

Bolsover Infants and Nursery School

Attendance Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Attendance Policy

INTRODUCTION

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

WHY?

The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).

Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.

Mission Statement

We believe that to be successful, all learners require the highest level of access, attendance and engagement with inclusive, high quality educational settings. We will work with all partners in support of this to achieve our aims and objectives.

ABSENCES

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. This is however, still an absence and will be recorded as such in our records.
- **Unauthorised Absence:** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause. These include:

1. Sickness
2. Unexpected / unavoidable causes e.g. Fire/domestic upset/bereavement/severe weather
3. Religious observances - Up to 3 days a year
4. Advanced permission of the school for the following reasons - approved public performance, exceptional family reasons, hospital visits, funerals
5. Dental medical appointments (where this can not be done out of school hours), only authorized for the amount of time needed to attend the appointment.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents keeping children off school unnecessarily

- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised. Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem. The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Governing Body and the Local Authority.

AIMS OF THE POLICY

To promote regular attendance thus offering all pupils equal access to learning.

OBJECTIVES OF THE POLICY

- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.

This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

The School Aims To

- ◆ Promote good attendance and good punctuality as the norm.
- ◆ Demonstrate that good attendance is valued by the school.
- ◆ Endeavour to provide experiences in and out of the classroom of high quality for all our pupils.
- ◆ Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- ◆ To raise pupil awareness of the importance of punctuality and regular attendance.
- ◆ To maintain good communication with parents in relation to their child's attendance, offering support and guidance where necessary.
- ◆ To maintain effective working relationships with the Education Social Work Service and other service that promotes good attendance and punctuality.
- ◆ Recognise and support the key role of all staff in promoting and maintaining good attendance.

SCHOOL RESPONSIBILITIES

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.

- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To report to the EWO (Educational Welfare Officer) and support their work with pupils as necessary.
- To report to the Government on attendance twice a year.
- To consistently administer the attendance procedure.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- To promote good attendance

PARENT RESPONSIBILITIES

- To have children in class ready for teaching by the start of the day at 8.55 a.m.
- To inform school on every day of any absence.
- To request leave as far in advance as possible.
- To book holidays in termly and half termly breaks and to avoid booking holidays in term time.
- Where this is impossible make applications for leave in writing on the school's 'Leave Of Absence Form', giving the reason for the request.
- To work with the school and EWO to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.

If parents, guardians or carers are worried about their child's attendance at school they should:

- Talk to their child; it may be something simple that needs your help in resolving
- Talk to your child's class teacher in the first instance.

THE PROCESS FOR MONITORING ATTENDANCE

The school Attendance Officer will log instances of absence and lateness and discuss weekly with the Head Teacher. Where a child is missing and the parents haven't contacted the school, the schools attendance officer will make telephone contact with the parents to ascertain the reason for their absence. Where issues persist the following will be initiated:

Stage 1: Where there are concerns about attendance and punctuality the school will make verbal contact with home.

Stage 2: If the concerns persist the school will write to the parents/carers.

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the EWO.

Stage 4: If the concerns persist the school will make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues. Should concerns persist the EWO will agree action (as above) and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal action. See Appendix 1.

ABSENCES DURING TERM TIME

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60. IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office. Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised. There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

LATENESS

Punctuality is an important life skill. It is also polite. Children must be in class by 8.55 a.m. each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken. The school gates will be shut by 9 am. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book. Lateness will be monitored and the E.W.O. (Education Welfare Officer) will follow this up.

If the arrival at school is after the registers have closed at 9.30, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety. If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem with the Attendance Officer.

SICKNESS

Please notify the school on each day of the absence. We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our School by:

- Awarding weekly class awards for the class with the best attendance, this class will be rewarded extra play.
- Termly notes home for parents to celebrate good attendance, which may include a sticker, bracelet or other such reward for the child.
- End of year awards for children who have achieved 95% or above attendance
- Certificate and Reward (Trophy/medal etc) for those children achieving 100% attendance.

THE ROLE OF THE EDUCATION WELFARE OFFICER

The Education Welfare Officer strives to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

Derbyshire County Council, through the Education Welfare Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly. A Fixed Penalty Notice when requested by a Headteacher can be issued as long as the following criteria apply:

- At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months
- Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement.

Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.

- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

GOVERNORS

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The schools attendance figures are presented to the Governing Body on a termly basis.

APPENDIX

1. Note to parents explaining changes
2. Information to Parents about Attendance Policy
3. Attendance - All you need to know
4. Application by parent/s for a child's leave of absence from school for exceptional circumstances.
5. School Response- Application by parent/s for a child's leave of absence from school for exceptional circumstances.
6. Request for Penalty Notice/s for Leave of Absence for the purpose of a Family Holiday taken that has not been agreed by school.
7. Parents' Letter - 100% Attendance (Congratulations)
8. Parents' Letter - 95% Attendance (Congratulations)
9. Parents' Letter - 90% - 95% Attendance
10. Parents' Letter - 85% - 90% Attendance
11. Parents' Letter - Below 85%
12. Parents' Letter - Alleged illness
13. Parents' Letter - Illness
14. Parents' Letter - Attendance issues with due reason
15. Parents' Letter - Improved attendance
16. Parents' Letter - Punctuality Problems

Headteacher - Miss Fiona Cowan

Deputy Head- Mrs Tracey Fieldsend



Welbeck Road

Bolsover

Chesterfield

Dear Parent.

Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on **1st September 2013**. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes I will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances** should complete **a form at least two weeks before the anticipated start date**. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is **Government policy** and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.

Thank you for your support and understanding.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F Cowan', written in a cursive style.

Miss F Cowan
Headteacher

Bolsover Infants and Nursery School

Attendance Policy



Information for parents

This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Bolsover Infants and Nursery School

Mission Statement

We believe that to be successful, all learners require the highest level of access, attendance and engagement with inclusive, high quality educational settings. We will work with all partners in support of this to achieve our aims and objectives.

The School Aims To

- ◆ Promote good attendance and good punctuality as the norm.
- ◆ Demonstrate that good attendance is valued by the school.
- ◆ Endeavour to provide experiences in and out of the classroom of high quality for all our pupils.
- ◆ Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- ◆ To raise pupil awareness of the importance of punctuality and regular attendance.
- ◆ To maintain good communication with parents in relation to their child's attendance, offering support and guidance where necessary.
- ◆ To maintain effective working relationships with the Education Social Work Service and other service that promotes good attendance and punctuality.
- ◆ Recognise and support the key role of all staff in promoting and maintaining good attendance.

Statutory Duties:

Section of the Education Act 1996 requires that:

'The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable: to his age, ability and aptitude; and b) to any special educational needs he may have; either by regular attendance at school or otherwise.'

Children's Attendance

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **authorised** or **unauthorised**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing. If a child is absent from school, whether authorised or not, it will be reported as an absent on their attendance figure because they were not at school.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause. These include:

6. Sickness
7. Unexpected / unavoidable causes e.g. Fire/domestic upset/bereavement/severe weather
8. Religious observances - Up to 3 days a year
9. Advanced permission of the school for the following reasons - approved public performance, exceptional family reasons, hospital visits, funerals
10. Dental medical appointments (where this can not be done out of school hours), only authorized for the amount of time needed to attend the appointment.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

The head teacher has the right to unauthorise any absence/s that he/she feels are unnecessary and/or ill-conceived.

Unacceptable reasons for absence include:

- Birthdays
- Sibling inset/snow days/illness etc or parent illness
- Car problems
- Hair cuts, shoe buying, clothes shopping etc
- Not wanting to bring children out in cold weather
- Slight temperature
- Generally feeling under the weather (with no signs of illness)



Lateness

School starts at 8:45 am school doors are shut at 8.55 am. Lateness is classed as any child coming into school between 9.05 am and 9:30am. All children arriving after 8.55 am must report to the office. After 9:30 it is classed as an unauthorised absence. Lateness is monitored monthly.

Attendance Problems:

Parents whose children are experiencing difficulties should contact school at an early stage and work together with staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Officer from the County Council. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance have failed these Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2,500 and/ or 3 months imprisonment.

Parental requests for leave of absence for their children in term time (inc Holiday Requests)

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on 1st September 2013. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes the headteacher will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Parental Responsibilities:

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs which they may have. Most parents choose to fulfil this responsibility by registering children at a school.

Parents have a legal responsibility to ensure their child's regular attendance.

Parent's Responsibilities include:

- Ensure that their child arrives at school on time, appropriately dressed and in a 'condition to learn'. (ie not too tired or too hungry to learn.)
- Work in partnership with the school to help their child/children gain an appreciation of the importance of attending school regularly and punctually.
- Work in partnership with the school to take an active interest in their child's school career, to reinforce school policies/arrangements on homework, behaviour and approach to learning, to attend parents' evenings and other meetings where necessary.
- Work in partnership with the school and other agencies (as and when appropriate) to resolve issues relating to non-attendance.
- To acknowledge that they have been in receipt of the school's Attendance Policy.
- Notify the school if their child is absent. Contact with the school needs to be made on the first day of absence, ideally first thing in the morning. Parents should provide an explanation for the absence which should be confirmed in writing, when the child returns to school.
- Parents are advised to avoid arranging medical or dental appointments during school hours and, unless unavoidable, not to book holidays during term time.
- Parents must seek permission from their child's headteacher (or authorised representative) prior to any holiday in term time and give advance maximum notice for such a request



Working Partnerships

The school will work with a range of other professionals in order to support children and their families in ensuring good attendance. These include:

- Learning mentor service in school
- EWO service
- School Nurse / School Health
- Family Resource Worker
- Health visitors
- Community Police officers
- Any service deemed necessary to support the family



Monitoring and Reporting

As a school we have a duty to monitor the Attendance Policy and how successful it has been in improving the attendance of children at our school. This will be done on a yearly basis and will involve all staff responsible for attendance, a small contingency of governors and parents/guardians; public opinion will be gathered via the whole school parent questionnaire. We will also evaluate whole school, year group and individual data.

We will inform all parents/guardians of their child's attendance on a half termly basis.

Daily Checks

- Daily checks will be carried out on attendance and absences.
- All absences will be followed up.
- Co-ordinator will check with clerical staff for parental phone calls.
- First day response will be carried out on all children who are unaccounted for.

Weekly Checks

- Weekly checks will be made on all children who have been absent that week.
- Any children who have been absent for longer than 5 days will be investigated.
- Investigations will include contacting teacher, headteacher, parents, school nurse, SENCO or EWO

Half-termly Checks

- Half termly checks will be carried out on the Monday, of the last week, of each half term .
- Children will be grouped into: 100% attendance, Above 95%, Between 90% and 95% - Improved / not improved, Between 85% to 90%, Below 85%
- Letters will be sent to parents, on the first Tuesday of the new term, corresponding to their child's attendance record

Rewards and Incentives

- Certificates for 100% attendance at the end of each full term.
- Certificates for significantly improved attendance and attendance above 95% at the end of each full term.
- Use of assemblies to recognise good and improved attendance and punctuality, last Friday of full term @ 2.30pm.
- Use of Education Social Worker to praise good and improved attendance of individuals.
- Rewards for groups/classes of good attendees.
- Praise letters to parents/carers of good and improved attendees, rewards on a termly basis for children have 100% attendance, above 95% and above 90% but have improved.

Monitoring, Support and Guidance for Poor Attendance

- First Day response for non-attendance at school
- Record Keeping of non-attendance
- Late Book for monitoring punctuality
- Sign posting of appropriate services
- Half termly checks on attendance percentages
- Awareness of illness and disability issues that effects attendance
- Good contact with parents in order to support parents
- Information letters for parents of children with attendance below 95%, 90% and 85%



Contact Details... If you wish to inform the school of an absence please contact 01246 823181. If you have any questions or concerns regarding your child's attendance or this policy, please contact the school to make an appointment with the headteacher.



Attendance...

All you need to know !

It is highly important that children are at school everyday unless ...

1. They are sick
2. Unexpected / unavoidable causes e.g. Fire/domestic upset/bereavement/severe weather
3. Religious observances - Up to 3 days a year
4. Advanced permission of the school for the following reasons - approved public performance, exceptional family reasons, hospital visits, funerals
5. Dental medical appointments (where this can not be done out of school hours), only authorized for the amount of time needed to attend the appointment.

The head teacher has the right to unauthorise any absence/s that he/she feels are unnecessary and/or ill-conceived.

Unacceptable reasons for absence include:

- Birthdays
- Sibling inset/illness etc or parent illness
- Car problems
- Hair cuts, shoe buying, clothes shopping etc
- Not wanting to bring children out in cold weather
- Slight temperature
- Generally feeling under the weather (with no signs of illness)



All absences count towards your child's attendance figure, even if it is authorised. Attendance figures are calculated on the days that your child is actually in the building at registration time.

Holiday Requests

ABSENCES DURING TERM TIME

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are **exceptional circumstances** relating to the application. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60. IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office. Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised. There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

Handy tips...

- If your child is late, don't worry, still bring them in. It is better that they only miss a short while rather than a full Day - **Better late than never!**
- Always make doctors, hospital and dental appointments after 9.15, 1.15 or after 3.15 and come in for registration
- Always keep in touch with us, either ring and leave a message on our attendance answer phone or text our school mobile on - 07565912806. If you do not contact school, our attendance officer will contact you after 9am to see if your child is safe and well with you and to discuss their absence.



Headteacher - Miss Fiona Cowan

Deputy Head- Mrs Tracey Fieldsend



Welbeck Road

Bolsover

Chesterfield

APPLICATION BY PARENT/S FOR A CHILD’S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES.

To the Headteacher

Name of Child..... Year Group

Name of both parents Mr

Mrs/ Ms/Miss

Address

.....

.....

I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Dates:

From..... To.....

Total number of days requested

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

[Empty box for providing details of the request]

Signed (both parents if applicable)

Date

.....

THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.

Headteacher - Miss Fiona Cowan

Deputy Head- Mrs Tracey Fieldsend



Welbeck Road

Bolsover

Chesterfield

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Name & Address of Parents

.....
.....
.....
.....

Date:

Dear

I am writing following your application for exceptional leave of absence for your son / daughter.....(name)

Reason for request.....
.....

Current Attendance.....

Leave granted in last academic year yes/no Reason.....

Dates: from..... to..... Total days

In line with the Education (pupil registration) (England) regulations 2006 which come into force from 1st Sept 2013;

Your request for exceptional leave has / has not been approved for the following reason/s;

.....
.....
.....

Signed

(Head Teacher)

Please note parents who take their child on unauthorised holidays may be liable to fine or prosecution.

Headteacher - Miss Fiona Cowan

Deputy Head- Mrs Tracey Fieldsend



Welbeck Road

Bolsover

Chesterfield

Dear Name (please do not use parent/carer)

Absence from School

Name was absent from school for (**number**) days between (**dates and date**) without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or detail the contacts that were made during the absence).

I understand that (**Name**) was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for (**Name**) with a 'G' which means 'unauthorised absence for a holiday during term-time'. You may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Request for Penalty Notice/s for Leave of Absence for the purpose of a Family Holiday taken that has not been agreed by school.

The following information must be provided before the Principal Education Welfare Officer can consider serving a Penalty Notice. Should the Penalty Notice be unpaid and the case forwarded for prosecution this information will be used as evidence, in court under section 444 of the Education Act 1996.

Name of School:

Pupil information

Forename: Surname: DOB:

Address including postcode:

Dates that the pupil was absent from school:

e.g. 16/05/2011 to 25/05/2011 inclusive. These will be marked with **G** in the register.

Parent 1* for whom Penalty Notice is being requested

Title: Forename: Surname:

Address including postcode, if different from pupil:

Parent 2* for whom Penalty Notice is being requested

Title: Forename: Surname:

Address including postcode, if different from pupil:

A Penalty Notice will only be issued if there is evidence that the above named parent/s have each received a letter from the Headteacher declining the Leave of Absence Request.

A copy is required of each of the following documents:

Please tick appropriate box to indicate copy is attached to this form.

- Leave of Absence Request Form completed by parent/carer
- Letter from school to each parent indicating that leave would not be authorised:
- Attendance report from beginning of current academic year showing the leave of absence
- Copy of statement in school prospectus/newsletter warning of consequences of taking leave in term time that has not been authorised

Once the pupil has returned to school following the leave of absence please send all this information to: Penalty Notices, Education Welfare Services, Derbyshire County Council, Room 396, County Hall, Matlock, Derbyshire DE4 3AG

If you have any queries regarding Penalty Notices please do not hesitate to contact Education Welfare Services on 01629 538346 or email CAYA EWS HQ Admin@derbyshire.gov.uk

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Deputy Head- Mrs Tracey Fieldsend



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Bolsover

Chesterfield

100% Attendance

Dear Parent/Carer

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child has achieved 100% attendance this term. The government has asked us to achieve 95% attendance for each child and so your child's 100% attendance is a great achievement.

We would like to take this opportunity to celebrate your child's attendance with you. As your child has attended school 100% of the time, they have had the opportunity to take full advantage of the education available to them. This will have had a huge impact on their attainment and will have helped you child to reach their full potential.

Congratulations!

Yours sincerely

95% Attendance

Dear Parent/Carer,

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child has achievedattendance this term. The government have asked us to achieve 95% attendance for each child and so your child's attendance is a great achievement.

We would like to take this opportunity to celebrate your child's attendance with you. As your child has attended school above 95% of the time, they have had the opportunity to take full advantage of the education available to them. This will have had a huge impact on their attainment and will have helped you child to reach their full potential.

Congratulations!

Yours sincerely

90% - 95% Attendance

Dear Parent/Carer,

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child's attendance is currently %. The government have asked us to achieve 95% attendance for each child. As you can see your child's attendance is below 95%.

We strive continually, as a school, to work in partnership with parents and feel that you would like to be fully informed of your child's attendance figures.

We do appreciate that a very young age children do catch many ailments and that it is often unavoidable. We work very closely with the health clinic and community nurse and should you wish to discuss your child's health, with these professionals, we would be very happy to organise an appointment.

Alternatively there may be family circumstances with which you may need support. Our learning mentor, Miss Dodsworth, is always there should you wish to approach her for advice and support.

The school is here to support you and your family in these issues. Please understand that we are obliged legally to try and improve attendance in partnership with the educational welfare service and yourselves. We will continue to monitor and review your child's attendance and will keep you informed of such work. We would also appreciate your support in trying to improve your child's attendance and hope that we can see improvements in the near future.

Many thanks for your understanding in this matter.

Yours sincerely

85% - 90% Attendance

Dear Parent/Carer,

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child's attendance is currently %. The government has asked us to achieve 95% attendance for each child. As you can see your child's attendance is now below 90%. Even taking into account normal childhood illness your child's attendance is way below average.

We strive continually as a school to work in partnership with parents and feel that you would like to be fully informed of your child's attendance figures.

We do appreciate that a very young age children do catch many ailments and that it is often unavoidable. We work very closely with the health clinic and community nurse and should you wish to discuss your child's health, with these professionals, we would be very happy to organise an appointment.

Alternatively there may be family circumstances with which you may need support. Our learning mentor, Miss Dodsworth, is always there should you wish to approach her for advice and support.

The school is here to support you and your family in these issues. Please understand that we are obliged legally to try and improve attendance in partnership with the educational welfare service and yourselves.

We would appreciate you making an appointment with your child's class teacher, myself or Miss Dodsworth in order to discuss this problem. As we really need to see your child's attendance improve in order for them to make the very best of the educational opportunities available to them.

We will continue to monitor and review your child's attendance and will keep you informed of such work. We would also appreciate your support in trying to improve your child's attendance and hope that we can see improvements in the near future.

Many thanks for your understanding in this matter.

Yours sincerely

Below 85%

Dear Parent/Carer,

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child's attendance is currently %. The government have asked us to achieve 95% attendance for each child. As you can see your child's attendance is now below 85%. Even taking into account normal childhood illness and other issues, your child's attendance is way below average and has now become a great concern to us.

We strive continually as a school to work in partnership with parents and feel that you would like to be fully informed of your child's attendance figures.

We do appreciate that a very young age children do catch many ailments and that it is often unavoidable. We work very closely with the health clinic and community nurse and should you wish to discuss your child's health, with these professionals, we would be very happy to organise an appointment.

Alternatively there may be family circumstances with which you may need support. Our learning mentor, Miss Dodsworth, is always there should you wish to approach her for advice and support.

The school is here to support you and your family in these issues. Please understand that we are obliged legally to try and improve attendance in partnership with the educational welfare service and yourselves.

We will be working closely with our Education Welfare Officer Paul Harvey in order to monitor and review your child's attendance and he will be shortly contacting you if he hasn't already as we really need to see your child's attendance improve, in order for them to make the very best of the educational opportunities available to them.

We will continue to monitor and review your child's attendance and will keep you informed of such work. We would also appreciate your support in trying to improve your child's attendance and hope that we can see improvements in the near future.

Many thanks for your understanding in this matter.

Yours sincerely

Alleged Illness

Dear Parent/Carer,

I am writing to you regarding 's attendance. You will see from the enclosed printout that he/she has had a lot of absences recently due to sickness / medical reasons. I am concerned that if continues to be ill as often as this, he / she will be unable to keep up with their school work and will not achieve his / her full potential.

Due to the recurring absence I presume that you will have had some contact with your family doctor regarding 's illnesses. I would therefore, request that from now on you send school some form of medical evidence validating the illness.

One of the following would be acceptable:

1. On the visit to the G.P. ask the receptionist for an appointment card for that day, this will then have the date you went to the surgery.
2. The tear of strip from prescriptions or the label from the medication that has been taken.
3. A G.P. certificate can be issued on request from the doctor but if the surgery charge for this, the school could not reimburse you and I believe it is a hefty fee.

In addition I would be happy to make a referral to the School Medical Officer, who would be able to offer additional support and advice on how best to manage 's illness. Please contact me if you would like me to make this referral.

If 's attendance does not improve over the coming weeks and the absences are unauthorised, we will be referring you to the school's Education Welfare Officer.

If you would like to discuss the contents of this letter or any other issues that I am not aware of, please do not hesitate to make contact with me.

Yours sincerely

Illness

Dear Parents/Carer

Through our termly checks with the educational welfare officer Paul Harvey, our records show that your child's attendance is currently % . The government has asked us to achieve 95% attendance for each child.

As a school we strive continually to work in partnership with parents. As a result of this partnership, we are aware that your child has been ill this term, and that the attendance figure of

.....% is a great achievement.

Yours sincerely

Attendance issues with due reason

Dear Parents/Carer

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child's attendance is currently % . The government has asked us to achieve 95% attendance for each child.

As a school we strive continually to work in partnership with parents. As a result of this partnership, we are aware that your child has been living with exceptional circumstances recently, and that the attendance figure of% is a great achievement.

We hope that your child's attendance at school, when possible, continues to be important to all involved and if the school can offer any support in this we would be extremely eager to offer support. We have a wide range of services available and would be happy to signpost you to any that would be of benefit to your child and support their attendance at school. Many thanks for your understanding in this matter.

Yours sincerely

Parents' Letter -Improved attendance

Dear Parent/Carer,

Through our termly checks with the educational welfare officer Paul Harvey our records show that your child has improved their attendance this term. Your child's attendance now stands at.....%. The government have asked us to achieve 95% attendance for each child and so improving your child's attendance is a great achievement..

We would like to take this opportunity to celebrate your child's attendance with you. As your child has attended school% of the time, they have had the opportunity to take better advantage of the education available to them. This will have had a huge impact on their attainment and will have helped you child to reach their full potential. Congratulations!

Supporting you in continuing to make further Improvements...

We do appreciate that a very young age children do catch many ailments and that it is often unavoidable. We work very closely with the health clinic and community nurse and should you wish to discuss your child's health, with these professionals, we would be very happy to organise an appointment.

Alternatively there may be family circumstances with which you may need support. Our learning mentor, Miss Dodsworth, is always there should you wish to approach her for advice and support.

The school is here to support you and your family in these issues. Please understand that we are obliged legally to try and improve attendance in partnership with the educational welfare service and yourselves. We will continue to monitor and review your child's attendance and will keep you informed of such work. We would also appreciate your support in trying to improve your child's attendance and hope that we can see improvements in the near future. Many thanks for your understanding in this matter.

Yours sincerely

Parents' Letter - Punctuality Problems

Dear Parent/Carer,

After a regular review of our records it has been noted that your child/ren has been regularly late to school. Over the your child has been late on occasions.

As you will recognise it is extremely important for your child to be at school and we would rather they arrive late than not at all. However, it is very important that your child tries to arrive at school on time. Children should arrive at school for 8.50am and our doors shut at 9am. If your child is not going to be at school before 9am you need to contact the school office ASAP.

The school policy on - Lateness

Lateness

School starts at 8:45 am school doors are shut at 8.55 am.

Lateness is classed as any child coming into school between 9.05 am and 9:30am

All children arriving after 8.55 am must report to the office.

After 9:30 it is classed as an unauthorised absence.

Lateness is monitored monthly. Where children have persistent lateness problems the head will invite the parents into school to a formal meeting.

Alternatively there may be family circumstances with which you may need support. Our learning mentor, Miss Dodsworth, is always there should you wish to approach her for advice and support.

The school is here to support you and your family in these issues. Please understand that we are obliged legally to try and improve attendance and punctuality in partnership with the educational welfare service and yourselves. We will continue to monitor and review your child's attendance and punctuality and will keep you informed of such work. We would also appreciate your support in trying to improve your child's punctuality and hope that we can see improvements in the near future.

Many thanks for your understanding in this matter.

Yours sincerely