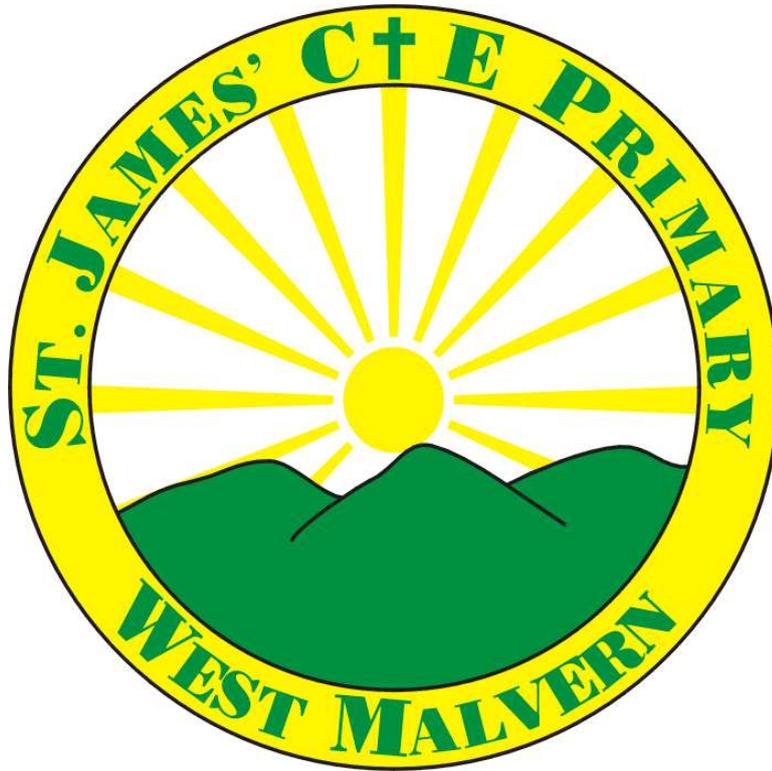


# St. James' CE Primary School



Learning Together: Caring Together

## Attendance and Leave of Absence Policy

Policy Reviewed: September 2017

Date Approved by Governing: 12<sup>th</sup> September 2017

Review Date: September 2019

## **St. James' CE Primary School**

### **Attendance and Leave of Absence Policy**

For children to make the most of the school experience at St. James' it is important that attendance is regular and sustained. It is our duty to monitor attendance and be assured of the reason for any child to be out of school. Regular reports are made to the Governing Body and the Local Authority regarding attendance. This policy sets out clear guidelines for the management of pupil attendance and absence at St. James' Primary School.

#### **Attendance**

Children should be in school by **8.55am** each morning. The door is closed at **9.00am** and any children arriving after this time should report to the school office. Any children arriving in school after **9.10am** will be marked as late.

Medical appointments during school hours require a note or adult verbal message to the class teacher or school office. Children should be signed out of the appropriate book in the entrance lobby. A child sent home due to illness will be signed out and the absence authorised for the remainder of the day.

Absence due to illness should be reported by parents or carers telephoning school as early as possible stating the nature of the illness, or by use of the online notification form accessible on the school website. Children absent from the class at the close of registration should be reported by the Class Teacher to the School Administrator. She will mark the register with an 'I' if the absence is due to illness or 'M' if due to medical reasons. Staff will contact parents and carers when the reason for absence is unknown to investigate.

#### **Leave in Term Time**

This policy supports new legislation, which makes it clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. **There is no automatic right to any leave or holiday in term time.**

Applications for Leave of Absence must be made in writing and sent to school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangement before receiving the school's decision on their request. In any event the request must be received by the school **at least four weeks** before the departure date, to allow sufficient time for appropriate consideration by the Headteacher and Governors if necessary.

Each case will be considered individually on its own merits and will take account of:

- the **exceptional** circumstances that have given rise to the request;
- the age of the child;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;
- the nature of the trip and whether it is likely to be a rare event in the life of the child;
- whether the child is due to take SAT's (please note they will not normally be granted leave of absence);

~~whether the occupation of parents means it is impossible to take time off during school holidays.~~

Parents/carers will be notified in writing as to whether their request has been granted or not. Should the decision be taken not to grant the leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised. The absence may be subject to a Holiday Penalty Notice Fine of £60 per parent per child. This fine can increase to £130 if not paid within 21 days. Failure to pay the fine within the period of 22 to 28 days may lead to legal proceedings.

This policy replaces the previous Attendance Policy and reflects changes to legislation.