made with a parent/carer at home).
- In the event of a student being genuinely unwell and unable to continue with the Academy day, contact will be made with the parent/carer. In the interest of safeguarding students' arrangements will be made for the student to be collected by a parent/carer or another nominated family member.
- Appropriate first aid will be administered where deemed necessary by a trained First Aider.

## PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. The Academy may request evidence of the appointments.

See Appendix 3 which details how parents/carers should request a leave of absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

## LATENESS AND PUNCTUALITY

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

Students arriving after registration time will receive a late mark (L) in the register. If a student is going to be late, parent/carers have a responsibility to inform the Academy of their child's lateness by telephone.

Registers close at 8.50am:

- Secondary - Students arriving after this time must report to the Attendance office.
- Primary - Students arriving after this time must report to Reception to be marked present and order lunch.

A text message will be sent to parent/carers before 10.00 am, indicating lateness or absence if no contact has been made by parent/carers to explain this.

Ultimately, the parent/carer of a child or young person who frequently arrives late at school can be prosecuted in the Magistrates Court under the Education Act 1996 for failing to ensure their child attends regularly.

## FOLLOWING UP UNEXPLAINED ABSENCE

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school will conduct a home visit.
- Identify whether the absence is approved or not.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare officer.

## REPORTING TO PARENTS/CARERS

The school will regularly inform parent/carers about their child's attendance and absence levels via termly written reports.

## 5. AUTHORISED AND UNAUTHORISED ABSENCE

### APPROVAL FOR TERM-TIME ABSENCE

The Principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form – **see Appendix 4**. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents/carers religious body to confirm whether the day is set apart.
- Family funeral.
- Emergencies and other avoidable causes.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

### LEGAL SANCTIONS – FIXED PENALTY NOTICE

The Academy or Local Authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a Principal, Local Authority Officer or the Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holiday taken in term time without permission.
- Where an excluded student is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## UNAUTHORISED ABSENCE

**Unauthorised absences** are those which Maltby Learning Trust does not consider reasonable and for which no "leave" has been given. This includes:

- Parent/carer's keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which have never been properly explained.
- Students who arrive at school too late to get a mark in the register.
- Shopping.
- Looking after other children.
- Birthdays.
- Day trips and holidays in term time.
- Excessive, prolonged or repeated patterns for absence due to illness without medical evidence/ confirmation from a GP or other healthcare professional.
- Waiting for a delivery.
- Taking or collecting a relative to/from the airport.
- Sleeping in after a late night.
- Parent/carer's illness.

## LEGAL SANCTION - PROSECUTION FOR PERSISTENT ABSENTEEISM

**Persistent Absenteeism (PA)** - A student becomes a 'persistent absentee' when their attendance falls to 90% or below for whatever reason. Absence at this level will cause considerable damage to any child or young person's educational prospects and the fullest support and co-operation is needed from parent/carers to tackle this.

Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority; parents/carers will be informed of this immediately and remedial action will be taken.

Reducing unauthorised absence from school is a key priority nationally and locally because missing school damages a student's attainment levels, disrupts school routines and the learning of others.

Truancing can also leave a student vulnerable to anti-social behaviour and youth crime.

Under existing legislation, parents/carers commit an offence if a child or young person fails to attend school regularly and the absences are classed as unauthorised (absences without a valid

reason). Parents/carers are legally responsible for making sure their child attends regularly and punctually. This applies even if children are missing school without the knowledge of their parent/carer.

In line with the Local Authority 'Attendance Matters Pathway for Schools' (**see Appendix 1.1 or 1.2**), parents/carers can be prosecuted; fined up to £2,500 and/or imprisoned for failing to ensure that their child or young person attends school regularly and punctually. Alternatively, the Local Authority may supervise a family for at least a year or until attendance improves to a satisfactory level, under the terms of an Education Supervision Order.

## 6. STRATEGIES FOR PROMOTING ATTENDANCE

See **Appendix 5** for the Academy's strategies for promoting attendance.

## 7. ATTENDANCE MONITORING

### MONITORING ATTENDANCE

The school will:

- Monitor attendance and absence data daily, half-termly, termly and yearly across the school and at an individual student level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Student-level absence data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the Local Governance Committee.

### ANALYSING ATTENDANCE

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

All teachers should look out for any patterns in absence and investigate or report their concerns to the Attendance Team and/or Pastoral Teams as appropriate. If a student's attendance level drops below 92% the cause will be investigated by the Academy Attendance Team who will liaise with parents/carers.

As well as liaising with parents/carers, the Attendance Team reports concerns about attendance to the Principal and advises when fixed penalty notices should be issued. The Principal is responsible for ensuring the Attendance Policy is implemented consistently across the school and reporting to

the Local Governance Committee (LGC). The LGC are responsible for monitoring attendance data for the Academy on at least a termly basis.

## USING DATA TO IMPROVE ATTENDANCE

The school will:

- Provide regular attendance reports to class teachers/form tutors, and other school leaders, to facilitate discussions with students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of students who the school (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

## MONITORING ATTENDANCE AND PUNCTUALITY AT OFF SITE PROVISION

Where students attend external provision, weekly registration certificates are received from the external providers. These are monitored and any concerns reported to the Attendance Team/Senior Leadership Team.

