Policy for Attendance

Policy written May 2014
Updated Oct 2016
Reviewed Oct 2019
Reviewed Jan 2022
Reviewed Jan 2024

Signed: - R Martin

Headteacher

Signed:- A Mahoney

Chair of Governors

School Vision

'At Birkenshaw CE (C) Primary School, we care.'

The Christian value of caring underpins all that we do at Birkenshaw CE (C) Primary School. All people involved within our school community feel cared for, while, at the same time, being caring themselves.

Our School Aims

At Birkenshaw C.E. (C) Primary School we aim:

- To value each child
- To provide a happy, stimulating and secure teaching and learning environment
- To offer equality of opportunity
- To encourage and develop respect for people, property and environment
- To encourage and develop the desire to learn
- To promote independence and responsibility
- To provide clear, concise communication within the school and wider community
- To help children appreciate the wonder of the natural world
- To provide children with opportunities to reflect on their experiences

POLICY FOR ATTENDANCE AND TRUANCY

Attendance Policy

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. At Birkenshaw Primary School we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Birkenshaw Primary School is a happy and caring school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

The twice-daily requirement to register pupils can be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session. As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

Expectations

We expect that all pupils will:

- attend school every day - Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence.
- attend school punctually
- attend appropriately prepared for the day
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school daily if their child is absent, or inform school if known in advance, whenever their child is unable to attend school.

Examples Authorised absences: Unauthorised absences:

Examples	Authorised absences:	Unauthorised absences:
	*genuine illness of the pupil; *hospital/dental/doctors appointment for the pupil; * major religious observances *visits to prospective new schools *external exams or educational assessments.	*shopping /day trip / visit to a theme park; *a birthday treat; *oversleeping due to a late night; *looking after other children / other family member; *appointments for other family members.

- discuss promptly with their child's class teacher, school office or school leader any problems that may affect their child's school attendance.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any child's or parent's concerns.
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- contact parents when a child fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents of the % attendance of pupils.
- make initial enquiries regarding pupils who are not attending regularly.
- meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- notify the Local education Authority (LEA) after 15 days sickness.
- notify EWO after 10 days unexplained absence.

Registers, Punctuality and Lateness

- Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the classroom doors are open from 8.40am until 9.00am.
- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration begins at 8:40am. Registers close at 9.00am and pupils who arrive after this time will be recorded as late to school. Any child arriving later than 9.00am should enter via the main entrance (Station Lane), reporting to the school office. The parent, carer or child should give a reason for the lateness, which will be added to the register. The child will then be sent to their classroom.
- Afternoon registration is taken at 1.00pm (KS2) / 12:30pm (KS1)/ 12:45pm (REC)

- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

- Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

Completing the Register

The school uses the Integris G2 electronic register to mark attendance at the beginning of each morning and afternoon session. This is completed by each class teacher. The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement. For these reasons' registers are required to be filled in accurately each day, and all alterations should be explained to the office staff so that reconciliation with print out records can be traced.

Pupil Leaving During the School Day

- During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.
- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to confirm in writing, the reason for any planned absence, the time of leaving, the expected return time.
- pupils must be signed out on leaving the school and be signed back in on their return. This must be done at the office (Station Lane building)
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- if a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

Communication

When a family starts school

- Information on lateness, illness and absence is given to parents in the School Prospectus and on the school website. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

- At the pre-school induction meetings held each year for children about to enter the Reception class the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being punctual at the start and end of the day is also stressed, especially for young children who can be very upset if they are the only ones left.

- Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.
- Again at this initial meeting parents are asked to try to arrange their family leave of absences within the school leave of absences, rather than in term time so that their child's education is not disrupted.
- Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Headteacher. At this meeting the importance of regular attendance is always highlighted along with other school routines.
- Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the teacher informs the office staff who contact parents as appropriate.

Ongoing communication between home and school

- If a child is absent, parents should call the school on the day the absence starts stating a reason. The school will then decide whether to authorise the absence. If authorisation were to be refused, for instance if a child was kept off school for a birthday, then the parents would be informed.
- If contact, explaining the child's absence, fails to be made by parents or carers, then the school would contact the home by text message, on day one. If school do not receive a response, this will be followed up with a phone call. If no reason has been received, a letter will be sent home. If the absence remains unexplained, it will be recorded as unauthorised.
- Parents/ child are asked to inform the office when they arrive late.
- Children with 100% attendance will be rewarded by the school with a certificate in July.
- The Headteacher talks to those parents where there is a concern about a child's level of absence and attendance for whatever reason falls below 85%, reminding parents of the disruption to their child's education.

