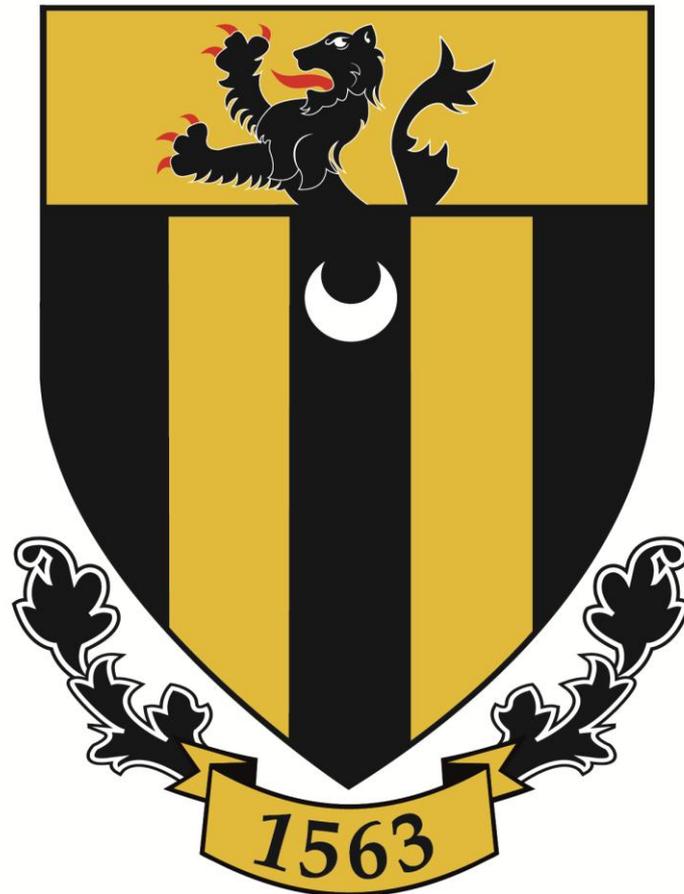


# Sir Roger Manwood's School



## Attendance and Absence Policy

Date of Approval: July 2017

Date of Next Review: July 2020

## Overview

Sir Roger Manwood’s School is committed to the continuous raising of achievement of all its students. Regular attendance is critical if they are to achieve their full potential, and benefit from the opportunities presented to them whether in Year 7 or the Sixth Form. Therefore, governors, the Head Teacher and staff, in partnership with parents, have a duty to promote good attendance.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the absence was:

- authorised by the school
- due to sickness or an unavoidable cause (the sickness or unavoidable cause must relate to the child, not a parent or a sibling)
- due to religious observance
- due to a failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head Teacher may authorise planned absence in **exceptional** circumstances but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher’s decision is final.

Regular and punctual attendance at school is both a legal requirement and an essential element for students to maximise their educational opportunities and learning. As was clarified by the Supreme Court’s ruling on Isle of Wight Council v Plath (6 April 2017) ‘regular’ does not mean ‘evenly spaced’ or ‘sufficiently often’ but ‘in accordance with attendance rules’ i.e. **to attend for the whole day, on every day the school is open to pupils**. This means that if a non-ill child is taken out of school in term time either without requesting a leave of absence or when a leave of absence is denied, the period of absence will be unauthorised and the child in question will be deemed to have failed to attend school regularly.

If no explanation for a student’s unplanned absence is received in writing from a parent (whether for a Sixth Former or Y7 to Y11 student) within 7 days of the absence, the absence will be recorded as unauthorised.

## The School Day

<b>Mondays to Thursdays</b> 8.40am to 9.00am: registration/assembly 9.00am to 10.00am: period 1 10.00am to 11.00am: period 2 11.00am to 11.25am: break 11.25am to 12.25pm: period 3 12.25pm to 1.25pm: period 4 1.25pm to 2.10pm: lunch 2.10pm to 2.20pm: registration 2.20pm to 3.20pm: period 5	<b>Fridays</b> 8.40am to 9.00am: registration 9.00am to 10.00am: period 1 10.00am to 11.00am: period 2 11.00am to 11.25am: break 11.25am to 12.25pm: period 3 12.25pm to 12.50pm: lunch 12.50pm to 12.55pm: registration 12.55pm to 1.55pm: period 4 NB. The School will stay open to 3.20pm but unless under direct staff supervision, students may only be in the Library, IT room or Canteen.
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## Student Responsibility

The register is taken at 8.40 am and 2.10 pm. Students arriving after these times, whether in Sixth Form or a lower year group, must enter school by the main entrance and report to Reception where their name and reason for lateness will be recorded. The pupil will be marked as late.

Frequent lateness, as well as poor attendance, will be discussed with parents and referral to the Family Liaison Officer (FLO) and/or Education Welfare Officer (EWO) can be made for either reason. Both can also provide grounds for prosecution or the issuing of a Penalty Notice.

## Parental Responsibility

Parents have a legal duty to ensure that their child/ren attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education.

Frequent lateness, as well as poor attendance, will be discussed with parents and referral to the Education Welfare Officer (EWO) can be made for either reason. Both can also provide grounds for prosecution or the issuing of a Penalty Notice.

### Unplanned Absences

It is a parents' responsibility to contact the school every day their child is absent. This is a safeguarding issue so that all parties know the child is safe.

A parent must either write in (with their signature on the note) or telephone the Attendance Officer to explain a student's absence. If no explanation for a student's absence is received within 7 days of the absence, the absence will be recorded as unauthorised.

It should be noted that a letter or telephone message from a parent does not in itself authorise an absence – the final decision as to whether or not any absence is to be authorised lies with the Head Teacher, and they are not obliged to accept a parent's explanation. If an absence is not authorised, parents will be notified.

The following reasons are examples of unplanned absence that will not be authorised:

- Persistent non-specific illness
- Absence due to a sibling being ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school term dates

### Planned Absences

Parents must apply in writing for any absence that is known about in advance for it to be authorised e.g. orthodontist appointments, funerals, weddings, etc. As with unplanned absences, only the Head Teacher can authorise absence.

In September 2013 the Department for Education amended the Pupil Registration Regulations, removing a Head Teacher's ability to authorise absence for the purpose of a family holiday. Consequently, requests for holidays in term time will not be authorised unless there are **exceptional** circumstances. If the absence is not authorised and the holiday is taken anyway, the case may be referred to the KCC Attendance Service who could issue a Penalty Notice.

The following are examples of planned absence that will not be authorised:

- family holidays, including those booked due to a confusion over school term dates
- shopping trips
- treats for birthdays
- medical or dental appointments of more than half a day (unless for a good reason)

## School Responsibility

Marking attendance registers twice daily is a legal requirement (The Education (Pupil Registration) (England) Regulations 2006). Tutors complete a register at the beginning of each morning and once during the afternoon session, marking pupils present, absent or late.

The School's Attendance Officer will:

- Check that attendance and lateness records are up to date, and chase tutors if they are not
- Contact parents on the first day of absence if no reason for absence has been provided
- Send letters to parents, if parents have not contacted the school, requesting reasons for absence (with a seven day reply deadline before the absence is deemed unauthorised),
- Enter the appropriate attendance code into the register, where appropriate
- Print off half termly the latest attendance and missing marks reports for tutors and Heads of Year

Tutors and Heads of Year will follow up absences, including contacting parents when necessary. Heads of Year will inform the member of SLT with responsibility for pastoral matters if there has been no improvement in attendance. If, despite their involvement, there is still no improvement, the Head Teacher will be informed and a referral to the KCC Attendance Service made if appropriate.

Where a child is missing from education (i.e. a family has notified the school that they are leaving the School but no Common Transfer Form or pupil file has been requested by another school, or, the whereabouts of a child is known but the school is unable to contact them despite repeated attempts) KCC guidance will be followed, and a Child Missing from Education referral made. However, no child will be removed from the school roll without consultation between the School and the Inclusion and Attendance Service.

# Leave of Absence Request

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## OVERVIEW

Pupils of school age must, by law, attend school regularly. If a child is to be away from school parents are required, in advance, to ask the school to approve the absence. As was clarified by the Supreme Court's ruling on *Isle of Wight Council v Patil* 'regular' does not mean 'evenly spaced' or 'sufficiently often' but 'in accordance with attendance rules' i.e. **to attend, for the whole day, on every day the school is open to pupils**. This means that if a child is taken out of school in term time either without requesting a leave of absence or when a leave of absence is denied, the period of absence will be unauthorised and the child in question may be deemed to have failed to attend school regularly.

Absence requests will usually be authorised for:

- Music/dance exams
- Driving tests (but not driving lessons)
- Orthodontist and hospital appointments
- Emergency dental and medical appointments
- Exceptional opportunities e.g. to represent the district/county/country at sport

If leave of absence is not agreed by the school, and the absence is still taken then the absence will be recorded as an unauthorised absence.

In cases of unauthorised absence, parents should be aware that a Penalty Notice may be issued. Circumstances where a **Penalty Notice** may be issued include:

- Overt truancy
- Parentally condoned absences
- Unauthorised leave for the purpose of a family holiday in term time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school
- When an excluded child is found in a public place during school hours during the first five days of exclusion.

There is no statutory right of appeal against the decision to issue a Penalty Notice and the sole authority to authorise absences lies with the Head Teacher and their decision is final.

A Penalty Notice carries with it a fine of £120 per parent per child, which must be paid within 28 days of receipt of the Notice, which is reduced to £60 per parent per child if paid within 21 days. The Penalty Notice would be issued to both parents. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.



# Sir Roger Manwood's School

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## Absence Request Form

Please use this form to request that an absence should be deemed an authorised absence by the school. Please also see the detailed notes overleaf outlining the criteria for authorisation before completing this form.

Any absence taken for an event for which permission was not sought first will be deemed an unauthorised absence. This form should be handed to your child's form tutor at least a week in advance of the request.

**Student's Name** (PLEASE PRINT): ..... **Tutor Group:** .....

**I am requesting leave of absence from (day & date)**.....**to**.....

**Total number of school days to be missed** .....(days)

**Reason for request (please attach any further evidence to this sheet):**

.....  
.....  
.....

**Signature of parent/carer**..... **Date** .....

For school use		
Current attendance %:	Comments by Boarding Houseparent (if applicable)	Comments by Head of Year
Current no of unauthorised absences:		

✂.....

### Tutor – please return this reply slip to the student named below

**Student's Name** (PLEASE PRINT): ..... **Tutor Group:** .....

**Requested leave of absence dates** ..... **to**.....

Your request for leave of absence has been agreed by the school. It is your child's responsibility to catch up on any work missed during this absence.

The school cannot agree to your request for leave of absence as it feels it cannot be justified under government directives as an exceptional case. We regret that if your child is absent for this period then it will be recorded as an unauthorised absence and **a penalty notice may be issued.**

**Comments by Headteacher:**

Parents need to be aware that where absence is taken during term time without the school's authorisation parents may be issued with an Education Penalty Notice, which carries with it a fine of £120 per parent per child, which must be paid within 28 days of receipt of the Notice, reduced to £60 per parent per child if paid within 21 days. There is no statutory right of appeal against the decision to issue a Penalty Notice. The sole authority to issue a Penalty Notice lies with the Headteacher and their decision is final.

**Signed (Headteacher)** ..... **Date** .....