



# Attendance Policy

## **Policy Review**

This policy will be reviewed by the Board of Governors should significant changes be made to the school's management of student's attendance.

This policy has been reviewed and agreed by the Board of Governors on 20<sup>th</sup> October 2022.

Review date: Autumn 2023

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# 1. Rationale

All students have the right to attend school. Our school provides a welcoming, caring environment, whereby each member of the school community feels valued, safe and secure. All school staff work with students and their families to ensure each student attends school regularly and punctually.

## 1.1 Legal Framework

Section 444 of the Education Act 1996 states, that children of the compulsory school ages (5 – 16) should attend school regularly. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Section 7 of the 1996 Education Act states that parent/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

## 1.2 Legal Requirements for all Schools

- Schools must keep 2 registers: an admission register which serves as the school roll, and an attendance register.
- Attendance registers must be taken twice a day; at the start of the morning session and once during the afternoon session.
- The register must show whether the student is present, engaged in an approved educational activity, off-site or absent.
- When a student is absent, the register must also show whether the absence was authorised by the school or unauthorised.
- Authorised absence means either the school has given approval in advance, or that a satisfactory explanation was given afterwards.

Brook Green Centre for Learning recognises that central to raising standards in education and ensuring all students can fulfil their potential, students need to attend school regularly to benefit from their education. (DfE November 2016).

The government expects schools and Local Authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Ensure all students to be punctual to their lessons.

This policy and associated attendance data sets will be monitored by the Headteacher and Senior Leadership Team (SLT), with a formal data report on student attendance to the Board of Governors made by the Headteacher and SLT each term as part of the Termly Report. This report will outline if there are any concerns in relation to student attendance and any impact of student attendance on progress over time. The report will outline the measures the school has made to address any such

issues ('closing the gap' opportunities). Where there have been non-attendance issues within the school, the Headteacher will evidence the approach taken by the school in addressing student attendance.

Brook Green Centre for Learning may share attendance data with Children's Services and the Local Authority if required; all information is shared in accordance with the General Data Protection Regulation 2018.

This policy should be read in conjunction with the school's Safeguarding Children Policy and the Behaviour Policy.

### **1.3 Aims of this Attendance Policy**

- To secure an informed approach by our school in regards to attendance and how this is monitored/recorded/reported in accordance to statutory guidance.
- To establish systems of following up all absences to ensure that safeguarding is and remains effective.
- To ensure that all absences are correctly identified.
- To ensure clear distinctions are made which takes into account the students/students' disabilities and/or special educational needs through data sets published.
- To develop a systematic approach to gathering/analysing/reporting attendance related data providing reports to the Board of Governors each term.
- To provide a means by which the school can record/monitor attendance of the students/students and to intervene positively as required.
- To ensure that we provide an appropriate response to improve the overall percentage attendance which maximises opportunities for all students to learn/achieve.
- To determine the protocols to monitor attendance effectively establishing pathways to deal with any attendance issues working with external agencies if/as required in an informed way (e.g. – Social Care, Education Welfare Officer).
- To identify appropriate protocols which recognise the individual needs of students when planning actions to prevent academic regression.
- To reduce unauthorised attendance if this becomes an issue in our school.
- To identify appropriate protocols to pursue the re-integration of students following periods of significant absence.
- To provide our school community with informed communication pathways/protocols in relation to student attendance with parents/carers which determines the importance of this.
- To determine the roles and responsibilities of senior leaders and publish this on the school's website.
- To ensure the school's Safeguarding Policy is upheld and fully adheres to the protocols determined to keep all children safe which includes appropriate liaison with social care (MARU and LADO) and the school's allocated EWO.

### **1.4 Our Attendance Leads are:**

Maria Krac (Behaviour Lead / Deputy Designated Safeguarding Lead)

Allison Newcombe (Student Wellbeing Lead / Deputy Designated Safeguarding Lead)

## **2. Roles and Responsibilities in Securing Regular Attendance at School**

### **2.1 Parent/Carer (parents) responsibilities on securing good attendance**

Brook Green Centre for Learning School expects **all** parents to report their child's non-attendance to the school.