## 8. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every 2 years by Mrs Berry / Principal. At every review, the policy will be approved by the Chief Executive Officer.

## 9. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding Policy.
- Behaviour Policy.
- Supporting Students with Medical Conditions Policy.
- Children with Health Needs who Cannot Attend School.

## APPENDIX 1.1

Rotherham Pathway

## APPENDIX 1.2

Doncaster Pathway

## APPENDIX 2: ATTENDANCE CODES

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Student has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a student will be absent due to illness
<b>M</b>	Medical/dental appointment	Student is at a medical or dental appointment
<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 student is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Student from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Student is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for student's absence
<b>U</b>	Arrival after registration	Student arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Student at non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody

<b>Z</b>	Student not on admission register	Register set up but student has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## APPENDIX 3 REQUESTING LEAVE OF ABSENCE

1. In the Education (Student Registration) Regulations 2006, Regulation 7 (paragraphs 3 & 4) states:

“A student may be granted leave of absence from the school to enable him/her to go away on holiday where an application has been made in advance by a parent with whom the student normally resides and the Head Teacher considers that leave of absence should be granted due to the special circumstances relating to that application. Even in exceptional circumstances, a student shall not be granted more than ten school days’ leave of absence in any school year.”

2. Further advice from the Department for Education states that:

- Parents should avoid term-time holidays whenever possible. Schools should encourage parents to avoid term-time holidays whenever possible.
- Only designated personnel at a school may authorise absence from the school. They can only approve absence for family holidays if they consider that there are special reasons which warrant the holiday. Parents may not authorise absence.
- Schools are not obliged to agree to family holidays in term-time. All applications will be considered on their merits in the light of the need to maintain continuity of learning.
- Holiday prices and the fact that parents have booked a holiday before checking with the school are not special reasons. Only in exceptional circumstances will a child be allowed the maximum allowance of ten school days in a school year regardless of the number of holidays taken.
- No parent can demand leave of absence for the purpose of a family holiday by right.
- Ten days’ absence for a family holiday can result in students with poor attendance becoming persistent absentees.

3. Please ensure that you provide full and accurate information to the school to enable them to assess your application. Incomplete forms and information not consistent with that already held by the school will certainly delay the decision and may result in the rejection of your request.
4. Your request will be considered as outlined as above and, if it is not agreed by the school, the leave of absence for your child(ren) will not be granted. If leave is taken without agreement, it will be regarded as unauthorised absence.
5. If the leave of absence is unauthorised and you still take your child out of school a referral can be made to the Education Welfare Service who under the Anti-Social Behaviour Act 2003 can issue a Fixed Penalty Notice. Penalty Notices are £60 per parent per child if paid within 21 days and will automatically increase to £120 up to 28 days. Failure to pay will result in prosecution in the Magistrates Court.
6. Please contact the school office for a link to the Leave of Absence Request Form.

#### APPENDIX 4 – LEAVE OF ABSENCE REQUEST FORM

<https://forms.office.com/Pages/ResponsePage.aspx?id=RCH8FHWxYEaO1ZbPgVctRrNDafCKHh1IhyzOvbSupGpUMTVJV1NYRVBFMFpGQU9EMDhWVkJIVE84Ui4u>

#### APPENDIX 5 – STRATEGIES FOR PROMOTING GOOD ATTENDANCE

Weekly		
Planner –	Sticker on the planner for each full week's attendance with no lates – where a child doesn't attend for the full week with no lates the star is left blank.	Name gets put in the weekly prize draw.
Always on Time	Children get an 'always on time' sticker each full week they are on time.	'Always on Time' sticker.
Weekly Draw –	Children with a full week's attendance and no lates get their name in a draw for the weekly prize. This is done through a bulk name download into an excel Spreadsheet. The google random number generator is then used (google random number generator and enter the range) to identify a child from their number on the list.	Weekly £10 Amazon Voucher
Class Attendance Award	Given for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> placed weekly attendance.	Bronze/Silver/Gold Certificates 1 prize F2-Y6

Class Attendance 100%	Only awarded If a class gets 100% week's attendance.	Special Certificate awarded and class gets the 100% door medal for the following week.
Half Termly		
100% Half Term Attendance	All pupils who have 100% HT attendance	Certificate awarded
100% Half Term Attendance Draw	Pupils who have 100% attendance for the HT are entered into a draw - This is done through a bulk name download into an excel Spreadsheet. The google random number generator is then used (google random number generator and enter the range) to identify a child from their number on the list.	2 <sup>nd</sup> Prize – Attendance Ted (1x F2-Y3/1x Y3-Y6)  1 <sup>st</sup> Prize (F2 – Y6) - £50 Amazon Voucher
Termly		
100% Term Attendance	All pupils who have 100% term's attendance	Certificate Awarded Branded Pencil/Rubber/Bookmark awarded
End of Year		
100% year's Attendance	All pupils who have 100%	Exclusive cinema screening