



Callow End CE Primary School Attendance and Leave of Absence Policy

For children to make the most of the school experience at Callow End 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. This policy sets out clear guidelines for the management of pupil attendance and absence at Callow End Primary School.

Attendance

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

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 on the Worcestershire Local Authority form 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 form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.

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;
- children due to take SATS will not normally be granted leave of absence;
- a parent's occupation means it is not possible to take time off during school holidays.

Parents/carers will be notified in writing if 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 and will be subject to a Holiday Penalty Notice Fine of £60 per parent

per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period of 22 to 28 days may lead to Court proceedings.

This policy replaces the Attendance Policy and reflects the changes to legislation in September 2013.

This policy will be reviewed on an annual basis.

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