

## Policy Essential Information

**Title:** Attendance Policy

**Date Approved:** July 2013

**Date Last Reviewed:** July 2018

**Status:** Statutory

**Delegation:** Head of School

**Responsibility:** DHT Safeguarding

**Review Frequency:** Annually

**Policy Locations:** Website/Staff Shared Drive/Hard Copy

**Next Review Date:** July 2019

# Attendance Policy

## Introduction

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/carers/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/carers/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 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/carers/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 on a daily basis
will encourage good attendance and will investigate all unexplained and unjustified absence
staff will set a good example in matters of attendance and punctuality
will follow up all instances of poor attendance and punctuality
will keep parent/carers informed of their student's attendance/punctuality record
will work closely with parent/carers should attendance or punctuality give cause for concern

Expectations of parent/carers/carers/carers:

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

The expectations for students:

All students are expected to attend school and all of 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

### **Doors open**

- Breakfast PSHRE begins at 9am every day.

### **Registration**

- Registers are called at 9.10am. Registers close at 9.40am. Registers are marked consistently by staff;
- 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.

### **Lateness**

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Any student arriving after 10am or 1pm should report to a Senior Teacher  
Any student arriving after 9.11am should sign the late book and report to the Attendance Champion  
Entries in the late book will be transferred to the computerised registration 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 Champion and Senior Teachers.

## Following up Lateness

The names of students who arrive late will be emailed to all staff by the Attendance Champion
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.
Students who arrive late 3 times in a week will receive a 1-hour detention with the Head of Year. This will be held on a Wednesday or a Friday and parents will be called in for a meeting.
The Attendance Champion will have responsibility for collating lists of students arriving late on whom sanctions will be imposed. These are passed to tutor/mentors daily.
Tutor/mentors will have responsibility for advising students that they are being sanctioned and for keeping parent/carers informed.
The sanction for 3 lates in any week will be imposed on Wednesday or a Friday.
Parent/carers will be informed of the sanction imposed by their son/daughter's mentor/tutor the day before a 30-minute 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 with a Head of Year.
Parent/carers will be informed of the further sanction imposed by the Attendance Champion who will oversee setting the hour-long detentions. A list will be generated and circulated on the day it is due to take place to all staff.
Parent/carers whose child is regularly late for school, will be contacted by the tutor/mentor who will work with the parent/carer(s) to bring about an improvement in punctuality.
Where attendance is below 90%, tutor/mentors may also involve the Attendance Champion to provide additional specific provision to support improvement

## Absences

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 Champion 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  
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 and BTEC Year 11 undertake a week-long work experience placement. The Career's Advisor is responsible for making contact with the work place to monitor students' attendance each week and for liaison with the Attendance Champion 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 Champion
- 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 Deputy 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 Champion. 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 Champion.
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 has more than 10% absence from school in a period of 2 weeks will be contacted by the Attendance Champion who will work with the parent/carer(s) to bring about an improvement in attendance.
All students have a tutor/mentor who will be the lead professional for working with students and their families to improve attendance. For students with less than 90% attendance, bi-weekly meetings will be in place 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, the student will be referred to the Attendance Champion by a Senior Teacher in liaison with tutor/mentors

### Escalated interventions on attendance

Average attendance	Escalated involvement of staff	Adults involved
100%	Rewards and Achievement Certificates	Tutors/mentors and Senior Teachers
95%-91%	<ul style="list-style-type: none"> <li>• Bi-weekly academic review meetings.</li> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• Rewards and praise for improvement</li> </ul>	Student, parent/carer and tutor/mentor
90%-86%	<ul style="list-style-type: none"> <li>• Bi-weekly academic review meetings.</li> <li>• Participation in motivational scheme including 'Premier League'</li> <li>• Weekly meetings with Attendance Champion until attendance target reached.</li> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• Referral for additional specific provision as appropriate (could involve the school's EP or/and school counsellor at this stage)</li> <li>• Rewards and praise for improvement</li> </ul>	<p>Student, parent/carer and tutor/mentor</p> <p>Attendance Champion.</p> <p>EP/School counsellor and/or referral to external agency</p>
85%-81%	<ul style="list-style-type: none"> <li>• Weekly meetings with Attendance Champion and Senior Teacher until attendance target reached.</li> <li>• Participation in motivational scheme including 'Premier League';</li> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• Review of additional specific provision in place on a weekly basis through the school's 'Inclusive Learning Panel' (will involve the school's EP or/and school counsellor at this stage)</li> <li>• Rewards and praise for improvement</li> </ul>	<p>Attendance Champion, Senior Teachers, tutor/mentor</p> <p>Governors' panel</p> <p>Specialist professionals working at the school and/or multi-agency involvement</p>
80% and below	<ul style="list-style-type: none"> <li>• Weekly meetings with Attendance Champion and Senior Teacher until attendance target reached.</li> <li>• The school expects to receive an explanation for the reason for every session missed</li> <li>• Review of additional specific provision in place on a weekly basis through the school's 'Inclusive Learning Panel' (will involve the school's EP or/and school counsellor at this stage)</li> <li>• Rewards and praise for improvement</li> </ul>	<p>Attendance Champion, Senior Teachers, tutor/mentor</p> <p>Specialist professionals working at the school and/or multi-agency involvement</p>

Students will be supported when they return after long term absence by:

- Buddy and peer mentoring schemes;
- Gradual settling into the mainstream timetable through support from the 'Personalised PLUS' learning area

- Targeted opportunities to catch up on missed work
- Home visits

### **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 Senior Teacher/ Attendance Champion
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 Champion 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 the Attendance Champion</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 Champion or Senior Teachers.
The Jubilee Academy operates spot checks on attendance in lessons during the school day through random truancy sweeps by senior staff and the Attendance Champion (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 Champion and circulated to Senior Teachers by lunchtime each day.
First Day Response phone calls will be made by the school's Attendance Champion
The Attendance Champion 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 Champion
Registers will be updated with First Day Response information by the Attendance Champion
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 Annexes**

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

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

At The Jubilee Academy we expect parent/carers to work with us to address attendance problems. If a student has at least 21 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays), the Head of School may make a decision to request a Penalty Notice. The penalty is £50 if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days. If the penalty is not paid it may lead to prosecution.

### **Rewards**

The Jubilee Academy rewards good attendance in the following ways:

- Individually, by tutor/mentor group and year group
- 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**

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 Common Assessment Framework
- 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'.

### **Working with the Attendance Champion**

The school's Attendance Champion and Senior Teacher lead the strategy to improve attendance for individual students and the whole school under the direction of the Senior Teachers

Information will be used to enable the Attendance Champion to carry out an effective strategy, including home visits

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. The Senior Teachers will make the referral.

### **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

Attendance is a standing item on the agenda of school Governors' meetings

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Students will be informed about the importance of school attendance through assemblies, PSHRE, presentations by visiting professionals, statistics and displays in school. The Senior Teachers oversee this strategy.

The Attendance Champion will be responsible for ensuring that data collected by DfE is accurate

The Attendance Champion will be responsible for sharing attendance information with the student's 'home school' on a regular basis

Approved by:

Approved on:

Review date:

Responsibility for review:

## APPENDICES

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age students	Not counted in possible attendances
Y	Partial and forced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to all students	Not counted in possible attendances

## APPENDIX

### FAMILY HOLIDAYS DURING TERM TIME

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.

When leave of absence has been granted the absence should be recorded as authorised, using the appropriate register symbol:

**F** – extended Family Holiday (agreed)

**H** – Family Holiday (agreed)

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:

**G** – Family Holiday not agreed (or days in excess of agreement)

## **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 reasons 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, eg, 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 Headeacher.

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	
<b>Subtotal</b>		
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**

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

You can expect your Attendance Champion 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 Champion will work with you to agree on an approach (which may also involve utilising the specialist professional skills of the school's counsellor)
- c) The Attendance Champion will offer support through advice, guidance and strategies to support you and your son/daughter to reach their attendance targets.

The Attendance Champion 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.

Attendance Champions are keen to support. Whenever the need arises please contact them between visits if you need their help or advice on an attendance issue.

### **Monitoring, evaluation and review**

This effectiveness of the school's behaviour and preventing bullying policies are regularly monitored through the school's self-evaluation schedule:

- Gives all stakeholders a voice
- Highlights the strengths of the procedures and systems in place
- Informing the school improvement plan
- Informs the staff CPD plan
- Informs the curriculum (particularly PSHRE)
- Informs the development of this policy

Approved by:

Approved on:

Review date:

Responsibility for review: