



## THE JUBILEE ACADEMY

*Aspire and Achieve*

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<b>Title:</b>	Attendance Policy
<b>Date Approved:</b>	July 2013
<b>Date Last Reviewed:</b>	Sept 2024
<b>Status:</b>	Statutory
<b>Delegation:</b>	Headteacher
<b>Responsibility:</b>	Assistant Headteacher – Achievement, Assessment and Effort
<b>Next Review date:</b>	Sept 2025
<b>Policy Locations:</b>	Website/Staff Shared Drive/Hard Copy

# Attendance Policy

## Introduction and legal scope

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This policy has been developed with due regard to National and Local guidance

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards.

At The Jubilee Academy, we want the whole school community - governors, staff, parent/carers and students to be committed to high standards of attendance and punctuality. Good attendance helps students in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

The attendance policy emphasises the responsibility that all school staff, parent/carers, students and the local community have for promoting regular attendance and the fundamental contribution that this makes to learning and achievement.

## Statement of intent

At The Jubilee Academy, we will:

- Focus upon raising achievement by improving attendance
- Set out the requirements and expectations for school attendance and specify the details of a culture in which good attendance is valued;
- Set out the formal procedures and clarify the actions which will achieve this in a way that staff, students and parent/carers/carers/carers will understand;
- Specify the approaches, incentives and sanctions that will be used to support the school's formal procedures;
- Value the individual and be socially and educationally inclusive;
- Specify how the school's monitoring procedures will inform its attendance action planning.
- Provide clear guidance to staff, students and parent/carers/carers/carers to ensure that everyone involved in school attendance is aware of the procedures and their responsibility to make them work.
- Establish clear procedures which contribute to the smooth running of the school;
- Shows that the school cares that students attend every day;
- Support improved learning and achievement;
- Improve attendance enables students to gain maximum benefit from their education, including improvement in social skills.

## Aims and objectives

The Jubilee Academy will encourage:

- All students to achieve excellent levels of attendance and punctuality and assist them in doing so;
- Excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them;
- A substantial reduction in persistent and severe Absence in order that all students are assisted in reaching their potential.

## Expectations

The responsibility for good attendance is shared between the school, commissioning partner (usually the student's 'home school'), parent/carers and students. All these groups need to understand the expectations which the policy makes of them.

### The Jubilee Academy will:

provide a safe learning environment
ensure that records of attendance are maintained according to Government legislation and guidance daily
encourage good attendance and will investigate all unexplained and unjustified absence
ensure staff set a good example in matters of attendance and punctuality
follow up all instances of poor attendance and punctuality
keep parent/carers informed of their student's attendance/punctuality record
work closely with parent/carers should attendance or punctuality give cause for concern

## Expectations of parent/carers:

have a legally responsible for ensuring their child's regular and punctual attendance
expected to ensure that their student attends school regularly, punctually, properly dressed in school uniform and equipped and in a fit condition to learn
required to inform the school on the first day of absence, of the reason for their child's absence from school
avoid arranging family holidays during term time
maintain regular communication with school staff where necessary
ensure that school are informed of any changes of contact details

## Expectations for students:

attend school and all their lessons regularly and punctually
Students must remember to hand any note giving reasons for absence to the relevant person
Students are expected to be ready to learn
Students will not leave the school without permission

## Process and Practice

All staff (teaching and associate) at The Jubilee Academy have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

### Attendance Team

A member of the Senior Leadership Team (Deputy Headteacher – Discipline, Conduct and Attendance) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance in conjunction with the Attendance Team, ensure the Attendance Policy is consistently applied throughout the school.

The Attendance Officer will also ensure that up-to-date attendance data and issues are shared daily with the Attendance Team who will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Appendix 3 details what parents/cares can expect from the Attendance Officer when working with the Attendance officer to deal with any difficulties.

### Collection and analysis of data

Registers are taken electronically using Sims Attendance Monitor. However, paper copies can be made available in an emergency.

The Attendance Leader and Attendance Team will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, staff and the Governing Body at regular intervals. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by year group, tutor group, at subject level and by reasons for absence. It is also analysed by gender, ethnicity, FSM, disadvantaged students, students with special educational needs and those who are vulnerable to poor attendance.

Accurate attendance returns are made to the DfE (via the School Census) within the stipulated time frame.

The School will report key Attendance Information to parents/carers at admission and via the website.

Students will be informed about the importance of school attendance through assemblies, PSHRE, presentations by visiting professionals, statistics and displays in school.