The following table highlights the categories that schools use to monitor attendance.

Cause for concern	Poor	Good	Excellent
Below 85%	85% - 89%	90% - 95%	96% - 100%

Leave of Absence

The school holiday dates, test /assessment dates and other important events are published a year in advance. INSET days are published as soon as the school have agreed these, but may be subject to change.

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school damages pupils' attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable to anti-social behaviour and crime.

Both locally and nationally, term time leave of absences continue to be a major cause of absence from school. According to recent data, term time leave of absences represent 20% of all authorised absence in primary schools in Kirklees. Term time leave of absences are the second most common cause of authorised absence, after illness.

Data from the National Primary Strategy underscores the overall impact that attendance does have on attainment. Differences of more than 20 and 30 percentage points are stark reminder of the value of 'being there'. Whatever other benefits may or may not accrue, leave of absence absence in the first five half terms certainly cannot enhance a pupil's social or academic progress. We all need to reinforce the message that '***every lesson counts*** '.

Reflecting these continuing concerns, the DfE has issued revised guidance and amended the Education Regulations on school attendance and term time leave of absences (April 2013) to come into force in September 2013, strengthening the view that, as a general rule, children should not be taken out of school for the purposes of a leave of absence.

In line with the Government's amendments to the 2006 regulations (appendix 1), leave of absences during term time will NOT be authorised. The Headteacher and Governors have determined that:

- in **exceptional circumstances** permission may be granted for a maximum of five days of leave of absence providing your child has a good (90% or higher) attendance record over the previous three terms.
- where leave of absence in term time is due to exceptional circumstances, a letter must be submitted for consideration by the Headteacher on behalf of the school governors. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- if leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

As a general rule, children should not be taken out of school for the purposes of a leave of absence.

Time off school for family leave of absences is not a right. Requests for term time absence will normally only be considered in the following **exceptional circumstances**-

1. Where a parent has to take leave of absences at a time specified by their employer. This would include parents who work in certain professions, for example farmers, factory workers, fire fighters. Headteachers will use their knowledge of families to manage requests made by self-employed parents.
2. Where a leave of absence is recommended as part of a parent or child's rehabilitation from a medical or emotional issue.
3. Where parents are considering emigration and wish to visit the country as part of their consideration.
4. To attend a wedding or funeral of a close member of the family that is taking place out of the area.
5. For religious observance days (3 days are permitted within a 12 month period where a religion other than Christianity is practiced and the day falls on a usual school day. Evidence would be required in each case.

Leave of absences will not, **under any circumstances** (including those listed above) be authorised at the following times-

1. The first six weeks of any academic year (applies to all pupils).
2. Year Six transition day (for pupils in Year Six).
3. Year 6: between the beginning of the summer term and SATS week.
4. Years 1-5: when the children are completing end of year assessments.

Procedures

- Parents need to write to the Headteacher requesting a planned absence. This needs to be handed in prior to the absence (use school leave of absence form).

- The Headteacher will decide if the request should be authorised or unauthorised using the principles within this policy.

- Leave of absence taken during term time will be marked-

    - 'G' if it is an unauthorised absence for a family leave of absence, or sessions in excess of agreement.
    - 'H' if it is an authorised absence for a family leave of absence.

Authorised Leave of absence Requests
The Headteacher will write to the parent who has made the request, informing them of the decision, the date of the child's last school day before the leave of absence and the date the school expects the child to return to school. Within the letter it will be clear how the absence will be marked on the child's attendance register. The letter will also make clear that no more absence due to term time leave of absences will be authorised during the same academic year. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of the letter will be kept on file.

Unauthorised Leave of absence Requests
The Headteacher will write to the parent who has made the request, informing them of the decision and the reason why this was made. The letter will clearly highlight that if the parent decides to take the child on the leave of absence, the absences will be unauthorised and a penalty notice may be issued to each parent with day to day care and responsibility for each child. A copy of the letter will be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of the letter will be kept on file.

Delayed Return Following Authorised Term Time Leave of absence
If the child does not return to school on the agreed date following their leave of absence, the school will investigate the absence. If a child returns to school later than the agreed date and their parent says their return was unavoidably delayed, this absence will be recorded as 'G' (family leave of absence not agreed or days in excess of agreement). This also applies where a leave of absence is taken during school holidays but extends into term time.

Penalty Notices

Where family leave of absences or extended leave are taken without proper authorisation or if a parent / carer fails to ensure regular school attendance the Guidance states that the school may respond as follows:

- In line with Kirklees Code of Conduct, parents can be given a Penalty Notice or prosecuted for periods of unauthorised absence.
- Schools can only delete pupils from the registers who fail to return on the date they were expected back from extended leave if they fail to do so within 10 school days. However, the school must check that the pupils do not have a good reason for their absence, such as disrupted travel arrangements or illness, before deleting the pupil. The school and the local authority must make reasonable enquiries to locate the pupil before the deletion is made.

Under the revised Code, Penalty Notices may be issued:

- If parents have not sought permission from the Headteacher before taking their child out of school for a leave of absence in term-time;
- If the Headteacher has refused the request but the absence occurs anyway;
- If a pupil has not returned to school by the agreed date with no satisfactory explanation;

However

- Penalty Notices will not be issued for unauthorised absences of less than five days unless there has been a previous offence, in the previous 2 years, by the same parents.
- In the majority of first offences, a warning notice will be sent, unless there is clear evidence that a Penalty Notice is warranted.
- In accordance with guidance from Kirklees Council, leave of absences during SATS and other external exam periods will not be authorised by the school and a Penalty Notice may be issued.
- Changes made to the Kirklees Code of Conduct on the issuing of Penalty Notices, which itself was revised in November 2007 continue to be adopted by the school as part of its policy for attendance.

(See appendix 1)

Penalty Notice due to unauthorised leave of absence

Once the unauthorised absence has been taken and the child has returned, and the school decides to issue a penalty notice, the school will complete a penalty notice referral form (Appendix 3) and email it to the council together with a copy of the leave of absence request form, the letter sent by the Headteacher to the parent and a copy of the child's up to date attendance certificate. Two penalty notices can be issued to any one parent with respect to any one child in one academic year.

If procedures have been followed correctly and the case meets the penalty notice criteria the education welfare service will issue a penalty notice.

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Headteacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for 5 or more day's leave of absence or leave of absence without school authorisation.
- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days this could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's

regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

- Penalty notices are issued to each parent, for each child**.**

Parent Pays Penalty Notice
The case is closed and the period of time that the parent received the penalty notice for will not be used in any further proceedings.

Parent Does Not Pay Penalty Notice
If after 28 days the penalty notice remains unpaid, the education welfare service will prepare the case for court. The school will be required to provide a Headteacher's certificate prepared by their education welfare officer. The education welfare officer will keep the school informed regarding proceedings.

Unauthorised Absence, Resulting in a Penalty Notice on More Than Two Occasions
Where a parent has been previously issued with a penalty notice on more than two occasions for the same child, throughout their Primary School education, school may request direct prosecution proceedings under s444(1) Education Act 1996. If found guilty of this offence, parents could receive a criminal record and may be liable for a fine of up to £1,000.

What can parents do to help?

- Let the school know as soon as possible why your child is away
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple
- Talk to the Headteacher and staff at school

If it continues...

- The school may refer to the Education Welfare Service
- You may contact the Education Welfare Officer, who will work with you and the school to resolve the situation. (Number available from the school office)

Concerns

If a child is regularly late for school or is often absent then the class teacher informs the Headteacher, who then contacts the parent concerned to have an informal discussion about this. If this persists then the Headteacher contacts Educational Welfare Officer for the school. Contact may be made by phoning if the situation needs discussing before a visit, or by completing a referral form which shows the patterns of absences and lates.

The Educational Welfare Officer meets with the Headteacher to discuss attendance issues, and offers advice and support.

An attendance contract will be offered. Failure to adhere to the contract may result in legal action being considered. If legal action is approved by the Kirklees Legal Intervention Panel, the matter is heard in Magistrates' Court for the offence of knowingly failing to ensure your child's regular attendance (S444(1)(a) Education Act 1996). If found guilty, this carries a penalty of up to £2,500 or up to 3 months imprisonment and you will receive a criminal record. Additionally, other community orders may be attached.

Truancy

All the staff at Birkenshaw Primary School are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.
If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by phone, or by home visiting. Parents are encouraged to bring their child to school so that

reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

Kirklees Approach

1. Introduction

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school damages pupils' attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable to anti-social behaviour and crime.

Both locally and nationally, Leave of absence continues to be a significant cause of absence from school. According to recent Kirklees data, Leave of absence represents 17% of all absence in primary schools, and 7% of all absence in secondary schools. Leave of absences are the second most common cause of authorised absence, after illness.

Previous data from the National Primary Strategy underscored the overall impact that attendance has on attainment. Differences of more that 20 and 30 percentage points are a stark reminder of the value of 'being there'. We all need to reinforce the message that '***every lesson counts*** '.

In 2013, the Department for Education took further action to emphasise that, as a general rule, children should not be taken out of school for the purpose of a leave of absence.

Should you need further information about this guidance please contact:

Attendance & Pupil Support Service
2nd Floor
Kirkgate Buildings
Byram Street
Huddersfield
HD1 1BY

Tel: 01484 221919

attendance.pupilsupport@kirklees.gov.uk

2. Regulations and DfE Guidance

In 2013, the DfE amended the 2006 Pupil Registration Regulations in the Education (Pupil Registration) (England) (Amendment) Regulations.

The amendments to the 2006 regulations (which came into force on 1st September 2013):

- Removed references to family leave of absence and extended leave;
- Removed references to the statutory threshold of ten school days;
- Made it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

It is up to Headteachers to determine whether circumstances are "exceptional", and up to Headteachers to determine the number of school days a child can be away from school if the leave is granted.

Also included at the end of this document is advice and guidance to schools produced by the NAHT regarding 'exceptional circumstances' which Headteachers may also find useful.

The DfE provide guidance on school attendance for all schools and local authorities which is regularly updated. This can be found at http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-school-attendance

This also gives advice on leave of absence during term time and the use of Codes H and G. Whilst it is not the DfE's expectation that schools continue to grant leave of absence for the purpose of a family leave of absence (unless there are exceptional circumstances that make this necessary), for the time being, they are retaining Code H: 'Family leave of absence authorised by the school' and Code G: Family leave of absence not authorised by the school or in excess of the agreed period' so that the DfE can measure the changes to regulations.

3. Safeguarding children's welfare

In a small number of cases schools may have concerns about a child's welfare, such as, that the child will be forced into marriage whilst abroad. In such cases, the school should seek support from their local authority. For more information and guidance on this, please refer to the online **Local Safeguarding Children Boards Procedure Manual**. (http://westyorkscb.proceduresonline.com/index.htm)

4. Guidance for Kirklees Schools

Good practice

Across Kirklees schools, there are many examples of good practice in relation to leave of absence. These include:

- The use of standard forms to request leave of absence;
- Ensuring all communication is confirmed in writing. This is particularly important if a Penalty Notice is unpaid and the matter goes to Court;
- A detailed section on leave of absence in the school's attendance policy. This includes the criteria that will be used in deciding whether the leave will be authorised, and the consequences (see below) of taking unauthorised leave or failing to return by the agreed date;
- The use of a pyramid-wide attendance policy, which includes a common approach to dealing with requests for leave of absence;
- Communication with other schools in the pyramid where there are known siblings;
- Obtaining copies of airline tickets with defined return dates.

Consequences of unauthorised leave

All potential consequences resulting from unauthorised leave must be clearly communicated and explained to parents. Parents must be made aware of

- The possibility of a Penalty Notice being issued (to each parent for each child);
- The possibility of losing the school place, and the likelihood of being re-admitted to the school;

- The possibility of prosecution under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.

- The possibility of a fine of up to £2,500 or 3 months imprisonment for non-payment of a penalty notice should the case go to court.

Schools are strongly advised to include these consequences in their attendance policy and in all their communication with parents regarding leave of absence.

5. Unauthorised Leave of Absence

Penalty notices may be used where the child does not return by the agreed date – in this case, **all** of the leave should be marked as unauthorised.

Where parents continue to take unauthorised leave of absence, despite having previously been issued with a penalty notice, the Local Authority will consider a direct prosecution Section 444 of the Education Act 1996.

Penalty notices for Unauthorised Leave

The *Education (Penalty notices) Regulations 2007* set out the details of how the penalty notice scheme must operate, and that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

The Kirklees Code of Conduct was revised in July 2016.

Under the Code, all Kirklees schools are required to have a written school attendance policy which includes:

- The school policy in relation to leave of absence;
- The criteria to be used when deciding whether to authorise leave of absence;
- The information required from parents requesting leave of absence;
- The sanctions to be used if agreements are not kept - this could include requesting that a penalty notice be issued.

A summary of the school's policy on leave of absence must be included in the school brochure/prospectus. Parents should be reminded regularly of the policy and of the procedure to request leave of absence.

Under the revised Code, penalty notices may be issued:

- If parents have not sought permission from the Headteacher before taking their child out of school for leave during term-time;
- If the Headteacher has refused the request but the absence occurs anyway;
- If a child has not returned to school by the agreed date with no satisfactory explanation;

AND

- Where the individual leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 consecutive sessions (5 school days).
- Until the conclusion of an appeal in the Supreme Court (2016) relating to a legal challenge around the definition of 'regular attendance' the child's overall school attendance will be taken into consideration

Procedure for requesting a Penalty Notice

Pro-forma documentation for requesting a penalty notice is included at the back of this guidance. Please complete the following forms to request a penalty notice:

1. **Form PNS1**. Please note that the first and last names of both parents/carers are needed, as penalty notices are issued against both parents/carers where appropriate;

Please also submit a copy of the letter to the parents/carers advising them that the leave request had been refused (if applicable), and/or a copy of the letter to the parents/carers advising them that a penalty notice will be issued to each parent of each child. Please note that the Local Authority will NOT issue a penalty notice without copies of such letters, as there needs to be clear evidence that the parents were fully aware of the potential consequences of the unauthorised absence.

Prosecution

The school will be notified if the penalty notice has not been paid and we will request the following form to be completed should prosecution be sought.

2. **Form PNS2**. This is a pro-forma witness statement and will be needed if the penalty notice is unpaid and prosecution follows. The statement only needs to be brief – confirmation that the leave was not authorised or that the child did not return by the due date.

    - Please prepare one witness statement per parent, per child.
    - Please attach a signed attendance certificate for each child showing the absences marked as unauthorised leave of absence (code G).

Should the penalty notice not be paid, the Local Authority will submit the witness statement (PNS2) and the signed attendance certificate for prosecution in the Magistrate's Court. The school will be informed of the outcome of the prosecution.

6. Deletion from the register

In order to minimise the unnecessary transfer of children across schools, Kirklees Council does not recommend deleting children from the register but instead supports the use of penalty notices for periods of unauthorised leave of absence and extended leave, where appropriate.

However, where schools do intend to delete a child from the admissions register, Headteachers are reminded that all deletions from the admissions register must comply with regulation 8 of the *Pupil Registration Regulations 2006.* In relation to leave of absences, regulation 8 allows for deletion from the register under the following circumstances:

- Where the leave has been authorised, if the pupil fails to return within 10 school days of the agreed return date. The school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before removing the pupil from the school roll;

- Where the leave has not been authorised, after 20 days of unauthorised absence.

In line with the revised *Advice on School Attendance*, the local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made. Flowcharts covering actions to be taken by the school are included in this guidance on pages 8 to 10.

7. Recording the absence

The appropriate register code will be:

H – Authorised leave of absence;
G – Unauthorised leave of absence (not agreed or days in excess of agreement);
C – Other exceptional circumstances, authorised by the Headteacher

Leave of Absence Application Form

I would like to request leave of absence for:

Name of Child ……. Class ……

Reason/circumstances for Absence: ……..

……

Dates of Absence: From …… To ……

Signed …… (Parent/Guardian)

Date of Request ……

For office use: Dates absent from school: From: …….. To: …….

Child's current attendance …… Child's attendance last year……

Total number of school days requested: …….

Previous leave of absence resulting in a penalty notice : ……..

……

If 20 unauthorised days, or no return date, the child **will** be taken off roll on: …….
The above leave has/has not been approved by …….. (Headteacher)

Warning letter to be issued: Yes / No Penalty Notice to be issued: Yes / No Date: ……

Wherever possible parents should avoid taking their children out of school during term time. Such absence is very disruptive to your child's learning and development and also has an impact on the learning of other children in the class.

It is no longer possible for Headteachers to authorise absence for family holiday. Only in exceptional circumstances will authorisation for absence be given.

When a holiday is unauthorised a Penalty Notice may be issued. The Penalty Notice is for £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of 'not ensuring your child's attendance at school'. ***Repeated unauthorised term time absence may result in a prosecution and a fine of up to £1000. If you have had more than two penalty notices, this could result in court proceedings.*** *Where unauthorised absence exceeds 20 consecutive school days, the child will be removed from roll, you could also receive a fine and parents will have to reapply for a school place on return.*

Head Teacher comments: