



ATTENDANCE POLICY

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1. Introduction / Aims

- 1.1. Chadsgrove School is committed to providing an outstanding education to all of its' pupils. We believe that if pupils are to fully benefit from their education, then excellent attendance is crucial. As a school, we will do all we can to ensure maximum attendance for all of our pupils.
- 1.2. Chadsgrove aims to meet its obligations with regards to school attendance by:
 - Promoting good attendance and reducing absence, including persistent absence
 - Ensuring every pupil has access to the full-time education to which they are entitled
 - Acting early to address patterns of absence.
- 1.3. Chadsgrove places a high priority on ensuring that Parent Carers and pupils understand the importance of regular and punctual attendance. We recognise that Parent Carers have a vital role to play in their child's education and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance. School staff will support Parent Carers to perform their legal duty to ensure their children attend regularly.
- 1.4. Regardless of whether pupils are of statutory school age or in non-compulsory education, the same expectations with regard to attendance apply – all pupils are expected to be in school at all times, provided that they are medically fit enough to do so. Nursery children are expected to attend on an agreed part-time basis.
- 1.5. Many pupils at Chadsgrove have complex health needs which mean that there are occasions when they are unable to attend school, sometimes for extended periods of time. In addition, pupils may need to attend a significant number of unavoidable health appointments during school time. Often these appointments are at specialist hospitals (such as Birmingham Children's Hospital) rather than at a community hospital closer to their home and this can result in a pupil being absent from school for a whole day.
- 1.6. As a result of their complex health needs and necessary visits to important medical appointments, the attendance rate for pupils at Chadsgrove is lower than that which would be expected of a mainstream school. This type of absence is, generally, unavoidable. However, it is important to note that, at Chadsgrove, absence rates for reasons other than ill health or medical appointments are minimal.
- 1.7. In order to support with minimising learning disruptions, the school works closely with community paediatricians, the Orchard Service, the orthotics service and wheelchair services in order to facilitate appointments in school where possible. This enables pupils to stay in school rather than take time out in order to attend their appointments.

2. School Attendance and the Law

- 2.1. Children must receive an education between the school term after their 5th birthday and the last Friday in June in the school year in which they turn 16. This is known as Compulsory School Age.
- 2.2. Chadsgrove will enter pupils on the Admission Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

- 2.3. Chadsgrove will also notify the Local Authority, within five days, when a pupil's name is added to the admission register at a non-standard transition point. The local authority will be provided with all the information held within the admission register about the pupil.
- 2.4. By law, all schools (except those where all pupils are boarders) are also required to keep an Attendance Register, and all pupils must be placed on this register.
- 2.5. This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
- [The Education Act 1996](#)
 - [The Education Act 2002](#)
 - [The Education and Inspections Act 2006](#)
 - [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
 - [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
 - [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2020 to 2021 academic year](#) (DfE August 2020)
 - [Statutory Guidance on Children Missing Education \(September 2016\)](#)
 - the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Responsibilities

- 3.1. The **Head Teacher, Governors and School Staff** all expect pupils to attend school regularly, on time, properly equipped and ready to learn. They will:
- Encourage good attendance
 - Communicate with Parent Carers as soon as possible if there is a problem with attendance or punctuality
 - Set a good example in matters of attendance and punctuality and promptly investigate all absenteeism and lateness
 - Work in partnership with Parent Carers and pupils to resolve issues which affect attendance or punctuality as quickly as possible
 - Report a pupil's attendance to their Parent Carers at least annually
 - Ensure that all staff are aware of the registration process and receive in-service training on registration procedures and regulations
 - Ensure that pupils are welcomed and receive assistance following periods of absence to help them settle back into school life and catch up with any work that has been missed.
- 3.2. The **Governing Body** is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.
- 3.3. The **Head Teacher** is responsible for ensuring this policy is implemented consistently across the school. The Head Teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

- 3.4. The **Attendance Officer** (Deputy Head Teacher) is responsible for
- Monitoring attendance data at the school and individual pupil level and reporting this to governors
 - Reporting concerns about attendance to the Head Teacher
 - Ensuring that registers are checked on a regular basis to identify any attendance or punctuality concerns
 - Following up on any concerns with Parent Carers
 - Liaising with the Head Teacher and external agencies, as necessary, if concerns about a pupil's attendance cannot be resolved
 - Advising the Head Teacher when to issue fixed-penalty notices.
- 3.5. The **Administrative Team**, based in the school office, are responsible for ensuring that:
- All registers have been completed following each registration session
 - Registration data is available for inspection to relevant professionals
 - The Attendance Officer (Deputy Head Teacher) is contacted promptly if they are unable to ascertain the reason for a pupil's absence.
- 3.6. **Class Teachers** (or their delegates) are responsible for:
- Taking the register daily each morning for both morning and afternoon sessions
 - Ensuring that each pupil is observed or called by name when the register is being taken
 - Making at least weekly contact with children in their class who are absent from school for extended periods of time.
- 3.7. **Parent Carers** are responsible for:
- Ensuring their child regularly and punctually attends school, properly dressed, appropriately equipped and ready to learn
 - Informing the school of the reason for any absence by a telephone call before 9.30 am on the first morning of any absence
 - Working actively with school staff should problems with attendance develop
 - Ensuring that their children are well enough to attend school and understanding the importance of keeping children at home for 48 hours if they have been exposed to a sickness bug
 - Respecting the fact that many of the children at Chadsgrove have reduced or compromised immunity and sending their child to school whilst knowingly infected could severely compromise the health and well-being of other children at school.
- 3.8. **Pupils**, with support as required, will
- Ensure that they attend school regularly and on time
 - Attend all lessons punctually.

4. **Registration System**

- 4.1. The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006, take a register at the start of the morning session and, again, during the afternoon session. The register must be marked accurately, recording pupils' attendance or absence and, in the latter case, if this authorised or unauthorised. It will mark whether every pupil is:
- Present
 - Attending an approved off-site educational activity
 - Absent

- Unable to attend due to exceptional circumstances

- 4.2. At Chadsgrove, an electronic registration system is used. The system is part of the school's Information Management System, ScholarPack. All notes from conversations with or messages from Parent Carers regarding a pupil's absence are stored on the pupil's file within ScholarPack and are retained for as long as the pupil's file is held within ScholarPack. Generally this will be DOB + 25 years. Any 'written' registers prior to the use of ScholarPack or those used in an emergency, are centrally archived and destroyed after 3 years.
- 4.3. Class teachers will complete electronic attendance registers at the beginning of each day and again at the start of the afternoon session. Registration begins at 9.00am and closes at 9.30am in the morning. In the afternoon, registers should be completed by 2pm.
- 4.4. If a pupil arrives after the register has closed, they are expected to report to the school office in order to have their attendance recorded. Pupils arriving after the register has closed, without an acceptable reason, will be marked as having an unauthorised absence for that session.

5. Attendance Codes

- 5.1. Since September 2006, schools have been required to use statutory registration codes. At Chadsgrove, these are as follows:

Code	Description
/	Present AM
\	Present PM
B	Educated off site
C	Other Authorised Circumstances
E	Excluded
F	Extended Family Holiday (agreed)
G	Family Holiday (not agreed). Unauthorised
H	Family Holiday (agreed). Authorised
I	Illness
L	Late (After 9.30/1.30)
M	Medical, Dentist, Hospital
N	No reason Yet Given
O	Unauthorised not covered by other codes
P	Approved sporting activities
R	Religious Observation
T	Traveller Absence
U	Late after Registration closes.
V	Educational Visit or Trip.
X	Non-compulsory school aged child not expected to attend the session absence linked to Covid
Y	Enforced Closure
Z	Pupils not yet on Roll
#	School Closed to Pupils

- 5.2. Under the Education (Pupil Registration) Regulations 2006, only the school (and not Parent Carers) can authorise an absence. Where the reason for a pupil's absence cannot be

established at the time that the register is taken, the absence will be recorded as unauthorised.

- 5.3. If a reason for absence is provided by the Parent Carer, the school may decide to grant a leave of absence which will be recorded as an authorised using the appropriate code.
- 5.4. Absence due to illness will be authorised unless school staff have a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask Parent Carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Chadsgrove will not ask for medical evidence unnecessarily.
- 5.5. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and Parent Carers will be notified of this.
- 5.6. Missing registration for a medical or dental appointment is counted as an authorised absence, though advance notice is required in order to authorise them. However, Parent Carers are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, it is expected that the pupil should be out of school for the minimum amount of time necessary.
- 5.7. As a result of the COVID-19 pandemic the Government made changes to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus'. This category (Code X) is currently used to record sessions where a pupil does not attend because their travel to, or attendance at, school would be:
 - Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
 - Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus.
- 5.8. Chadsgrove expects Parent Carers to plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time.

6. Leave of Absence

- 6.1. Amendments to the 2006 regulations remove references to family holiday and extended leave as reasons for a pupil to be allowed to be absent from school. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- 6.2. It is up to the Head Teacher to decide what constitutes 'exceptional circumstances'. Worcestershire Children First advises that leave of absence will only be granted in the most exceptional circumstances. These may include:
 - An immediate family member is critically/terminally ill
 - Families who have been through a traumatic event
 - Unavoidable medical/dental appointments
 - Days of religious observance
 - Exceptional family circumstances i.e. bereavement

- Transport arranged by the LA failing to arrive where the pupil lives beyond statutory
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's Parent Carers belong. If necessary, the school will seek advice from the Parent Carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

- 6.3. In the context of Chadsgrove School, exceptional circumstances may also include the fact that:
- The significant educational, cultural and/or spiritual value of the absence to the child outweighs the loss of teaching time
 - The health, physical or emotional well-being of the child may be adversely impacted should they take the absence at a busier times when all pupils are on school holidays.
- 6.4. It is important for the Head Teacher to review each case individually taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's discretion and Parent Carers who wish to request annual leave for 'exceptional circumstances' should apply in writing to her (See Appendices 1 and 2).
- 6.5. If a request for leave is not agreed, but the leave is taken anyway, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice. If this penalty is not paid the Local Authority will institute legal proceedings against the Parent Carer in the Magistrates Court.
- 6.6. In deciding whether or not to grant the request for leave of absence the following is taken into account:
- The overall pattern of attendance
 - The age of the child
 - The phase of education
 - The time of the year and any examinations that the child may need to complete
 - The length, destination and purpose of the leave and whether it is likely to be a rare event in the life of the child
 - The family circumstances and the Parent Carers reasons for wanting to take their annual holiday during term time.
- 6.7. Absence will be recorded as unauthorised for reasons such as:
- Shopping
 - Haircuts
 - Sleeping in late
 - Not having a uniform
 - Looking after family members
 - Birthdays or holidays
- 6.8. Schools can fine Parent Carers for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, Parent Carers must pay

£60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

- 6.9. The decision on whether or not to issue a penalty notice ultimately rests with the Head Teacher, following the [Local Authority's Code of Conduct for Issuing Penalty Notices](#). This may take into account:
- A number of unauthorised absences occurring within a rolling academic year
 - One-off instances of irregular attendance, such as holidays taken in term time without permission
 - Where an excluded pupil is found in a public place during school hours without a justifiable reason
- 6.10. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the Parent Carer or withdraw the notice.

7. Procedures for Following up Absence/Lateness

- 7.1. If there are problems which affect a pupil's attendance, school staff will investigate, identify and strive, in partnership with Parent Carers and pupils, to resolve those problems as quickly and efficiently as possible.
- 7.2. It is the responsibility of the Parent Carer to contact the school on the first morning of the child's absence. If this contact is not made, then Chadsgrove School will initially contact the Parent Carer by text message.
- 7.3. If the text message is not responded to by 11.00am then the Parent Carer will be contacted by telephone.
- 7.4. If telephone contact is not successful then the school will attempt to contact other adults on the child's contact list held on the school's information management system (ScholarPack).
- 7.5. If necessary, school staff will make a visit to the child's house to check on their welfare.
- 7.6. In exceptional circumstances, for example, if a child is subject to a Child Protection Plan or there are significant concerns about their safety/well-being, then social care or the police will be contacted without delay.
- 7.7. If poor attendance or punctuality continues and there is no authorised reason for a pupil absence, then the Parent Carers may be invited in to the school for a meeting with the Head Teacher. This meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The Parent Carers will be reminded of the legal requirements regarding school attendance.
- 7.8. In the context of Chadsgrove School, passenger assistants can provide 'extra eyes and ears' in monitoring the well-being of pupils and they are requested to speak to the Designated Safeguarding Lead if they are concerned about a pupil. However, it is not the responsibility of passenger assistants to pass on information to the school, on behalf of Parent Carers, with regard to the reason for a pupil absence.

8. Long Term Absence

- 8.1. School staff will maintain regular contact with the Parent Carers of pupils who are absent for extended periods of time and will work with them to provide work to complete at home, as necessary. Contact will be made (by the child's class teacher) with Parent Carers, on a weekly basis, to ensure that an appropriate level of support and guidance is offered by the school, as necessary.
- 8.2. If school staff feel that more reassurance or information with regard to a child's illness or the reason for an absence is necessary then a letter from the child's GP will be requested or the appropriate medical professionals (e.g. The Orchard Service) will be contacted.
- 8.3. On return to Chads Grove, after an absence, school staff will work closely with pupils and their Parent Carers to help the pupil settle back into school, re-establish friendships and catch up with any work that has been missed.
- 8.4. If the pupil is returning to school after an absence of longer than two weeks, in exceptional circumstances, there will be provision, if this is necessary, to allow the pupil to ease back into school life gradually. This is particularly important if the pupil has had a period of significant ill health or hospitalisation.

9. Safeguarding and Children Missing from Education

- 9.1. Attendance, absence and exclusions are closely monitored. A child going missing from education is a Safeguarding concern as it is a potential indicator of abuse or neglect. School staff are expected to follow the schools' procedure for dealing with children that go missing from education, particularly on repeat occasions as this helps to identify the risk of abuse and neglect (including sexual exploitation and female genital mutilation). It also helps to minimise the risks of them going missing in the future.
- 9.2. Children Missing from Education are defined as children of compulsory school age who are:
 - Not registered at a school
 - Not receiving suitable education otherwise than at a school
 - Identified as having been out of any educational provision for a substantial period of time (4 weeks)
- 9.3. The Attendance Lead and the Designated Safeguarding Lead work closely to manage risks and ensure multi agency collaboration, where necessary, so that pupils receive the appropriate level of help or intervention in order to ensure that they attend school regularly.
- 9.4. Chads Grove will make every attempt to obtain at least two emergency contact numbers for each child registered at the school in order to ensure that we are able to make contact with a responsible adult when a child missing education is also identified as a concern.
- 9.5. Chads Grove will ensure that we report children missing education to the Local Authority CME officer, in line with statutory requirements. The contact details are as follows:
 - Email: EdWelfareCME@worcschildrenfirst.org.uk
 - Telephone: 01905 844666
- 9.6. Once information has been passed to the CME team, someone from this team will make contact with the family and children to make sure that they are safe and help identify an

appropriate education provision. If the children need some support to help them get back into school this will be provided.

- 9.7. Chads Grove and the CME team will work with other agencies such as the Police, as necessary, if a child cannot be traced quickly.
- 9.8. The CME team also has the facility, where children go missing from the Worcestershire area, to use the National Missing Children Database to inform other parts of the country that there may be children new to their area in need of educational support.
- 9.9. There may be particular concerns with regard to the absence of pupils who are subject to Child In Need or Child Protection Plans and the school office are made aware of any pupils whose absence needs to be escalated immediately rather than progressing through the usual absence procedures. The Designated Safeguarding Lead makes a decision with regard to who these pupils are and informs both the office staff and the Senior Leadership Team accordingly.
- 9.10. If a new pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

10. Removing a Pupil from the Register

- 10.1. The guidance in the Education (Pupil Registration) Regulations 2006 will be followed with regard to deleting pupils from the Admission Register and the Local Authority will be informed of every student deleted from it. This is currently completed by filling in an on-line form via the Worcestershire School's Portal
- 10.2. Chads Grove will notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations (See Appendix 3), as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. The school will provide the local authority with the:
 - Full name of the pupil
 - Full name and address of any Parent Carer with whom the pupil lives
 - At least one telephone number of the Parent Carer with whom the pupil lives
 - Full name and address of the Parent Carer who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
 - Name of pupil's destination school and the pupil's expected start date there, if applicable
 - Ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- 10.3. 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 will be removed from the admission register once both 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.
- 10.4. Where a Parent Carer notifies the school in writing that they are home educating, Chads Grove will delete the child's name from the admission register and inform the local authority.

However, where Parent Carers verbally indicate that they intend to withdraw their child to be home educated, the school will not delete the child's name but will notify the local authority at the earliest opportunity.

11. Strategies for Promoting Attendance/Punctuality

- 11.1. The following strategies are in place to monitor a pupil absence and support excellent attendance, wherever possible, from all pupils
- Attendance statistics are collected and used to inform any necessary interventions
 - Expectations, with regard to attendance and punctuality, are made clear to Parent Carers in the Home School Agreement, School Prospectus and on the School website
 - Opportunities to maintain awareness through newsletters, Parent Carers' evenings and pupil reports are regularly used
 - Parent Carers, pupils and staff are regularly reminded of what constitutes authorised and unauthorised absence
 - Pupils with a known attendance problem being admitted to school will be interviewed with the Parent Carers and will be set targets for improvement.

12. Monitoring and Evaluation

- 12.1. This policy will be reviewed as to its effective implementation on an annual basis and updated as appropriate. At every review, it will be approved by the full Governing Body.

13. Other Relevant Policies

- 13.1. This policy complements and supports a range of other policies, including:
- Health and Safety (Policy Number 44)
 - Safeguarding (Policy Number 73)

Appendix 1

Guidance Notes for Parent Carers requesting Leave in Term Time

1. Parent Carers wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Head teacher the request form below. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence.
2. Parent Carers are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.
3. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire Children First policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Head teacher should decide if there are **exceptional circumstances**.
4. Each case will be considered individually and on its own merits. Parent Carers need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of: -
 - the **exceptional** circumstances stated that have given rise to the request;
 - the age of the child;
 - the stage of the child's education and progress and the effects of the requested absence on both elements;
 - the overall attendance pattern of the child;
 - the nature of the trip.Pupils due to take examination will **not** normally be granted leave of absence.
5. Where Parent Carers have children in more than one school a separate request must be made to each school. The Head teacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises Parent Carers will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave of absence are received from only one Parent Carer, the response letter – agreeing or refusing – will be either addressed to both Parent Carers where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both Parent Carers are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each Parent Carer will receive a penalty notice.
6. Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
7. Should the School decide not to grant leave of absence and Parent Carers still take their child out of school the absence will be recorded as unauthorised which may be subject to a Holiday Penalty Notice fine of £60 per Parent Carer per child. If not paid within 21 days this fine increases to £120 per Parent Carer per child. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

Appendix 2



CHADSGROVE SCHOOL
Request for Leave during Term Time



To: The Headteacher of Chadsgrove School

Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name).....

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are:

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

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))School(s) attended

.....
.....

(Signature of 1st Parent/Carer(s).....Print Name.....

(Signature of 2nd Parent/Carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....%

Last Year's Attendance.....%

Number of school sessions taken as leave during term time(this Academic Year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed Date

Notification of decision: Date letter sent to parent

Appendix 3 - Grounds for deleting a pupil from the school admission register

1. Arrangements have been made for the pupil to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2. The pupil has been registered as a pupil at another school.
3. The pupil is registered at more than one school, has ceased to attend the school and the Head Teacher or the other school at which he/she is registered has given consent to the deletion.
4. The pupil has ceased to attend the school and the Head Teacher has received written notification from the Parent Carer that the pupil is receiving education otherwise than at school.
5. The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
6. In the case of a pupil granted leave of absence:
 - the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - the Head Teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the Head Teacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
7. The pupil has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their Parent Carer has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8. The pupil has been continuously absent from the school for a period of not less than twenty school days and:
 - at no time was his absence during that period authorised by the Head Teacher;
 - the Head Teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the Head Teacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
9. The pupil is detained in pursuance of an order made by a court and the Head Teacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10. The pupil has died.
11. The pupil will cease to be of compulsory school age before the school next meets and
 - the relevant person has indicated that the pupil will cease to attend the school; or
 - the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12. In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13. The pupil has been permanently excluded from the school.
14. Where the pupil has been admitted to the school to receive nursery education, he/she has not transferred to a reception, or higher, class at the school.
15. The pupil is a boarder at a maintained school or an Academy, charges for board and lodging are payable by the Parent Carer of the pupil and those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.