They must contact the school on the first day of absence to explain the reason for their child's absence. This can be by telephone, email or text.

The school will **not** accept reasons for non-attendance which are relayed through the passenger assistant on school transport.

Parents, carers or guardians will be expected to contact school directly if the absence period lasts longer than they originally anticipated.

If parents are unable to be contacted, this is the process we will follow:

- If no contact is received by 9.30am, the parent or carer will be contacted by a member of the Exchange Team (DDSLs) repeatedly until contact is made and an explanation given.
- If the parent or carer are unable to be contacted by 12.00 hours, Senior Leaders will undertake a risk assessment regarding the safety and welfare of the child. This will take into account previous experiences of parental reporting, any risk factors and the family's home situation. Where circumstances are of concern this may involve making a home visit on the same day. If the child cannot be located then reports may be made to social care and the police, as required.
- Education Welfare Officers may also make reports to social care or the Police as they determine appropriate.
- The Education Welfare Officer will be informed of all students who have a significant or concerning number of unauthorised absences over a monthly period.

## **2.2 Responsibilities for ensuring the school has up-to-date emergency contacts**

Parents will ensure that their contact details are up-to-date and share changes with the school as soon as possible.

All students will have two contact persons identified and recorded on the school SIMS system. Any changes should be advised by parents as soon as possible.

If a child is to be collected by anyone other than their parent, a safe word system will be set up and recorded on the system to ensure the child is handed over safely and appropriately.

## **2.3 Responsibilities for requesting leave from school**

Holidays in term time may not be authorised unless there are exceptional circumstances.

Parents wishing to take students out of school during term time are required to make specific requests to the Headteacher, using the form in Appendix 4.

Further information on requesting leave can be found in section 6 of this document.

# **3. School based roles in securing regular attendance**

The school puts in place roles, responsibilities and processes for the safe and efficient management of students' attendance.

## **3.1 Role and Responsibilities of Senior Leaders**

The role of attendance officer is part of the role and responsibilities of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Leads (DDSLs) who are supported with the data entry and administration of attendance which is completed by a member of the Hub team

The Hub team with the Headteacher, SLT and other school staff, parents, students and outside agencies ensure the positive attendance of our students.

The SLT are responsible for monitoring attendance throughout the school to the agreed attendance benchmark, meeting all statutory and legal requirements in the process.

### **3.2 Roles and Responsibilities of the Hub**

- The Hub team will act as the first line of contact to parents / carers in relation to attendance.
- Use the school information management system (SIMS) to monitor attendance/student absence on a daily basis maintaining this to a high standard
- Track student attendance by collecting attendance data on a daily basis formulating this in a report to the DSL / DDSLs by 9.30am at the latest.
- Working with the DSL / DDSL and when requested information gather potential reasons for any student's non-attendance.
- Ensure school / office-based records are maintained to a high quality and in accordance to our attendance policy (two parent/carer contact numbers).
  
- Provide accurate termly / yearly attendance data / information for school-based reports and the annual report.
- Produce individual attendance data when requested by the DSL / DDSL (Attendance Leads).
- Advise all agencies on student attendance information as appropriate.
- Maintain confidentiality at all times.
- To be responsible for the daily fire register in case of any emergency (paper-based register).
- To be responsible for the evacuation list (staff/volunteers/school-based visitors etc) in case of any evacuation of the school.

### **3.3 Monitoring Systems**

- The Hub team will act as the first line of contact to parents / carers in relation to attendance.
- The Attendance Leads (DDSLs) will be available to advise and support parents on ways they can ensure their child attends school.
- Ensure an accurate reason for non-attendance is recorded in the SIMS register.
- Contact any parents/carers of any absent student using the telephone to identify reason for any student absence; log all calls made in accordance with school-based protocols.
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the school.
- Provide any information requested by parents/carers in relation to attendance/ exceptional circumstances.
- Ensure accurate data entry into School Information Management systems (SIMs).

### **3.4 Role of the Education Welfare Officer (EWO)**

Poor or intermittent attendance is followed up with the Attendance Leads and the Education Welfare Officer. The school has statutory hours provided by the Local Authority for the oversight of students' attendance. These hours are used carefully to prioritise work to secure improvements in

attendance. Students with attendance below 90% are checked in depth each week by the SLT and are closely monitored.

In order to address any continued/persistent student absences, once the attendance intervention strategy protocols have been followed, the school will refer the student to the Education Welfare Officer with a view to improving the situation; parents will be notified of such measures.

The school will provide the following information to inform the future work of the EWO:

- Reason for referral and any other relevant information.
- Prior action taken by referrer (include details of contact with parents).
- Attendance data.

The school will work with the EWO in the pursuit of any recommendations made; reviews of such work and the impact of this will be agreed with the EWO.

## **4. Administration Processes of Attendance Management at Brook Green Centre for Learning**

### **4.1 The Attendance Registers**

Section 444 of the Education Act 1996 states that children between the ages of 5 – 16 should attend school regularly.

The law requires all schools to have an admission register and, with the exception of schools where all students are boarders, an attendance register. In this school students are recorded on SIMS for admission and twice daily attendance. All students (regardless of their age) must be placed on both registers. A Headteacher who fails to comply with these regulations is guilty of an offence and can be fined (DfE – November 2016).

### **4.2 Registers**

Teachers must complete the morning register on SIMs.

If there is an issue accessing the system, they must immediately contact the Hub.

Registers **MUST** be completed by 9.00am.

### **4.3 Contents of Attendance Register**

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every student is:

- Present.
- Attending an approved educational activity.
- Absent, or
- Unable to attend due to exceptional circumstances.

Student attendance is required daily for 190 days per year, and parents are obliged to ensure they are available for school on these 190 days. This means that there are 380 possible sessions for the learners.

Every child attendance /absence is recorded using the Department for Education agreed code in the electronic class register which is transferred automatically to SIMS and checked by the Hub team. This information is then made available to the Local Authority and the DfE.

## 5. Safeguarding

All registers are scrutinised with the attendance information collated by the Hub (this includes any non-attendance) recorded as such by the tutor. The Hub will provide the Attendance Leads (DDSLs) details of any student's absence from the school each day by 9.45a.m.

The Attendance Leads will record the measures taken to contact parents/carers in relation to student non-attendance via the information provided by the Hub. All such measures will be recorded by the school e.g. telephone messages etc on CPOMs.

Through the receipt of the daily attendance information the DSL /DDSL is able to secure safeguarding; trends over time can be identified through such means and appropriate actions taken if necessary.

### 5.1 Parent/carer contact details

The school will keep a record of two contact parent/carer telephone numbers which will be held within SIMs; parents will be reminded to contact the school to provide any updates to the information held. This information will be re-checked at Tutor / parents evenings / students Annual Reviews.

### 5.2 Follow-up of every absence

Once registers are completed, the Hub will scrutinise them and identify from the information provided by the tutor if any children are absent; this will record name, reason for absence and who notified the school.

In this way the Hub will have been provided with an explanation of the absence by the tutor. If the explanation has not come directly from the student's parent/carer, the Attendance Leads will contact the parent/carer to clarify/confirm the reason recorded; students non-attendance reported by passenger assistants will not be accepted. The school will remind all parents on an annual basis the protocols which need to be followed by them in reporting their child's absence from school.

An electronic record of each absence is made daily by the Hub who will add comments to the SIMS entry as a short note of the reason for the absence. This provides a means by which absences can be recorded accurately/checked which fully supports our agreed Safeguarding Policy and protocols.

Through the regular scrutiny of attendance records (registers and SIMs) the DSL and the Attendance Leads (DDSLs) will be able to identify any concerns in relation to attendance particularly in relation to any aspects of the safeguarding chronology held by the school.

If a student is beginning to show a sporadic attendance record and this is not linked to any on-going medical complaint or additional reason of which the school is aware, the school will attempt to rectify this with the parents. The Attendance Leads will contact the parents initially via a telephone call to discuss and clarify reasons for lower attendance (all telephone conversations will be logged by the school). This will always be followed up with a letter outlining what has been discussed / agreed. If any issues continue, the Head Teacher will write to the parents / carers inviting them to a meeting (alongside social care colleagues if / as appropriate) to discuss the reason(s) why attendance continues to decline and agree a support plan to rectify this.

If the child concerned continues to attend school sporadically following these measures, this will be discussed with the child's relevant safeguarding partnership team and/or the EWO Team for their advice and guidance as outlined within our Safeguarding Policy.



The school will discuss any student whose absence pattern or rate is of concern. The school's weekly Safeguarding meeting will discuss such concerns and plans of action.

### **5.3 Operation Encompass**

The school will take particular notice of any child who has been subject to an Operation Encompass email or telephone call; if a child is absent this will immediately be followed up by the Attendance Leads with contact via Social Care/LADO if needed. All details will be recorded in the school's safeguarding chronology on CPOMs.

### **5.4 Reviewing Processes**

The Headteacher (DSL) and Attendance Leads (DDSLs) will scrutinise the attendance information emailed via the Hub **each** morning; any unauthorised absence will be immediately addressed.

The attendance of all students will be formally discussed at each student's Annual Review with parents / carers. Attendance data will be formally recorded within the review paperwork provided by the Local Authority.

Attendance data will additionally be recorded in the electronic e-PEPs paperwork for all Children in Care; this will be the responsibility of the Designated Child in Care Lead.

### **5.5 Persistent Absences**

As identified every week, the Hub will provide the DSL / DDSLs with a summary of the attendance data for any student who has been recognised as falling below the attendance data sets identified within our schools. As outlined the SLT will scrutinise all such data to identify reasons to verify data; following such scrutiny if reasons do not relate to specified attendance codes or there appears to be emerging patterns / themes an alert will be created to trigger school action (Safeguarding Partnership / EWO). To inform our working practice we will use the protocols / steps identified within the attendance intervention strategy aimed at addressing such concerns in an informed way (Appendix 2).

### **5.6 Out of School Provision**

Students within our school attend education off site; for example NORPRO, Bike Space, BEEs. As such, the school remains responsible for the education, safety and welfare of the student / students.

In order for our school to monitor this offer, we will:

- Agree the aims/outcomes of the out of school provision/school offer with the provider and parent / carer. We will record all referral / aims/ outcomes / frequency of visits on SLEUTH.
- Ensure any out of school provider has the appropriate DBS checks and are compliant with the Keeping Children Safe in Education documentation.
- When there are no staff from BGCL supporting students at an out of school provision, the Hub will contact the provider at the agreed start time for the student and follow our attendance procedures
- Record the number of students accessing such education within the Governors' Termly Report.

## **6. Reduced Timetable Arrangements**

There may be reasons why a child attending Brook Green Centre for Learning is unable to attend school full time. These are usually because a child has significant health difficulties which are

increasing over time and full time attendance is detrimental to their overall health and wellbeing. Occasionally, a child may need a part time (adapted / supportive) timetable for other reasons and these will be to do with the individual child's needs. In occasions such as these, parents and carers may request that their child accesses a part time timetable. Due to the requirement of schools to educate students for a certain length of time each year, there are clear processes that need to be followed.

- This will be discussed with parents if not requested by the parent / carer. This may be reduced hours each day or to drop a day or days during the week.
- The Headteacher who will assess the reasons being given for the child to access part time education. This will comprise of discussions with Key Stage Leads / Attendance Leads about the impact that part time attendance may have on the child's overall progression.
- Depending upon the amount of educational time being missed, a 'Children Missing Education Form' may need to be completed by the Headteacher and sent to the Education, Attendance and Welfare service.
- Part time attendance is monitored regularly to see if it is making an effective impact on a child's overall wellbeing and attendance on the days they can attend. This is reviewed on a weekly basis and a letter confirming the continuance will be sent to parents.
- For significant absence to be agreed, a letter from a health professional may be required to substantiate the reasons for lack of attendance at school.
- Reduced timetable arrangements will only be temporary arrangements and will be accompanied by a reintegration plan

## **7. Parental Applications for absence during term time**

The school recognises the pressures placed upon our families. We also recognise that the additional costs involved in taking children with disabilities on holiday can make them prohibitive, often to the point where the family could not afford them. In many cases, the only option is to take the holiday when costs are lower or times are quieter for the child within school term times. Without condoning it, the school recognises that this is sometimes the only option available to some families.

### **7.1 Parental Request for absence from School for Holiday**

Students are not entitled to be away from school during term time as a result of a family holiday. Such absences will usually be recorded as unauthorised.

Leave of absence will be granted in very exceptional circumstances on application to the Headteacher. These requests should be made by writing in advance to the Headteacher and permission is subject to their discretion. Consideration is made of the students' current attendance level and the impact the absence will have on their learning outcomes. A series of key questions will be used to inform the decision (Appendix 5).

If you take your child out of school without advance permission (except where they are unwell or missing school due to legitimate reasons), you can be fined or even prosecuted.

This could involve:

- A fine of £60 within 21 days (or, if unpaid, £120 within 28 days)
- A parenting order, education supervision order or school attendance order

A copy of the Absence Request Form is attached as Appendix 4.

In accordance to established protocols any Child in Care will not be authorised for any leave of absence from the school without discussing this with their allocated social worker.

## 7.2 Religious Observance

Students will be granted 2 days per year for any religious observance; parents will be expected to request such non-attendance via the Parental Request for Leave of Absence during Term Time form (Appendix 4).

## 7.3 Students with Long Term Health Issues

Details of any student who has a prolonged stay in hospital will be discussed with the EWO where possible. Teachers will be able to provide own learning and support for the student concerned if this is deemed appropriate; this will be discussed between the school, healthcare professionals and parents(s).

## 8. Attendance Data - Use and Analysis

The SLT undertakes regular analysis of students' attendance in order to ensure that high expectations are met. It is recognised that there are **no national attendance data sets** to benchmark our student's attendance although through research we have identified the following averages:

<b>National average absence rate special schools</b>	10.1%	<b>Brook Green Centre for Learning student attendance target is 100%</b>
<b>National average mainstream</b>	5.5%	

It is our aim to meet such targets and annually, governors agree a bespoke target for the school that is aspirational as well as achievable. We regularly scrutinise our attendance data to determine reasons for non-attendance to ensure we work towards meeting the data benchmark and understand the reasons why this may be missed by some students.

Each month, data on students whose attendance is causing concern is updated with the EWO and analysed by the SLT.

Educational data associated with progress over time will be analysed by the SLT as a result of regular data drops / Intervention and Tutoring data. Where progress against outcomes has slowed (emerging progress) opportunities will be identified to 'close the gap'. Such measures will be discussed / reviewed with the Intervention Team and parents / carers contacted.

A termly report on attendance is provided to the board of Governors.

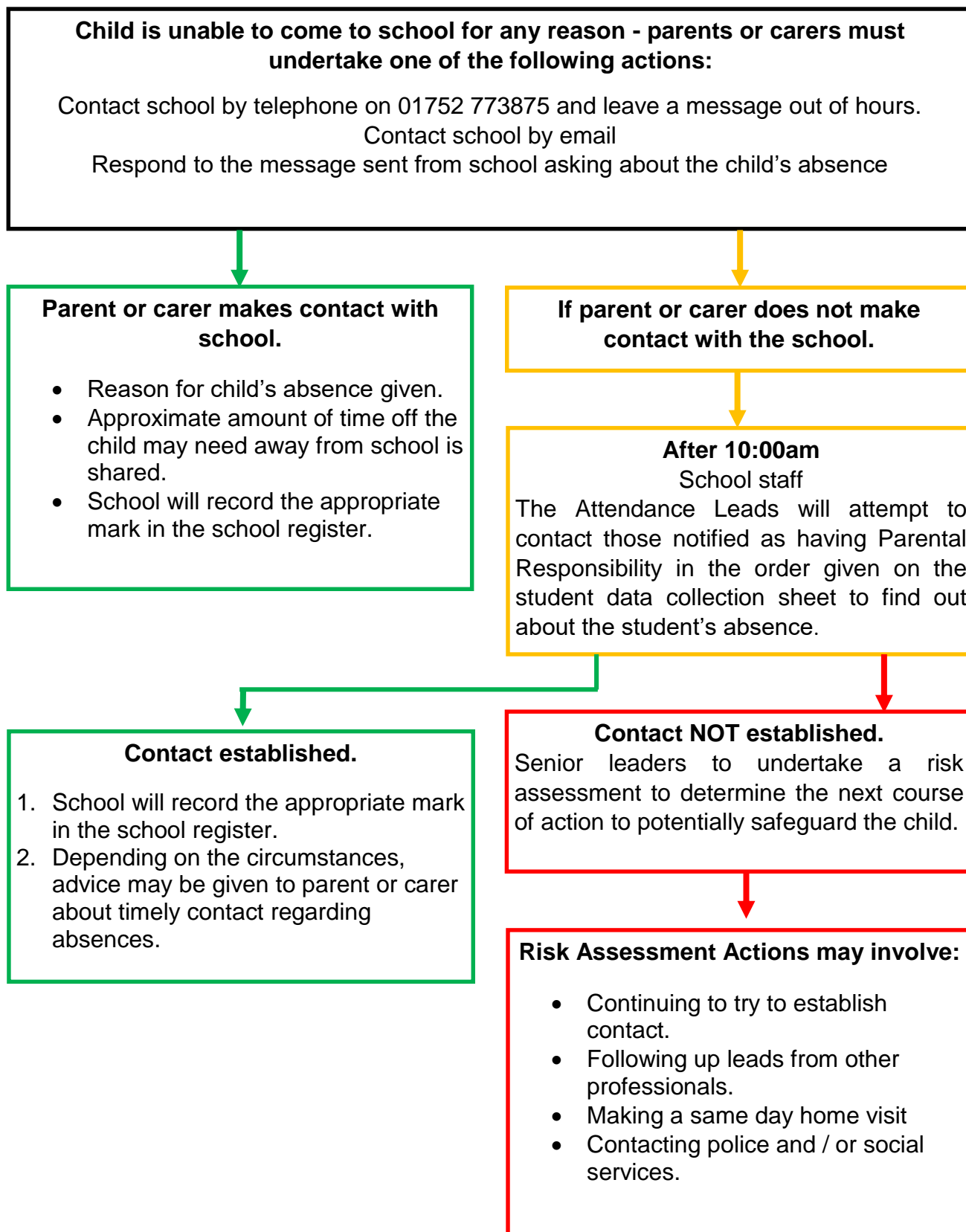
Analysis of overall attendance figures, absences, reasons for absence and interventions is undertaken. Group data is used to further explore and examples of these are:

- Boys/girls.
- Needs type.
- PP/Non PP.
- Ethnicity.

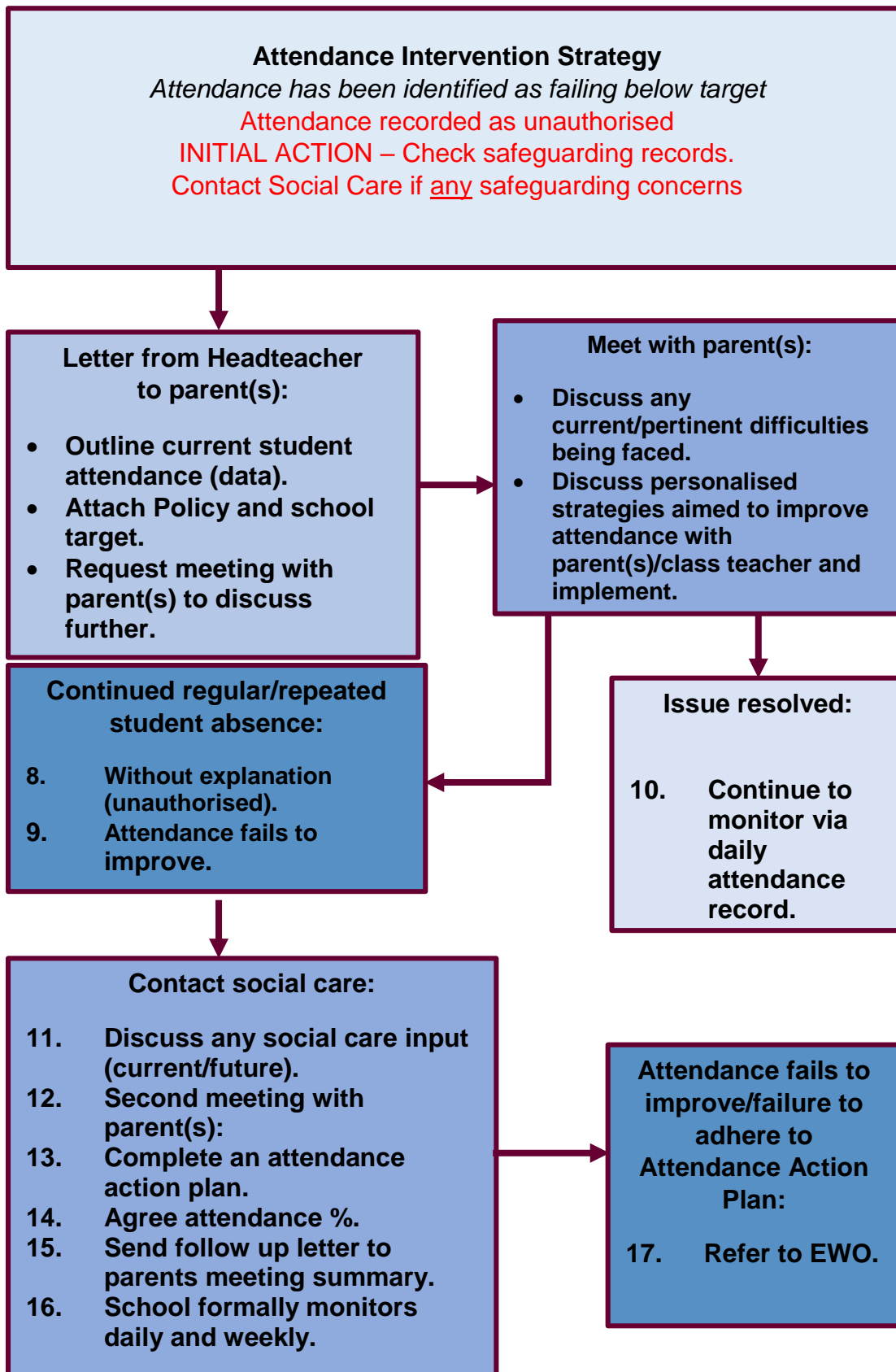
Using such analysis, the following groups / cohort's attendance data can be examined to identify if there are any trends over time which the school needs to address or if further clarification is needed to explain non-attendance at the school.

Our Attendance Matters Strategy is shared with the governors and parents each year. It is important that all stakeholders have an understanding of why attendance is important and how it is supported by the school. This is shared on the website.

## Appendix 1: Flowchart for Managing Student Absences



## Appendix 2: Attendance Intervention Strategy



## Appendix 3: Review of Reduced Timetable Arrangements



Review for Part Time Attendance At Brook Green Centre for Learning School	
Name of student	
Date of meeting / discussion	
Parental views of how the reduced attendance is supporting their child	
School views of the impact reduced attendance is having on the child and their ability to meet educational outcomes.	
Please record any decision as a result of the above (this may be maintain, alter or cease the arrangements).	
Signature of parent	
Date	
Signature of Senior leader	
Date	

# Appendix 4: Absence Request Form (Learning and communities – Plymouth City Council)

## ABSENCE REQUEST FORM

Learning and Communities



The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for **exceptional circumstances**. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed

**Please note:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a £60/120 fine.

To the Headteacher/Principal of \_\_\_\_\_ School/College I wish to apply for (name(s) of child(ren). Include siblings attending other schools)

Child's name	Date of birth	School

To be authorised as being absent from school from: \_\_\_\_\_ to: \_\_\_\_\_ inclusive

**1 Reason for request for absence during term time:**

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**If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:**

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Signature of Parent/Carer

Date:

Signature of Parent/Carer

Date:



Authorised	The School/College agrees to your child being absent from school on the specified dates	
Absence dates	From:	To:
Unauthorised	The School/College does not authorise your request for leave in term time for the following reason(s):	
<input type="checkbox"/> Learning that will be missed <input type="checkbox"/> No Exceptional Circumstances		
<input type="checkbox"/> The time and duration of the leave <input type="checkbox"/> Leave could have been taken during school holiday periods		
Signed:	Designation:	Date:

## HOLIDAYS IN TERM TIME

**Important:** Please read carefully the information below.

**Warning:** If you take your child on holiday in term time without the prior approval of the school, you may be issued a £60/£120 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

### 2 The facts

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

### 3 What you should consider

There are times during a school year when a child may experience particular problems because of term time leave such as:

- **Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9).**
- **During GCSE, and other examination courses.**
- **During the first year at a new school.**
- **At the beginning of a new school term.**

If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine per parent, for each child.

## 4 The Law

The law does not say that parents have an automatic right to take their child out of school for holidays during term time.

However, in **exceptional circumstances** school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1 September 2013. The amendments make it clear that **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances**. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.

## 5 Other absence from school will be authorised if it is for the following reasons:

- **Genuine illness**
- **Unavoidable medical / dental appointments (but try to make these after school if at all possible)**
- **Days of religious observance**
- **Exceptional circumstances, such as bereavement**
- **Seeing a parent who is on leave from the armed forces**
- **External examinations**
- **When Traveller children go on the road with their parents where the school is informed beforehand**

## 6 Other absence from school will not be authorised:

- **For any type of shopping**
- **Looking after brothers, sisters or unwell parents**
- **Minding the house**
- **Birthdays**
- **Resting after a late night**
- **Relatives visiting or visiting relatives**
- **Because holidays are cheaper in term time**
- **More than one day for a family wedding.**

Please contact your child's Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

**Appendix 5: Student leave of absence / Exceptional circumstances – Risk Assessment – Key questions to consider helping inform decision**



Name:		Dates requested:	
Where is the family going (destination)			

Question	Yes/No	Comments (if/as appropriate)
• Are there any <u>current</u> safeguarding concerns*		
• Have there been any previous safeguarding concerns*		
• Is there social care involvement - If yes – please contact social worker to discuss further		
• Is attendance at least good (above 85%)		
• The parent provides adequate reason following agreed school protocols for <b>any</b> absenteeism		
• Has the parent made any previous request(s) over this academic year		Date(s):
• Have any previous requests been declined by the school		Date(s):
• Progress – is the student making at least the expected progress over time		
• Has the parent provided sufficient information to support this request (is the form complete)		
• Has the parent noted who will accompany the student		
• Has the parent outlined how they will counteract missed teaching/learning sessions		

