



**CRESTWOOD
COMMUNITY SCHOOL**

Attendance Policy

Updated: September 2023

Review cycle: Annual

Tim Nash

This attendance policy has been written and agreed by the following schools, working in collaboration:



We have worked together to develop this policy to ensure a consistent approach to attendance between our schools, providing parents with reassurance that our schools are working together in the best interests of their children. Attendance officers from each school will meet half termly to review good practice and consistency.

Whilst being a joint policy, there is an element of personalisation to reflect the uniqueness of each school.

RATIONALE / STATEMENT OF INTENT

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of **100%** attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

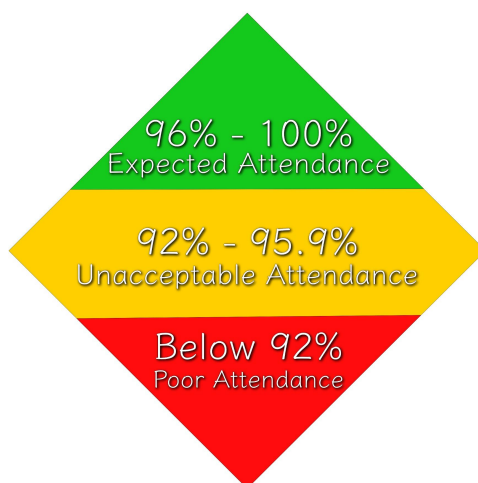
While the parent is primarily responsible for ensuring their school-registered child attends regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent, school and local authority.

It is important that everyone works together to help children obtain the best possible start in life with a good education. Parents should therefore be encouraged to work in partnership with the school, notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

For your child to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world or work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

EXPECTATIONS OF ATTENDANCE LEVELS

These are the attendance bands we are working with for the academic year 2021-22.



GOOD ATTENDANCE IS IMPORTANT BECAUSE:

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

THE IMPACT ABSENCE HAS ON ATTENDANCE

Attendance % rate	Approximate number of days off in a school year	School time missed by the end of Year 11	Achieving GCSEs
100%	0	0	Very good chance of achieving good GCSEs
95%	10	¼ of a year	Good chance of achieving good GCSEs
90%	20	½ of a year	Less than 50% chance of achieving good GCSEs
85%	30	¾ of a year	Less than 35% chance of achieving good GCSEs
80%	40	One school year	Less than 30% chance of achieving good GCSEs

As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life. Did you know:

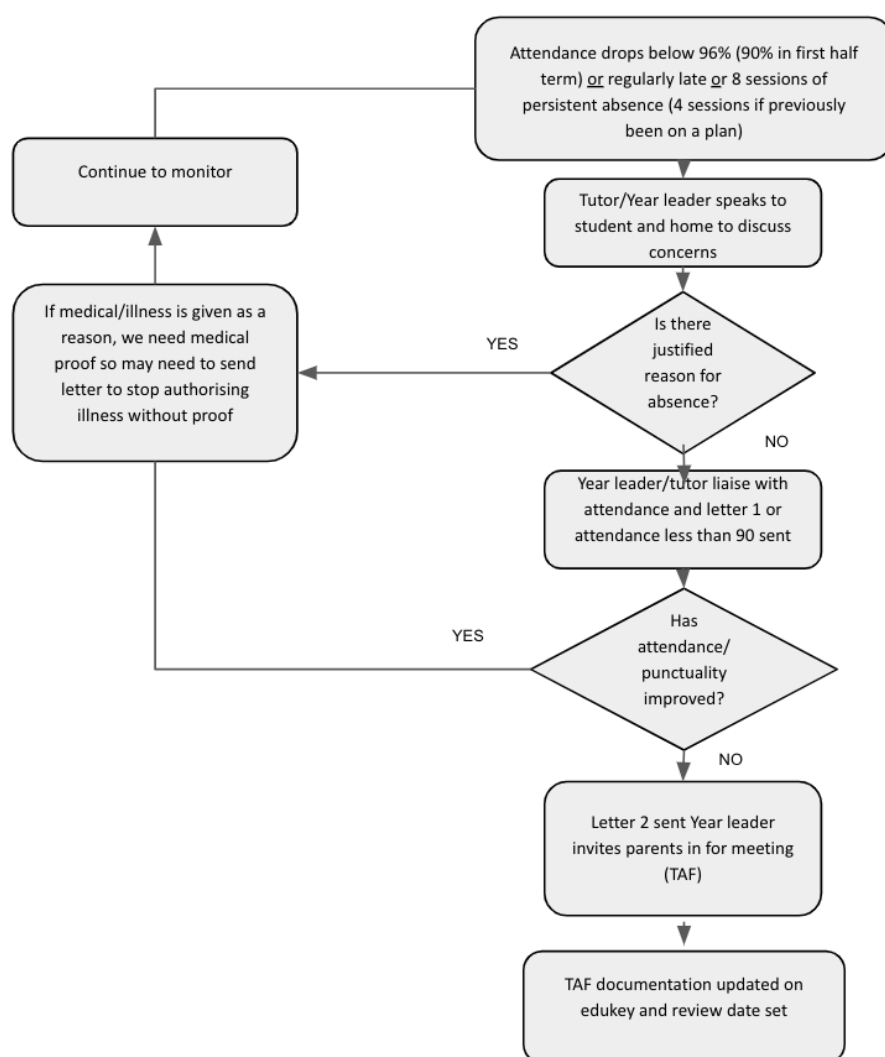
- a child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all
- poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- poor school attendance is also closely associated with crime a quarter of school age offenders have truanted repeatedly
- at least 1 million children take at least one half day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence.
- GCSEs may seem a long way off for you and your child but all absence at any stage leads to gaps in your child's learning. This in turn can:
 - mean that they fall behind in work
 - affect their motivation
 - affect their enjoyment of learning
 - lead to poor behaviour
 - affect their desire to attend school regularly
 - affect their confidence in school
 - mean they miss out on the social life of school and extra-curricular opportunities and experiences
 - affect their ability to have or keep friendships.

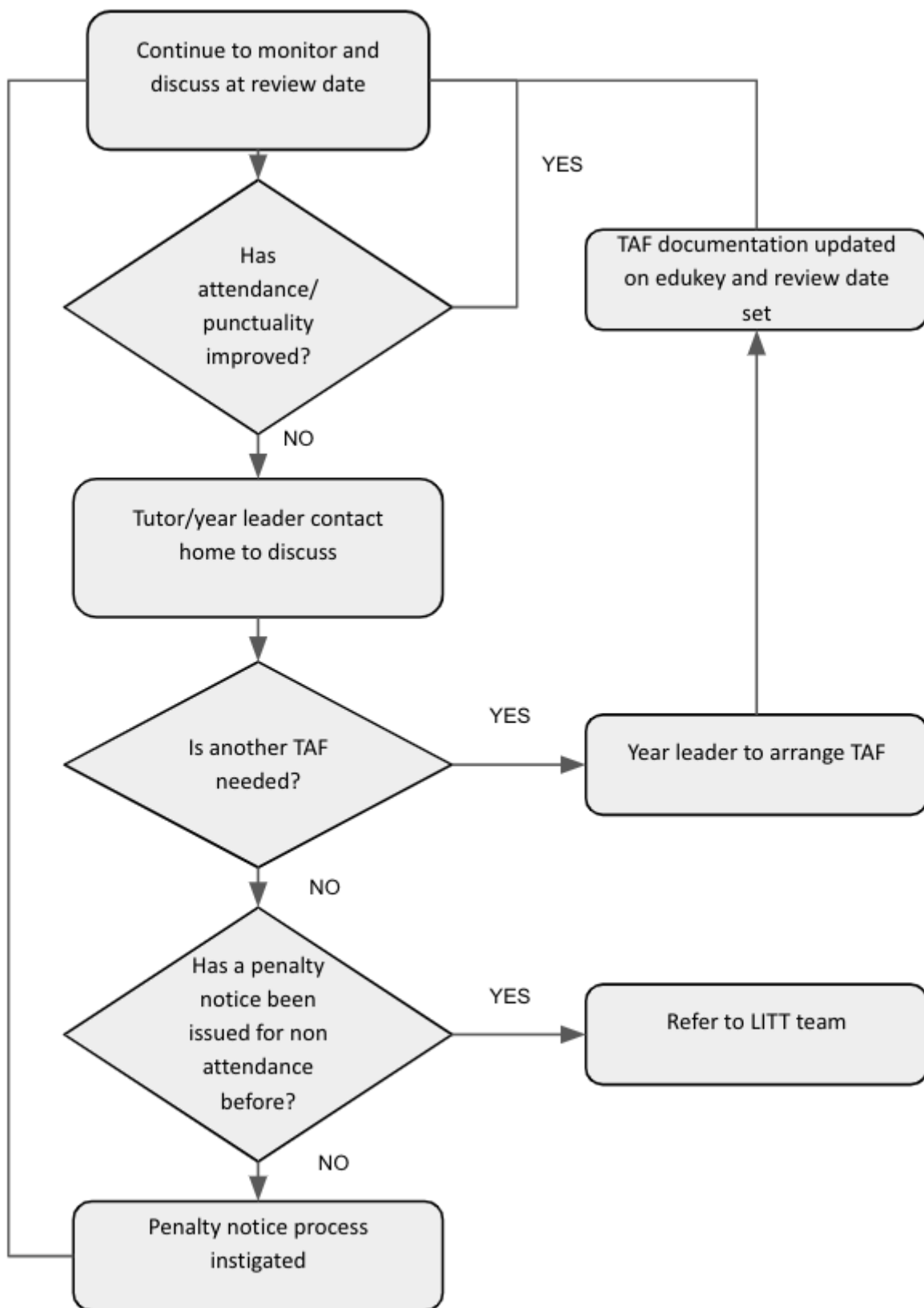
OPERATING THE POLICY

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement/Letter of Understanding will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- provide information on all matters related to attendance in our regular/weekly home school bulletin/newsletter/website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- celebrate good attendance by displaying individual and class achievements
- reward good or improving attendance through class competitions, certificates and outings/ events/individual basis
- set targets for the school and for classes for attendance and display these in the school
- run events when parents, pupils and staff can work together on raising attendance levels across the school.





PROMOTING GOOD ATTENDANCE

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

There are two attendance sessions every day AM and PM, therefore missing school for a whole day counts as two absences.

RESPONSIBILITIES OF THE SCHOOL'S ATTENDANCE LEADER

- A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.

RESPONSIBILITIES OF STUDENTS

- Attend every day unless they are ill or have an authorised absence.
- Arrive at school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the Reception of Main Office if they are late or are leaving the school site during school hours.

RESPONSIBILITIES OF CLASSROOM STAFF

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the Attendance Leader on matters of attendance and punctuality and
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

RESPONSIBILITIES OF PARENTS/CARERS

- Contact the school on every day of absence
- Support the school with their child in aiming for 100% attendance each year.
- Making sure they understand the importance of good attendance and punctuality.
- Take an interest in their education - ask about school work and encourage them to get involved in school activities.
- Discuss any problems they may have at school - inform their tutor or Year Leader.
- Not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work.
- Arrange appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.

- Lack of sleep. If your child has been ill in the night and has had broken sleep, please consider sending them into school in the afternoon. Your child may feel better and they will have the chance to catch up on the learning.
- Discuss with the tutor/class teacher any planned absences well in advance
- Make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- Only request leave of absence if it is for an exceptional circumstance.

If you have chosen to register your child at Crestwood Community School you are legally responsible for ensuring they attend school regularly and punctually (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Please contact the following member of staff with any concerns you may have:

tim.nash@crestwood.hants.sch.uk	Mr Nash - Head of School Cherbourg Campus & Pastoral Lead
andrew.whittick@crestwood.hants.sch.uk	Mr Whittick - Assistant Headteacher, Shakespeare Campus
attendance@crestwood.hants.sch.uk	Attendance officers, both campuses

CHERBOURG CAMPUS

david.tully@crestwood.hants.sch.uk	Mr David Tully - Year 7 Leader
rosie.hall@crestwood.hants.sch.uk	Miss Rosie Hall - Year 8 Leader
leona.goldsmith@crestwood.hants.sch.uk	Miss Leona Goldsmith - Year 9 Leader
tom.mitchener@crestwood.hants.sch.uk	Mr Tom Mitchener - Year 10 Leader
ewan.scott@crestwood.hants.sch.uk	Mr Ewan Scott - Year 11 Leader
janet.house@crestwood.hants.sch.uk	Mrs Janet House - Pastoral Support Officer
rachael.barrett@crestwood.hants.sch.uk	Mrs Rachael Barrett - Pastoral Support Officer

SHAKESPEARE CAMPUS

aaron.bezant@crestwood.hants.sch.uk	Mr Aaron Bezant - Year 11 Leader
Oliver.Hollman@crestwood.hants.sch.uk	Mr Oliver Hollman - Year 8 Leader
matt.read@crestwood.hants.sch.uk	Mr Matt Read - Year 9 Leader
amy.watson@crestwood.hants.sch.uk	Miss Amy Watson – Year 10 Leader
jody.greene@crestwood.hants.sch.uk	Mr Jody Greene - Year 11 Leader
denise.sharp@crestwood.hants.sch.uk	Mrs Denise Sharp - Pastoral Support Officer
michaila.dieng@crestwood.hants.sch.uk	Mrs Michaila Dieng - Pastoral Support Officer

PUNCTUALITY / LATENESS

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school is used to give out instructions or organise work. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others, and can be embarrassing leading to possible further absence. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes

REGISTRATION starts promptly at 8.30am EVERY DAY

- If your child arrives between **8.30am and 9am** they will receive a “Late before registration closes”.
- Students who arrive **after** the register closes at **9am** will be marked with an unauthorised absence code ‘U’ in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence for the whole session. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late.

The following expectations apply to all students:

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

- School starts at **8.30am** and students should be here promptly to attend registration. Students are expected to be in school **five minutes prior** to this start time.
- As soon as the bell goes for the start of the day at 8.30am, any student arriving after this time must come through the reception and register themselves on the InVentry Signing in System. We ask that the student provides an explanation for their lateness.
- If a student arrives after 8.30am with a genuine reason, this will be taken into consideration. Each student is treated on an individual basis.
- You will be able to see lateness to school and individual lessons recorded on Classcharts

For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the main school office. **It is important that all students arriving late follow this procedure.**

For the same reason it is important that parents of students leaving the premises legitimately (eg: for a medical appointment), or returning to school later in the day inform the main school office. The school office will record that the child has left the school site and will mark them back in when they return.

PUNCTUALITY – LATE SANCTIONS

Daily Late - Daily email sent to parents with number of minutes late to school and attendance to lunchtime DTs Tutors to pick students up and allocate relevant DT – either Lunch time, break or after school.
2 lates in a week - refer to Year Leaders
10 or more unauthorised Lates – Further action leading to Penalty Notice Warning Letter
Arrival after 9am counts as an unauthorised late and has a negative affect on your overall percentage attendance and may lead to a penalty notice being issued to parents.
Lateness to lessons is recorded, weekly email will be sent detailing number of minutes missed.

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can cause issues, such as embarrassment, that can lead to possible further absence.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration, 9am, will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site but is legally recorded as an absence.
- Arrival during registration 8.30-9am will be marked as late.
- 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.

Department for Education guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school – but schools can choose to use a shorter period.

For further advice and guidance refer to: Hampshire County Council's guidance, promoting pupil attendance and recording absence is available at:

<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance/resources-for-schools>

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice in accordance with Hampshire County Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools (See Section 6 of this policy for further detail).

WHAT TO DO IF MY CHILD IS ABSENT?

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

First Day Absence:

In the case of absence parents must make contact with the school on the first day of absence, and all subsequent days of absence. Please make this phone call, text or email by **9am**. For any absence that we do not receive a reason for, the absence will be **unauthorised**.

- Via Class charts parent app, click on child's name and select 'report absence'
- Send a text message to 01208 455002 (please note this number does not accept phone calls)
- Email sc8504191a@schoolcomms.com (only to be used for absence reporting and only if we have your email address registered on our system)
- Email attendance@crestwood.hants.sch.uk

If we do not receive a reason for absence, you will receive a text message reminding you **to reply by text message, email, or telephone** the school to provide us with the reason for your child's absence.

If your child is absent, we will telephone or text you on the first day of absence if we have not heard from you by 9am – this is because we have a duty to ensure your child's safety as well as their regular school attendance. **We need to have at least two active contact numbers.**

Please send your child back to school with a note clearly stating their reason for absence. For prolonged absence, clear medical reasons are needed to support illness. Medical evidence can be provided as an appointment card, hospital letters, prescriptions or medicine packets.

Third Day Absence

If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to record all contact attempts on a **Child Missing in Education tracking form** as set down by Hampshire County Council guidance whilst still continuing to attempt to make contact. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family. If appropriate, two members of staff may try to make a personal visit to any known addresses. The CME form will be submitted to cme@hants.gov.uk if at 20 school days contact still hasn't been made.

Ten Day's Absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

We are required to notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

Please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year to ensure that the school has all up to date contact/information details.

Continued or On-going Absence

If your child misses 10% (three weeks/ 30 sessions) or more schooling across the school year, for whatever reason, they are defined as **persistent absentees**. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

If your child has had absences and their attendance level is falling towards 90% (persistent absenteeism) we will contact you and, depending on the reasons for the absence, we will

- send you a letter alerting you to the fact that your child is currently considered to be a persistent absentee
- invite you in to discuss the situation with our attendance officer and/or pastoral leaders if absences persist
- refer the matter to the Hampshire County Council's Legal Intervention team if absence is unauthorised and falls below 90% - you may be subject to a penalty warning notification and a fine
- all our persistent absentee pupils and their parents are subject to an Attendance Plan or home school contract
- we may contact the Eastleigh Early Help Hub for further advice and support

See further guidance in Hampshire County Council's Guidance for children on roll but absent and at risk of missing in education:

<https://documents.hants.gov.uk/childrens-services/HIAS/childrenatriskofmissingeducation.pdf>

The school will consider taking further action when:

- 1 week (5 school days) of unauthorised absence has occurred.
- 10 unauthorised absences in a 10 week period (this could also prompt the issuing of a penalty notice)
- 10 late sessions (after the close of registers) over a 10 week period.
- A child continues to be regularly late in school.

Absence from school can only be authorised for the following reasons:

- Illness
- Medical or dental appointments (where unavoidable)
- Religious observance
- Bereavement of a member of the close family

Unauthorised absences, including truancy, are recorded on a student's registration certificate, which may be used as a point of reference for future employers, colleges or universities.

Parents should not expect the school to automatically agree to any requests for absence, and not condone unjustified absence from school. The ultimate responsibility to authorise absence rests with the Head Teacher. A note or telephone call does not automatically entitle an absence to be authorised. In the case of illness the school has a right to request further information if necessary.

A WELCOME BACK

We will ensure that on return from **any absence** all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date with any information that has been passed to the other pupils. It is vital that children enjoy coming to school, and whilst they will be encouraged to attend well and on time, they will not carry blame and be made to feel unhappy if there are family issues that result in attendance being compromised.

COLLECTING YOUR CHILD

If you collect your child from school could this be promptly done at the end of the school day. If you are going to be late, please phone the school office to update us so we can reassure your child(ren). Where late collection is persistent and/or significantly late (4.30pm or beyond), the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. If one is available, the school will place a child into the after-school club and provide the parent/carer with the bill.

REQUEST FOR LEAVE OF ABSENCE

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration) (England) Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. **The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time.** There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. **Parents/carers wishing to apply for leave of absence need to fill in an application form available from the either reception, in advance and before making any travel arrangements.** Leave of absence forms need to be collected by a parent from the school office, or parents need to call the office to request a form before one is sent home with a pupil.

When a leave of absence form is received by the school, we shall liaise with other schools who have siblings/relatives who would also be impacted by the absence request. It is your responsibility to indicate the schools that other siblings attend.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire County Council's Code of conduct, parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

For national guidance refer to:

- School attendance located at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf
- National Association of Headteachers' guidance document on Authorised absence, 2014:
<https://www.naht.org.uk/Our-Priorities/Our-policy-areas/Pupil-support-and-safeguarding/ArtMID/688/ArticleID/808/Guidance-on-authorized-term-time-pupil-absence>

For Hampshire County Council advice and guidance refer to:

- Guidance on recording absence:
<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>
- Guidance on approval of Extended leave of absence:
<https://documents.hants.gov.uk/guidance-for-schools-requests-for-extended-leave-of-absence-final.pdf>

UNDERSTANDING TYPES OF ABSENCE

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. Schools must legally take an attendance register twice a day. The first mark is 8.30am, and again at the start of Period 3 - 12.05pm. Any absences will be recorded with a specific code depending on the type of 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. If no explanation is received, absences cannot be authorised
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained.
 - sickness of a parent, or other family member
 - inadequate clothing for school
 - child being used as a carer
 - problems with transport
 - non-urgent medical treatment
 - school refusal or truancy
 - days off for birthdays, shopping trips
 - family holiday since new regulations came in September 2013.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday. Any changes will be communicated to parents/carers either in writing, by telephone or during a meeting.

MY CHILD IS TRYING TO AVOID COMING TO SCHOOL. WHAT SHOULD I DO?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's form tutor, Year Leader or Attendance Officer, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets a suitable breakfast, gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education, chat to them about the things they have learnt, their friends and even what they had for lunch.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

EBSA

Emotionally Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school. A clear distinction is made between those that are absent from school due to truancy and those that are absent from school due to the specific emotional distress that they experience around attending school.

School play a very important role in identifying factors associated with pupil vulnerability and the potential triggers leading to EBSA. See EBSA documentation from Hampshire January 2021 -

<https://documents.hants.gov.uk/childrens-services/EBSA-good-practice-guidance.pdf>

LEAVERS

If your child is leaving our school (other than when leaving at the end of Year 11) parents are asked to:

- Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- Inform the school, in writing, if you are choosing to electively home educate your child.
- If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

ABSENCE THROUGH CHILD PARTICIPATION IN PUBLIC PERFORMANCES, INCLUDING THEATRE, FILM OR TELEVISION WORK AND MODELLING

For example:

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

ABSENCE THROUGH COMPETING AT REGIONAL, COUNTY OR NATIONAL LEVEL FOR SPORT

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

GYPSY, ROMA, TRAVELLER AND SHOWMAN FAMILIES

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

RELIGIOUS CELEBRATIONS AND FESTIVALS

Government guidance says a pupil can be absent 'on a day exclusively set aside for religious observance by the religious body to which the parent belongs'. It is, however, down to the headteacher's discretion as to whether to authorise this. The nature and frequency of the absence and how learning will continue if absence occurs will be discussed.

STUDY LEAVE

We believe that pupils/students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and pupils/students will be expected to attend school in the usual way. (Insert details of in-school revision arrangements and other activities.) Study leave will only be granted to Year 11 pupils/ students during the time of the GCSE examination period. Should any pupils/students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the legal requirements, ie: study leave should only be granted to Year 11 pupils and never to those in other year groups

- it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period
- it should always be granted sparingly, taking account of an individual pupil/student's ability to manage and benefit from unsupervised study
- any pupil has the right to attend school during study leave and a parent has the right to insist he/she does so
- any session given to pupils as study leave has a statistical meaning of authorised absence (it is not an approved educational activity as it is unsupervised) and should be recorded and reported on by the school as such.

TEENAGE PREGNANCY

Support will be directed to keeping a pupil in school and, wherever possible, her return to full-time education as soon as possible after the birth. A pupil who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised

RECORD PRESERVATION

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups.

NHS ADVICE

When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.

Not every illness needs to keep your child from school. Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

COMMON CONDITIONS

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This link can help you make that judgement.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1070910/UK_HSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf