

## ACADEMIC YEAR 2015-16

Version:	1.0
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Date:	September 2014
Approved by governors:	
To be reviewed:	July 2016
Signed:	

Record of Alterations

Version 1.0    Original version

# ATTENDANCE & PUNCTUALITY POLICY – YR 9, 10 & 11

## POLICY

The policy aims to raise awareness of the importance of attendance and punctuality for all students, as they are vital in:

- promoting children's welfare and safeguarding
- providing the opportunity for every student has access to the full-time education to which they are entitled
- maximising the chances of students achieving their Personal Best
- promoting the opportunity for students have access to the widest possible range of opportunities when they leave.

## PROCEDURE

In line with the Education (Pupil Registration) (England) Regulations 2006, an attendance register is taken twice each day; once at the beginning of the morning session and once in the afternoon. These record whether a student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances.

Registers show whether the absence is authorised or unauthorised and records the nature of any approved, supervised educational activities.

To maintain high levels of attendance, a register is also taken every lesson by the classroom teacher. Punctuality is given high priority. All students must be on the college site by 8.30am and in their Tutor Bases before the 8.35am bell. All students who arrive after the bell will be marked late. If a student arrives after 8.55am they must sign in at the Pastoral office reception. Any student who is late will have this information recorded in their planner. Every third late to school and / or lessons will be given an after school Pastoral detention.

High levels of attendance and punctuality are rewarded throughout the year, including recognition during award assemblies.

A range of support mechanisms and/or negative consequence(s) are implemented if students' attendance falls below 95%. These include intervention by the tutor, year office, letters home, home visits, meetings with parent/carer(s), contract etc. Referrals are made to the APSO services through the Student Manager. If deemed appropriate by the Local Authority, an APSO (Attendance and Pupil Support Officer) is then allocated. The purpose of the school APSO is to help Parent/Carer(s) improve the attendance of their son/daughter. Any referral to the school APSO will result in the meeting with the parent/carer(s) and student to plan the best support plan for the family.

If a student is absent, their parent/carer(s) will receive a text message from the year office, requesting a reason for the absence (if not already received). Parent/Carer(s) are polite requested to telephone the student absence line **01484 868777** before 8:30am stating their child's name, year group, reason for absence and expected length of the absence.

Absences due to holidays in term time are recorded as unauthorised. Shelley College cannot and will not authorise school absence purely for the reason of a family holiday. If you feel you have an exceptional circumstance you must speak to the school prior to making any arrangements or taking any absence. Parent/Carer(s) are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

There is, however, a discretionary power held by Principal's to authorise absence in exceptional circumstances.

## **What is absence from school for exceptional circumstances?**

### **Exceptional circumstances include:**

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.

### **Please note that evidence would be required in each case.**

If a request meets the above exceptional circumstances but falls within the following times, Shelley College must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all students)
- 2) Year nine options time (for pupils in year nine)
- 3) At any time during years 10 and 11 (for all students in these year groups)

**Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against the parent/carer(s), either through a Penalty Notice or the Magistrates' Court.**

### **The College reserves the right to pursue legal action to enforce school attendance**

When all supportive strategies have been exhausted the Local Authority in conjunction with Shelley College can use various legal powers if a student is missing school without a good reason:

- Parenting Order
- Education Supervision Order
- School Attendance Order
- Penalty notice

You can be given one or more of these orders but the LA in conjunction with Shelley College doesn't have to do this before prosecuting you. These options will only be considered when supportive strategies have been offered and have not been successful.

#### **Parenting Order**

This means the parent/carer(s) are required to go to parenting classes. The parent/carer(s) must follow the decisions the court has made in order to improve their child's school attendance.

#### **Education Supervision Order**

If Shelley College believes parent/carer(s) needs support in getting their child to come to school but the parent/carer(s) are deemed not to be co-operating the LA on behalf of Shelley College can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help the parent/carer(s) get your child into education.

#### **Penalty notice**

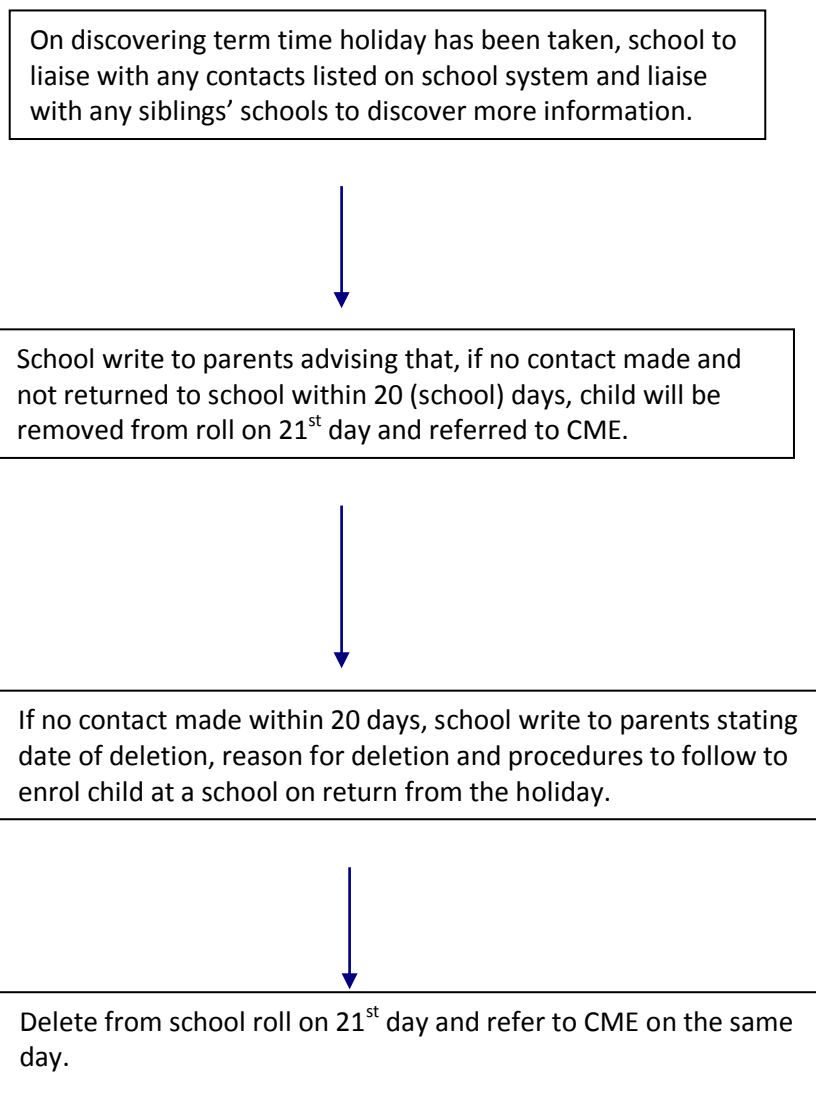
Instead of being prosecuted, both parent/carer(s) can be given a penalty notice. The penalty is £60, rising to £120 if paid after 21 days but within 28 days. If the parent/carer(s) does not pay the fine they may be prosecuted.

#### **Prosecution**

Parent/Carer(s) could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also would also issue a Parenting Order.

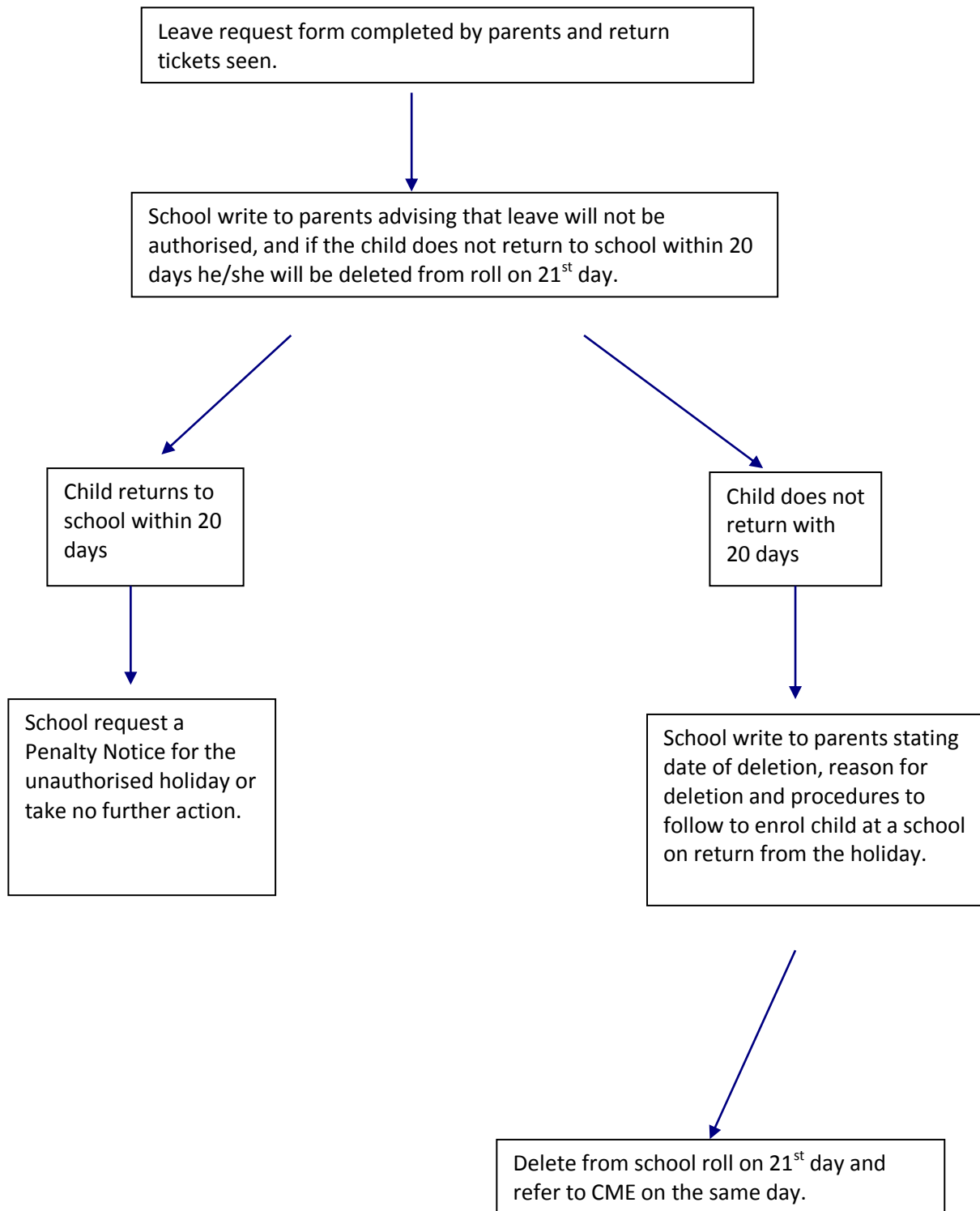
## Appendix

### Deletion from school roll – Term time holiday is taken but not requested

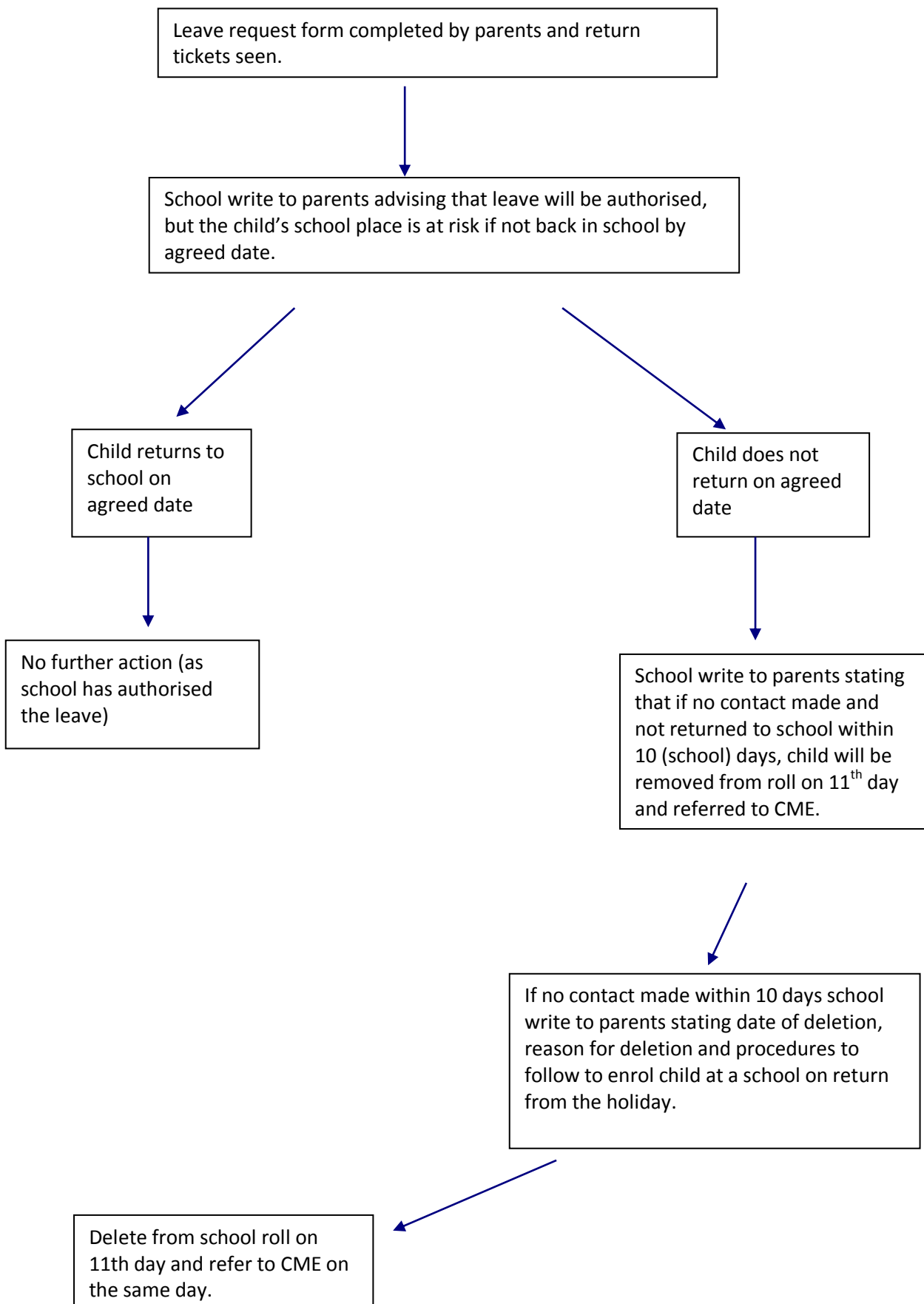


Note – if the family is not on holiday but has left/disappeared please follow usual CME procedures.

Deletion from school roll – Term time holiday is requested but not authorised by the school.



Deletion from school roll – Term time holiday is authorised by the school but family do not return by the agreed date.



**PNS1 - Request for a Penalty Notice for a Term time holiday**

(NOTE : Penalty Notices are issued against both parents/carers. Full names are essential)

**Parent/Carer 1:** First Name ..... Last Name .....

Address: .....

Tel no .....

**Parent/Carer 2:** First Name ..... Last Name .....

Address: .....

Tel no .....

**Pupil:** First Name ..... Last Name .....

Ethnicity ..... School: .....

**Information about this term time holiday absence:**

Was permission for this absence requested in advance by the parent?

Was permission given?

Dates of the unauthorised absence:

Dates of any absence you have authorised:

**Signed:** ..... Head teacher      **Date:** .....

**Please forward this form to Attendance & Pupil Support Service together with:**

- **Form PNS2 (witness statement), which will be used in court proceedings should the Penalty Notice not be paid;**
- **A copy of the child’s attendance print out showing the absences marked as unauthorised holiday (code G).**
- **A copy of the letter to the parent(s) advising them that the holiday request has been refused (if applicable);**
- **A copy of the letter to the parent(s) advising them that a Penalty Notice will be issued.**

<u>For Administrative use only</u>	
Issue Penalty Notice	<input type="checkbox"/>
Authorised by .....	Date .....

**Form PNS2 – Pro-forma witness statement**

**WITNESS STATEMENT**

Criminal Procedure Rules, r27.1(1)  
Criminal Justice Act 1967, Section 9, MC Act 1980 s.5B

**Statement of:** [INSERT HEADTEACHER'S NAME]

**Age if under 18:** Over 18

This statement (consisting of ... pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

**Signature:**

**Date :**

**STATEMENT IN RESPECT OF:** [INSERT DEFENDANT'S NAME]

I am the Head teacher of [insert full name of school].

I can confirm that [insert child's name / date of birth] is on the register at the above school.

I have checked the school attendance records and can confirm that the attendance record shown as exhibit ("??1") is a true and accurate record of [insert child's name] attendance at school between [insert date] to [insert date].

I also confirm that

- This school has a written attendance policy in place which includes procedures in relation to term time holidays.
- A summary of the term time holiday policy is included in the brochure (or provided separately as an addendum) and communicated regularly to parents.
- The absence to which this request refers is recorded as unauthorised in the school register.

Signature \_\_\_\_\_ Signature Witnessed by \_\_\_\_\_



**(PNS 4 - TERM TIME HOLIDAY REQUEST AUTHORISED)**

Name  
Address etc.

Dear (Name of Parent/s)

**Re: Term time holiday request for .....**

Following your recent request for .....to be allowed term-time holiday, I am writing to confirm that I have authorised this planned absence, from .....to .....

However, I must point out that the school strongly discourages holidays in term time, as .....

I must also draw your attention to the school's attendance policy. This makes it clear that if a holiday is taken in term time which has **not** been authorised, 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.

Finally, you also need to be aware that if your child does not return to school on the date stated in the request, the school place is at risk of being withdrawn.

Yours sincerely

**(PNS5 - TERM TIME HOLIDAY REQUEST NOT AUTHORISED)**

Name  
Address etc.

Dear (Name of Parent/s)

**Re: Term time holiday request for .....**

Following your recent request for .....to be allowed term-time holiday, I regret that I am unable to authorise this absence. My reasons are as follows:

- 
- 
- 

Should you continue with your plans for .....

I must draw your attention to the school's attendance policy. This makes it clear that if a holiday is taken in term time which has not been authorised, 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.

Finally, you also need to be aware that if your child fails to return to school following 20 days of absence due to extended leave/holiday, he/she is at risk of losing their school place.

Yours sincerely

**(PNS6 - ABSENCE NOT AUTHORISED – WARNING LETTER)**

*Name*  
*Address etc.*

Dear (*Name of Parent/s*)

**Penalty Notice Warning – term time holidays**

It has come to my attention that .....has taken ..... days leave in order to go on holiday from ..... To ..... This holiday absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the head teacher in advance should they wish to take students out of school for a holiday, and that if a holiday is taken in term time which has not been authorised, 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.

On this occasion I have decided not to issue a Penalty Notice against you. You should consider this letter as a warning that any further holidays taken in term-time without prior permission **will** lead to such action being taken against you.

Yours sincerely

**(PNS7 - ABSENCE NOT AUTHORISED – PENALTY NOTICE LETTER)**

*Name*  
*Address etc.*

Dear *(Name of Parent/s)*

**Penalty Notice for Term Time Holidays**

It has come to my attention that .....has taken ..... days leave in order to go on holiday from ..... To ..... This holiday absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the head teacher in advance should they wish to take students out of school for a holiday, and that if a holiday is taken in term time which has not been authorised, a Penalty Notice may be issued.

As you did not request permission for this holiday, the school will be arranging for a Penalty Notice to be issued against you. You will receive notification from Kirklees Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be for £60 if it is paid within 21 days, it will increase to £120 if paid after 21 days but within 28 days.

Failure to pay the penalty notice could result in Kirklees Children and Young People Service starting legal proceedings against you for the offence of not ensuring your child's attendance at school.

Yours sincerely

**(PNS8 - DID NOT RETURN BY DUE DATE – WARNING LETTER)**

*Name*  
*Address etc.*

Dear *(Name of Parent/s)*

**Penalty Notice Warning – term time holidays**

It has come to my attention that .....did not return from the authorised holiday by the agreed date. This means that .....days of this absence have been treated as unauthorised.

The school's attendance policy makes it clear that parents must seek permission in writing from the head teacher in advance should they wish to take students out of school for a holiday, and that if a holiday, or part of a holiday, is taken in term time which has not been authorised, 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.

On this occasion I have decided not to issue a Penalty Notice against you. You should consider this letter as a warning that any further unauthorised holidays taken in term-time **will** lead to such action being taken against you.

Yours sincerely

**(PNS9 - DID NOT RETURN BY DUE DATE – PENALTY NOTICE)**

Name  
Address etc.

Dear (Name of Parent/s)

**Penalty Notice for Term Time Holidays**

It has come to my attention that .....did not return from the authorised holiday by the agreed date. This means that .....days of this absence have been treated as unauthorised.

The school's attendance policy makes it clear that parents must seek permission in writing from the head teacher in advance should they wish to take students out of school for a holiday, and that if a holiday, or part of a holiday, is taken in term time which has not been authorised, a Penalty Notice may be issued.

As you did not request permission for this part of the holiday, the school will be arranging for a Penalty Notice to be issued against you. You will receive notification from Kirklees Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be for £60 if it is paid within 21 days, it will increase to £120 if paid after 21 days but within 28 days.

Failure to pay the penalty notice could result in Kirklees Children and Young People Service starting legal proceedings against you for the offence of not ensuring your child's attendance at school.

Yours sincerely