



Attendance Policy

Introduction

The School will adhere to the Data Protection Principles and other legislative requirements set out in the Data Protection Act 2018, General Data Protection Regulation, and related information governance legislation.

Policy statement – Pupils' Punctuality and Attendance (To be read in conjunction with DfE and NYCC policy statements) The highest standards of attendance and punctuality are encouraged for all pupils at all times.

School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.

Where a child's attendance causes concern, the following parameters and actions will be considered by the Attendance Officer and the Headteacher: (Each case will be considered individually based on circumstances)

In line with NYCC and government targets, our pupil school attendance target is 96%.

Why attendance is important

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. Good attendance at school is crucial to making progress. There is a clear connection between regular attendance, progress and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

The school aims to work together with parents to ensure that children attending Cayton School attend both regularly and punctually. The school will promote regular attendance thus offering all pupils equal access to learning. The school believes that good attendance is vital for all children if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment.

At Cayton School we encourage good attendance by making the school day and pupils' learning enjoyable. Children need to feel that their contribution in school is valued and that all staff care about them as individuals.

We hope that parents will assist us in our work of raising attendance levels throughout the school by:

- Ensuring the regular attendance of their child
- Informing the school when their child is absent from school
- Provide a reason for absence
- Attend any meetings about their child's attendance, which may be necessary.

You can view our school attendance news, documents, policies and celebrations on our website at [ATTENDANCE | My Site \(caytonprimaryschool.co.uk\)](http://caytonprimaryschool.co.uk)

Leave of Absence

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in **exceptional circumstances**. Each application is considered individually by the school. See appendix 1 for the 'Application for pupil leave in exceptional circumstances form'.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

"Pupils feel safe and enjoy their time at Cayton School."

"Many parents describe Cayton as a great school where their children thrive."

"Pupils enjoy learning because they get lots of help and support from their teachers and teaching assistants."

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

Any family who persistently takes unauthorised time of during term time could be liable to a fine.

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."

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 Attendance Officer and Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed as to whether the request has been authorised or unauthorised. See appendix 2 and 3 for leave of absence school response letters.
- 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.

Cayton School Attendance and Punctuality Actions

Lateness

Punctuality is an important life skill. It is also polite.

- Children must be in class at 8.50am each day. Registers will be taken during this time.
- Children who arrive after 9:00am will be marked as late in the register.
- Lateness will be monitored by the Attendance Officer.
- Children who arrive late because of a medical appointment will be registered with an 'M' to highlight an authorised absence.

Attendance below the 96% target

Children with 95% attendance or below at any point within an academic year will be monitored by the School Attendance Officer and contact with parents will be made if deemed necessary.

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Children with 90% attendance or below (Persistent Absences) at any point within an academic year, contact will be made with parents via telephone, letter or face to face to discuss necessary support to help improve their child's attendance. A plan of action will be developed.

Children with 85% attendance or below at any point within an academic year, a discussion with Children & Families Service regarding a possible referral within the NYCC policy and practice guidance.

First Day Absence Procedures

If your child is absent for any reason, parents/carers must contact school via telephone 01723582910, class dojo or email admin@cayton.n-yorks.sch.uk by 8.50am to make school aware.

Procedure to follow on the first day of absence:

Miss Clough to check all registers for first day of absence

Miss Clough to talk to class teachers to ascertain communication via Dojo

Miss Clough to phone contact details to find out reason for absence by 9:30am

- If contact made, record on attendance register (SIMS).
- If NO contact made by 9.30am on day 1, leave a message on all contact numbers to contact school.
- If NO contact is made by 10.00am, SLT will make a home visit to determine the whereabouts of the child.

Policy Revised: Jan 2024

Revision Date: Jan 2025

Written by: Mr M. Vasey



Appendices

1.

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

Please note: Head teachers would not be expected to class any term time holiday as exceptional

This is not an exhaustive list and Head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the

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Head teacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES

Name of pupil(s):

Full Name of Parent/Carer(s)

School:

Home Address:

Telephone No:

Siblings: (if different school)

Schools attending:

I request permission for my child to be absent from school

From.....To.....Total school days.....

Exceptional circumstances for request:

(this section must be answered in full and against stated criteria)

Signature of parent/carers.....Date.....

For school use only

Seen by Head teacher (signature).....Date.....

Decision reached.....

Date reply returned to parent (s).....

2.

Letter not authorising leave of absence.

Dear (insert full name of parent/carer(s)

Refusal for exceptional leave in term-time.

I have considered carefully your request for leave in term-time and on this occasion I will not be authorising your child(ren)'s absence.

This is because (*insert reason*)

If your child(ren) do not attend school during the dates you requested (*insert dates*) the absence will be recorded as unauthorised and a request to issue you with a penalty notice will be made to the local authority

OR

If your child(ren) do not attend school during the dates you requested (insert dates) the absence will be recorded as unauthorised. As the unauthorised leave does not amount to 10 sessions or more, a request to the Local Authority to issue a Penalty Notice will not be made at this time.

However, please note, that if further leave of absence is taken without the agreement of the school, and amounts to 10 sessions or more over a period of 4 months, inclusive of the current request, this can result in a Penalty Notice being requested.

A Penalty Notice is a fine of £60, if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. The Local Authority will consider taking legal action if the Penalty Notice is not paid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely,
Head teacher

3.

Authorising leave of absence

Dear (*insert full name of parent/carer*)

Re: Request for exceptional leave in term-time.

“Pupils feel safe and enjoy their time at Cayton School.”

“Many parents describe Cayton as a great school where their children thrive.”

“Pupils enjoy learning because they get lots of help and support from their teachers and teaching assistants.”

I have considered your request for leave of absence in term-time and I have agreed to grant permission on this occasion.

Your child(ren) (*insert names and dates of birth of pupil(s)*) will be marked as authorised absence from(*insert dates*). He/she/they are expected to return to school on (*insert date of return*).

Please note, any further absence taken without permission beyond these dates will be recorded as unauthorised absence and could result in a penalty notice being requested from the Local Authority. Your child's school place could be at risk if he/she does not return to school up to 20 days after the agreed date of return. This would be following reasonable enquiries being made regarding your whereabouts.

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely,

Headteacher