### **Doors open**

Breakfast begins at 9am every day.

### **Registration**

The school is required to mark the attendance register officially twice each day – at The Jubilee Academy this “official count” will be Period 1 and Period 4. However, all lessons including tutor time will be registered electronically to promote the importance of attendance and enable effective monitoring of potential truancy from lessons. The register codes are listed in Appendix 1

- Registers are called at 9.10am. Registers close at 9.40am. Registers are marked consistently by staff;
- Students who arrive before the register closes will be counted present but will be dealt with under the school’s policy on punctuality and lateness
- Any student arriving after closure of the register will be marked absent for the whole of the session;
- Students should be called by name and respond in the prescribed formal manner;
- All staff will take a register in each lesson;
- Registers will be marked in accordance with DfE guidance.

### **Punctuality and Lateness**

Students are expected to arrive punctually at school. It is very disruptive to their own education, and that of others in their class, if they are late.

Any student arriving after 9.11am will be marked by Attendance Officer as late and this data will be transferred to the school’s information management system

There are exceptional circumstances in which The Jubilee Academy will authorise a late arrival after registers have closed (for example, in bad weather and so on). This is at the discretion of the Attendance Officer being referred in cases of ambiguity to the Deputy Headteacher – Discipline, Conduct and Attendance

### **Following up Lateness**

The names of students who arrive late will be emailed to all staff by the Attendance Officer
Students who are late and arrive before 9.20am will receive a 15-minute detention at break time on that day.
Students who arrive late and after 9.20am but before 9.30am, will receive a 30-minute detention on that day after school, and parents will be called to inform them of this detention.
Students who arrive after 9.30am will receive an instant 1-hour detention to be served on the day of the lateness, and parents will be called to inform them of this detention.
The Attendance Officer will have responsibility for collating lists of students arriving late on whom sanctions will be imposed. These are passed to all staff.

The Attendance Team will have responsibility for advising students that they are being sanctioned and for keeping parent/carers informed.
Parent/carers will be informed of the sanction imposed by the Attendance Team on the day a 30-minute or an hour detention takes place.
If a student does not attend a late detention, there will be a further sanction of an hour's detention with a member of SLT, the day after a missed detention. Parent/carers will be informed of the further sanction imposed
Persistent punctuality and lateness will be dealt with under school's policy on punctuality and lateness

### **Categorising absence (Appendix 1)**

A mark will be made in respect of each child during every lesson. Any student who is not present (during Period 1 or 4) will be marked unauthorised absent unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Attendance Officer being referred in cases of ambiguity to the Deputy Headteacher – Discipline, Conduct and Attendance and ultimately the Head of school.

The Jubilee recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents / carers that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm.

If absence is frequent or continuous, and except where a child is clearly unwell, staff at The Jubilee Academy will therefore challenge parents / carers about the need and reasons for their children's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Parent/carers must provide an explanation for all absences from school. They must do this either by telephone or by a note in the student's planner or letter.

The Attendance Officer will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent/carer who authorise absence from school may be authorised if it is for the following reasons:

- Genuine sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement

### **Internship (work placement – Years 10 and 11)**

Students in Years 10 undertake a week-long work experience placement. The Career's Advisor is responsible for making contact with the workplace to monitor students' attendance each week and for liaison with the Attendance Officer and Senior Teachers.

Where students fail to attend their internship or to adhere to the home learning agreement, students will undertake similar work in school under the supervision of an adult

## Reasons for absence

The Jubilee Academy will only accept reasons for absence from:

- Parents/carers.

The school is prepared to accept the follow forms of notification of reason for absence:

- Telephone call from a parent/carer, email, letter or note in planner
- Notification must be given to the tutor/mentor who will pass it to the Attendance Officer
- Notifications will be stored in the student's file (kept in the main office)
- The notification will be stored for 5 years

The Jubilee Academy will only authorise absence for the following reasons only:

- Emergency medical/dental appointments that cannot be arranged out of school time;
- Medical absence;
- Religious observance;
- Traveller absence;
- Offsite exam (for example, a music examination)
- Agreed family holiday (please see annexes);
- Older sibling graduation;
- Moving to a new house.

The Jubilee Academy will not authorise absence for the following reasons:

- Shopping;
- Looking after siblings or parents/carers who are unwell;
- Birthdays;
- Holidays in term time, requested after the event;
- Looking after a sick animal;
- Any other absence where the reason for absence is causing concern to the school.

**Where there is any doubt about whether an absence should be authorised, the Head of School makes the final decision and informs the parents/carers.**

## Following up Absences

The Jubilee Academy follows up all absences from school
If no reason has been provided for a student's absence by 9.40am on the first day of absence, a parent/carer of the student will be contacted by the school's Attendance Officer. They will be contacted by telephone, electronic text messaging/email.
If no reason has been provided for a student's absence after 3 consecutive days, a letter will be sent to the parent/carer of the student by the Attendance Officer.
If a student returns to school after an absence without a written explanation from his/her parent/carer and this has still not been received within 2 days, a letter requesting this will be sent to his/her parent/carers
Parent/carers whose child is <b>persistently absent</b> will be expected work with attendance team to support School Strategies to Reduce Absence and Promote Good Attendance.
Parent/carers whose child has <b>severe absence</b> will be expected work with attendance team and home school to support School Strategies to Reduce Absence on attendance to bring about an improvement in attendance with clear and measurable action plans and parental meetings until the student reaches their attendance target.
If the student's attendance does not improve sufficiently, a parental meeting with home school representative will be arranged and if persistent the school will follow the relevant LA Attendance Intervention Model

## School Strategies to Reduce Absence and Promote Good Attendance

Average attendance	Escalated involvement of staff	Adults involved
100%	<ul style="list-style-type: none"> <li>• Rewards and Achievement Certificates</li> <li>• Trips</li> <li>• Inform Home School</li> </ul>	Tutors/mentors and Senior Teachers
95%-91%  Or missed  2 sessions to date	Step 1 <ul style="list-style-type: none"> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• First day response phone call to offer support if difficulty</li> <li>• Rewards and praise given for improvement in attendance</li> <li>• Inform Home School</li> </ul>	<ul style="list-style-type: none"> <li>• Student,</li> <li>• Parent/carer</li> <li>• Attendance Officer</li> <li>• Attendance Team</li> </ul>
90%-86%  <b>Persistent absence refers to pupils who miss 10% or more of school</b>  Or missed  6 sessions to date	Step 2 <ul style="list-style-type: none"> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• First day response phone call to offer support if difficulty</li> <li>• Daily meetings with Attendance Officer until attendance target reached.</li> <li>• If no improvement in 3 school days a 1<sup>st</sup> Warning letter issued followed by support call to offer support if difficulty</li> <li>• Weekly meetings with Attendance Officer until attendance target reached.</li> <li>• Rewards and praise for improvement</li> <li>• Inform Home School</li> </ul>	<ul style="list-style-type: none"> <li>• Student,</li> <li>• Parent/carer</li> <li>• Attendance Officer</li> <li>• Attendance Team</li> </ul>
85%-81%  <b>Persistent absence refers to pupils who miss 10% or more of school</b>  Or missed  10 sessions to date	Step 3 <ul style="list-style-type: none"> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• First day response phone call to offer support if difficulty</li> <li>• Daily meetings with Attendance Officer until attendance target reached.</li> <li>• If no improvement in 3 school days a 1<sup>st</sup> Warning letter issued followed by support call to offer support if difficulty</li> <li>• If attendance not improved within 5 school days a home visit arranged</li> <li>• If attendance not improved within 10 school days a 2<sup>nd</sup> warning letter issued with an invitation for parents/carers to meet with Attendance Team to offer support if difficulty</li> <li>• <b>If improvement REVIEW OF PLACEMENT AT TJA.</b></li> <li>• Rewards and praise for improvement</li> <li>• Inform Home School</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Parent/carer</li> <li>• Attendance Officer</li> <li>• Attendance Team</li> </ul>

<p>80% and below</p> <p><b>Severe</b> absence refers to pupils who miss 50% or more of school</p> <p>Or missed</p> <p>15 sessions to date</p>	<p>Step 4</p> <ul style="list-style-type: none"> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• First day response phone call to offer support if difficulty</li> <li>• Daily meetings with Attendance Officer until attendance target reached.</li> <li>• If no improvement in 3 school days a 1<sup>st</sup> Warning letter issued followed by support call to offer support if difficulty</li> <li>• If attendance not improved within 5 school days a home visit arranged</li> <li>• If attendance not improved within 10 school days a 2<sup>nd</sup> warning letter issued with an invitation for parents/carers to meet with Attendance Team to offer support if difficulty</li> <li>• If attendance not improved in 15 school days a 3<sup>rd</sup> warning letter issued with an invitation for parents/carers to meet with Attendance Team and Home School Link representative to consider: <ul style="list-style-type: none"> <li>- Consider PSP – parent contract</li> <li>- Complete Mash referral for early support or referral to other services</li> <li>- Refer to LA School Liaison Officer to contact family and agree up to 6-week intervention plan identify options and support</li> </ul> </li> <li>• If parents do not attend meeting or no improvement over intervention plan <ul style="list-style-type: none"> <li>- Consider issuing an Education Penalty Notice</li> <li>- Refer to pre court panel</li> </ul> </li> <li>• Rewards and praise for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Parent/carer</li> <li>• Attendance Officer</li> <li>• Attendance Team</li> <li>• Home School representative</li> <li>• Mash Team</li> <li>• LA SAL officers</li> </ul>
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Students will be supported when they return after long term absence by:

- Mentoring schemes;
- Gradual settling into the mainstream timetable
- Targeted opportunities to catch up on missed work
- Home visits

## Other aspects of systems and practice

### Leaving and returning to School during School Day

Students are not permitted to leave the school site for any reason without the written authorisation (in the student planner) of a Senior Teacher
Students must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school. They must show this to the Attendance Officer or Attendance Team
Students should sign out of school at reception
Students must sign back into school on their return at reception
The signing in and out record will be the responsibility of the Attendance Officer in the event of fire

### Truancy

The Jubilee Academy works with parent/carers, students and staff to reduce truancy during the school day by: <ul style="list-style-type: none"><li>• Random truancy sweeps on a daily basis by senior staff (who lead 'Learning Walk')</li><li>• Maintaining students on site all day (no off-site lunch)</li><li>• Through a schedule of 'Learning Walk' – which will check the places where students have been known in the past to 'hide' every period</li><li>• By providing high levels of student supervision during unstructured social time (which includes staff monitoring exit points of the school)</li></ul>
We will register students in each lesson. If students are found to be missing, parent/carers will be informed by the Attendance Officer or Attendance Team
The Jubilee Academy operates spot checks on attendance in lessons during the school day through random truancy sweeps by senior staff (who lead 'Learning Walk')
The Jubilee Academy works with other professionals to minimise truancy through its schedule of multi-professional 'Inclusive Learning Panels'

### First Day Response

We utilise First Day Response for all students/targeted groups in the school
First Day Response phone calls will be made after 9.40am
The target group for First Day Response will change according to current attendance, year group and so on
First Day Response phone calls will be triggered by register information from the Attendance Officer and circulated to all staff by lunchtime each day.
First Day Response phone calls will be made by the school's Attendance Officer
The Attendance Officer is responsible for deciding whether to authorise absences notified through First Day Response
The telephone contact list will be updated by tutors/mentors and bi-weekly academic reviews with students and parents and passed to the Attendance Officer
Registers will be updated with First Day Response information by the Attendance Officer
Senior Teachers are responsible for ensuring the quality and consistency of First Day Response calls, for example by making sure that they challenge parents/carers as appropriate

## Term Time Holidays – see appendix 2

**38. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.**

The Jubilee Academy will not authorise family holidays during term time except in exceptional circumstances and only by the Head of School.

Parent/carers must request a family holiday during term time by writing directly to the Head of School before booking the holiday

Family holidays must be requested half a term in advance

A retrospective request for authorisation of a family holiday in term time will not be granted

The Jubilee Academy treats all requests in the same way, using the Holiday Authorisation Calculation Chart

We will interview parent/carers requesting family holidays in term time (Attendance Officer)

During exam periods and the first two weeks of the school year, term time holidays will not be authorised

## New Reasonable Enquiries Form to Support CME Referrals

To strengthen the Children Missing Education (CME) process, we are introducing a Reasonable Enquiries Form that schools must complete and submit alongside any MASH referral. This form ensures that all appropriate checks and actions have been taken before a referral is made, helping to safeguard pupils and support timely interventions. It will also provide a clear audit trail of the steps taken by the school to locate and re-engage the pupil.

### Children Missing Education /Off Roll

Please follow the procedure below before submitting a Reasonable Enquiry form:

- 1) Begin enquiries on the third day of absence where there has been no contact from parents or carers (if you have no knowledge of the child's whereabouts). Enquiries can be telephone calls, text messages and emails. It is advisable to try all forms of communication available. Three attempts at contact, on separate days, is required before submitting an enquiry to CME.
- 2) Home visits must be carried out by the tenth day. (High Schools will have their own Attendance Officers or Pastoral Heads) Primary Schools can contact their Local Authority Link Attendance Officer to assist with home visits within ten days of the first day absence.
- 3) Submit the Reasonable Enquiry form, together with the MASH referral and the child's registration certificate to [duty.assess@harrow.gov.uk](mailto:duty.assess@harrow.gov.uk) by secure email on the tenth day of absence if the child still has not returned to school and you cannot contact their parent/carer to establish where they are and why they are not attending.
- 4) Please be aware that Reasonable Enquiry forms will be returned with instructions for the school to complete their enquiries if the correct procedure has not been followed.

### **Penalty Notices – In conjunction with Home Schools**

At The Jubilee Academy we expect parent/carers to work with us to address attendance problems.

If there continues to be unauthorised absences by the end of the specified time (or sooner if the student is failing to attend school at all), the matter will be referred to the School Attendance Liaison Officer/ Court Attendance Officer and Early Support Service in accordance to

The School Attendance Liaison Officer/ Court Attendance Officer and Early Support services will work in

close association with the student, family and school to resolve any attendance issues. In the event of persistent unauthorised absence from school when strategies set up for improvement have failed, the School will, following the relevant LA Attendance Intervention Model for Irregular Absence

- Education Penalty Notice or
- Proceed to Pre Court-Panel and then to Court for possible prosecution

The issuing of Penalty Notices may be appropriate in the following circumstances:

- Absence from school
  - At least 20 sessions (10 school days) lost to unauthorised absence within a period of no more than 12 weeks (term time)
  - A leave of absence of at least 10 consecutive sessions (5 school days) not approved by head teacher as exceptional
- Lateness  
In cases where a child persistently arrives at school after the register has closed and has received at least eight (8) unauthorised late marks within a period of ten (10) weeks (term time).
- Following a Truancy Patrol
  - Penalty Notices will not be issued during a truancy patrol, but enquiries will be undertaken with the school of any pupil stopped. In cases where the school has recorded an unauthorised absence and where the pupil has been stopped on a previous truancy patrol within the past twelve months, a Penalty Notice may be issued
- Where the Harrow Council's Education Services believes that a Penalty Notice is the most appropriate way to deal with irregular school attendance as the child has attendance below 90% and at least 5% absences are unauthorised.
- Excluded Children

Where a child has been excluded from school and is found in a public place during school hours without reasonable justification within the first five days of the exclusion period. Reasonable justification will be assessed on the individual circumstances of each case but may include the medical emergency of the parent or child or a pre-

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arranged medical appointment. **Rewards**

The Jubilee Academy rewards good attendance in the following ways:

- Individually, by tutor/mentor group and year group participation in motivational scheme called 'Premier League'
- A system of rewards is in place by tutor/mentor group with the highest attendance and by individual's average attendance over a monthly period (for short term) and half termly, termly and annual (for long term) placed students
- Rewards include certificates, raffles and educational trips, visits and activities

### **Integrated Working**

When attendance does not improve sufficiently the school will make a referral to external multi-agency partners to provide additional specific provision to support the school to address entrenched attendance issues.

We work with other agencies and professionals to ensure that our students receive all the support available to achieve good attendance.

We will demonstrate full commitment to integrated working by:

- using the MASH referrals
- sharing information
- A staffing structure where tutor/mentors take on the role of Lead Professional working with other agencies and being part of 'teams around the family'.

### **Publication of Information**

The Jubilee Academy shares information on individual student's attendance as necessary with parent/carers, students and staff in a number of ways, including through assembly and in communication with home including in the newsletter.

Weekly attendance data is emailed to the whole school and home schools

### **Monitoring and Evaluation**

The Deputy Headteacher – Discipline, Conduct and Attendance will review the Policy regularly in partnership with the Attendance Team and Head of School

The Governing Body will be kept up to date on a regular basis and any changes in National Guidance affecting our immediate practice will be reported directly to them.

## APPENDIX 1

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

Please note changes to the DfE guidance on the use of “B” code above; it now states:

*This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil’s absence using the relevant absence code.*

Attendance codes are changing from the 19 August 2024 so this will come into effect for the new academic year 2024/2025 for most schools in Suffolk.

This is a list of attendance codes that come into effect in the next academic year for all schools:

Code	SIMS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity. Not to be used for virtual learning
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
G	Family holiday (not agreed)	Unauthorised absence as pupil on a family holiday, not agreed, or is taking days more than an agreed family holiday
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment

	No. ll'easori yet pro ided for absence	Reason absence not et establis ed
0	Absence Inoth r o, 1.mknOY'i1'11 circumsta ce	A:bsenoe in other or unknown cirru 'iis' nee.
p	Partk:ipatin.g in □ports acivtty	P rtic ..abng n sports ae ivily
a	Unable alte11d - lack of aooess arrangements	Un ble to attend the school becaus e of lack of access arrangeme;n Ls
R	Religfous observance	Relig'ous observance
S	Stu_ry r- ve for publ'c examinaliloo	Study leave ar LI.ble examination
T	Trawli1s;1 with parent foir m;;o palional purposes	□ veUng w th parel'lt or ocru ttoaat purposes
u	Late (af:er re is :ers o osed)	<b>Late (after registers closed)</b>
V	Attendi g an educational vis:t or lr	Attending an educational \tjsit or 'trip
	<b>Attending work experience</b>	Atte:11d'n.g work xpenence
	No r□iired to atie d- non□oompulso ry 'Sohcol age pupH	ot required c attend-non□oom:pu smy school age pupj
	Unable o atte11d - ransport not available	Unable o attend due o transport normally pro ided not i'ng pmvf:ded
Y2	Unable to attend - w-ctespmad avel em r9e11cy	Ufl -1 to att nd due lo wtd spread- i ruption to travel
Y3	Unable o atte d - 1.mavoida le partia cosu e	Un:able to attend due to p-art ot he school premises being elm -
y	Unable o a r id - una'li01dable ful closure	Unable to attend d1Je 'lo the ote schools' site being 1 une pectedty closed
YS	Unable to attend - orlmi:nal Justic:e detention	Unable to attend as pupil is in crirnfnal justice demntlo
Y6	Unable o attend - Public H athl Gui nee /L -"	Unable to attend accordance wm, public healtl"t gu dano o l i w

Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

This is a list of codes where a reason will be required with the attendance code:

Code	SIMS Description	DfE Description / Explanation
B	Educated off-site (not Dual-Reg)	Attending any other approved educational facility.
K	Alternative provision provided by the LA	Attending education provision arranged by the local authority
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.

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## FAMILY HOLIDAYS DURING TERM TIME

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours. Head Teacher will not grant leave for family holiday.

Permission is granted or not in accordance with arrangements made by the governing body of the school. No parent/carer can demand leave of absence for the purposes of a family holiday as of right.

Only in 'exceptional circumstances' may the amount of leave granted exceed in total more than ten days in any school year.

The Jubilee Academy will explore with parent/carers why such leave of absence is necessary. Each

request for holiday absence will be considered individually. It is the responsibility of the Head of School and governors to decide whether or not to grant leave of absence. When making the decision the following factors should be considered:

- the amount of time requested
- age of the student
- the student's general absence/attendance record
- proximity to public examinations
- length of the proposed leave
- student's ability to catch up the work
- student's educational needs
- general welfare of the student
- circumstances of the request
- purpose of the leave
- frequency of the activity, and
- when the request was made.

The procedure for requesting leave of absence is made available to parent/carers. Clear advice is included in the school's prospectus and parents/carers are made aware of the following on admission to the school:

- holidays in term time are not a right and will not automatically be granted.
- leave will be granted only where proper procedures have been followed and permission given.
- it remains the discretionary power of the Head of School to authorise leave of absence.

### Exceptional circumstances:

All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

38. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If parent/carers take the student away without permission or fail to apply for permission in advance of the holiday the absence should be recorded as unauthorised. If the student is kept away for a period in excess of the time agreed with the school the extra time should be treated as 'unauthorised' absence. The appropriate register symbol in both these circumstances is:

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## EXTENDED TRIPS OVERSEAS DURING TERM-TIME

In deciding whether to grant extended leave of absence, The Jubilee Academy will consider the particular circumstances of each individual case. We value our parents/carers and will therefore show an understanding of their perspective in deciding whether or not we are able to agree to the request for absence.

We ensure that all parent/carers are made aware of the school's attendance policy.

When deciding whether to grant leave of absence we may consider the following:

- A visit involving family overseas has an entirely different significance than the normal associations with a holiday.
- Visits may be very important in terms of a child's identity and self-esteem as they grow up.
- Parent/carers may feel that the reason for their visit outweighs the importance of their student's uninterrupted attendance at school
- The reasons for parent/carers making a visit may be, for example, family illness or bereavement. It is less easy for parent/carers to undertake these normal and necessary activities where long distances and high costs are involved.
- If it is possible to include school holidays in the leave of absence so as to limit the amount of term time the student is absent.

If leave of absence is agreed, we will consider:

- Explaining the work, the student will miss, how it can be made up on return and how the parent/carers should help the student.
- Whether work can be given to the student while he or she is away.
- Preparing a study pack.
- Asking the student to make notes and observations on a class topic.
- Going through any work done by the student on return.
- Sharing experiences in a positive way with the class and teacher on return.

Parent/carers should be asked to contact the school if the return is delayed. We should ensure that they have a contact number in the UK so that they can make enquiries if the student does not return at the agreed time.

### **Failure to return on the agreed date**

When granting leave of absence for an extended trip overseas there will always be an agreed date when the student will return to school.

## OTHER CIRCUMSTANCES

Occasionally, parent/carers/carers may advise us that they need to take their child away from school for a period of time and that they do not know the date of return. An example might be when a close relative, living at a distance from the family, is dangerously ill.

We will consider whether these absences are recorded as 'family holidays' or as an ordinary absence from school and will always make sure that we have contact details for the parent/carers, **including an address to which letters can be sent at their destination.**

If a student is to be regarded as absent, not a holiday, we will decide if the absence can be authorised. Code 'C' (Other authorised circumstances (not covered by another appropriate code/description), is for exceptional occasions which may warrant leave of absence. We will consider each request individually taking the following into account:

- the nature of the event for which leave is sought;
- its frequency (is it a one-off, or likely to become a regular occurrence?);
- whether the parent/carer gave advance notice; and
- the student's overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement and so on.

## THE JUBILEE ACADEMY UTILISES THE FOLLOWING STRATEGIES FOR REDUCING HOLIDAYS DURING TERM TIME

- We will actively discourage holidays during term time.
- Our Attendance Policy states that holidays during term time are not acceptable.
- Parent/carers will be given a clear message at every opportunity, e.g. at parent/carers evening, in newsletters, school brochure and bulletins, about taking holiday in term time. This will be maintained as a student moves through secondary school.
- Parent/carers will be informed of dates when leave of absence will not be granted, e.g., school examinations. The school calendar will be sent to parent/carers on admission so that they are aware of term times and important dates.
- Parent/carers requesting holidays will be invited into school to discuss the proposed absence and implications for their child missing school time.
- We will always liaise with the 'home school' for dual registered students in regard to making any decision to agree a request for holiday during term time. This will ensure that we are operating on the same basis as our partner schools.
- Term time holiday absence may be recorded on the student's report.
- To identify the extent of the issue we will keep a record of the amount of absence taken for holidays. This will be published by the Governors in their communications with parent/carers giving the absence figure excluding holidays during term time.

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# APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY



*Aspire and Achieve*

As a parent/carer you must complete this form if you want to take your child out of school during term time to go on an annual holiday.

After completing the form, please return it to the Head of School **no less than half a term** before the date when you want the period of absence to start.

We may decide whether or not to authorise leave of absence for a family holiday. Parent/carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place.

Normally, a student will not be granted more than 10 school days leave of absence in any academic year.

I request that \_\_\_\_\_  
(Name of student)

be granted leave of absence from

From \_\_\_\_\_ To \_\_\_\_\_ 20\_\_\_\_

in order to take part in an annual holiday

\_\_\_\_\_  
(Signature of Parent/carer Carer)

\_\_\_\_\_  
(Date)

## **Failure to return on the agreed date**

When granting leave of absence for an extended trip overseas, you must notify the school of the date when the student will return to school.

## Family Holiday Requests during Term Time

The Head of School has the discretion to grant up to ten days authorised absence for family holidays in a school year. However, each application will be considered individually taking into account factors such as the timing of the holiday and the student's attendance. For example, a student with an otherwise perfect attendance record will achieve a maximum of 94.7% attendance if s/he goes on a ten-day holiday during term time.

We want parents/carers to understand that:

- Parent/carers cannot demand a leave of absence as an automatic right.
- Parent/carer requests must be made in advance.
- We cannot apply blanket policies to approve/reject all applications
- All requests must be considered on their own merits.
- Extended periods of absence will be granted only in exceptional circumstances.

### Holiday Authorisation Calculator

The delegated authority to authorise/unauthorise a leave of absence rests with the Head of School.

In order to ensure equity within applications, we decide on whether or not to authorise a leave of absence for family holidays using a Holiday Authorisation Calculator. This does not remove the Head of School's prerogative to authorise holiday in exceptional circumstances.

#### Procedure

Parent/carer should complete a holiday request form and submit this to the school at least half a term prior to the intended period of absence. We will respond to the request within one week. If we are aware of any difficulties that may preclude a request form being completed, appropriate support will be offered to parent/carers.

The Holiday Authorisation Calculation Chart is used to guide the Head of School's decision on whether or not to authorise the requested leave of absence.

If the total score is 6 or less, holiday leave may be authorised.

If the total score is 7 or more holiday leave should not be authorised. However, the Head of School may be aware of exceptional circumstance which would warrant approving holiday leave and this should be recorded on the form.

If a student has already taken ten days' holiday leave in the same academic year, further holiday leave should not be authorised.

If there are legal proceedings ongoing in regard to attendance issues, holiday will not be authorised, and this will be recorded on the form.

Parent/carers will be made aware that holidays which have not been agreed in advance will lead to the student being marked with unauthorised absences and that this may lead to the trigger of a Penalty Notice or other action.

A letter confirming that the request has been authorised /denied will be sent to the parent/carer, with a copy of the Holiday Authorisation Calculation Chart within one week of receipt of the holiday request.

## Holiday Authorisation Calculation Chart

Name of student .....

Year.....

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly.

(\*Where the holiday already taken in the current academic year exceeds the DfE guideline i.e. "maximum of 10 days in any academic year", any further requests will not be authorised.)

	Points possible	Points
When is the holiday planned for? September is the beginning of the academic year and full attendance is vital if students are to establish themselves academically and in terms of friendship groups.	September = 2pts	
Student's attendance level is? (up until Autumn half term we will use the % figure from the previous year if student is long term placed)	Less than 70% = 6 pts 70% to 80% = 5 pts 80% to 85% = 4 pts 85% to 93% = 3 pts More than 93% = 2 pts	
How close is the student to an assessment (for example, controlled coursework) or other examination?	KS3 = 1 pt. More than 16 wks. = 1 pt. 8 – 16 weeks = 2 pts 2 – 8 weeks = 3 pts Less than 2 weeks = 4 pts	
How much holiday leave has already been taken in current academic year?*	8 or more days = 4 pts 5 to 7 days = 3 pts 2 to 4 days = 2 pts 1 to 3 days = 1 pt.	
Subtotal		
Any special mitigating or aggravating circumstance which indicates that a holiday should be authorised or not authorised contrary to score indicated above.	Subtract or add 2 points	
Details of mitigation/aggravation		
<b>Total</b>		
<p>Leave for family holiday where the total is 7 or more <b>will not be authorised</b></p> <p>The only exception to the above may be where there are, in the opinion of the Head of School, 'exceptional circumstances' apply. If legal proceedings re attendance are ongoing the school will not authorise leave for holidays.</p> <p><b>DELETE WHERE APPROPRIATE: - REQUEST APPROVED/ REQUEST DENIED</b></p>		
Completed by ..... Date .....		

## **APPENDIX 3**

### **WORKING WITH THE SCHOOL'S ATTENDANCE OFFICER**

You can expect your Attendance Officer to work with you in the following way:

- a) Consultation meetings and home visits. These will be arranged with you at a mutually convenient time. During the meeting/visit you will have an opportunity to identify the difficulties, agree on action to be taken and exchange information.
- b) The Attendance Officer will work with you to agree on an approach (which may also involve utilising the specialist professional skills of the school counsellor or an external agency)
- c) The Attendance Officer will offer support through advice, guidance and strategies to support you and your son/daughter to reach their attendance targets.

The Attendance Officer will work with you to:

- Establish the reasons for attendance issues and plan action to fully address these
- ensure that the school's registers are fully up to date in regard to your son/daughter/s attendance
- ensure that copies of letters and records of meetings are shared with you
- ensure that any actions agreed in the meeting/visit are followed up as soon as practically possible
- ensure that you access an extensive programme of support and training to support improvement to your son/daughter's attendance so that you can support their learning and achievement fully
- Support you to understand the school's attendance strategy and work with the school to fully implement it.

The Attendance Team is keen to support. Whenever the need arises, please contact them between visits if you need their help or advice on an attendance issue via [info@TheJubileeAcademy.org.uk](mailto:info@TheJubileeAcademy.org.uk)