

# Attendance and Exceptional Leave During Term Time Policy

June 2016

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Responsibility for maintaining policy  
Head Teacher

## Review date

Annually

## **Policy Statement**

Good attendance and punctuality are vital if pupils are to achieve their maximum potential. Brook House Junior School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

Children are dependant upon the adults in their lives to get them to school regularly and on time. So the focus is to establish good habits and work with parent/carers to improve attendance. We aim to develop 'self' responsibility in the children. The school operates within a framework of local schools, including the linked secondary school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

## **Aims of the Policy**

- ❖ Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- ❖ Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- ❖ Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- ❖ The commitment to allocate resources to support the policy
- ❖ Addressing attendance and inclusion issues in the curriculum
- ❖ To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year

## **The Law**

### **The 1996 Education Act requires that:**

- ❖ All pupils of compulsory school age receive a suitable full time education by regular attendance at school or otherwise
- ❖ The Local Authority must provide school places to parents who wish their children to be educated at school
- ❖ The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- ❖ The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- ❖ The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- ❖ Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law

## **Partnership**

### **What the school expects of our pupils**

- ❖ That pupils attend regularly, on time and ready to learn
- ❖ That pupils are prepared for the day with appropriate equipment e.g. P.E. kit
- ❖ To report to the office should they arrive after registration time
- ❖ To tell a member of staff if there is any problem which may prevent them from attending school

### **What the school expects of parents/carers**

- ❖ To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- ❖ To contact school on the first day their child is absent for any reason
- ❖ To arrange medical and dental appointments out of school times wherever possible, and to obtain an Authorised Absence Pass from the school if unavoidable
- ❖ To arrange holidays out of school time wherever possible. Further guidance is offered under the section ***Holidays in term time*** later in this policy
- ❖ To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- ❖ To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by officers of the Attendance and Inclusion Service

### **What parents/carers and pupils can expect from the school**

- ❖ A broad, balanced education that is dependant on regular attendance at school
- ❖ Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- ❖ Efficient and accurate recording and monitoring of attendance
- ❖ First day contact with parents/carers when absence is unexplained
- ❖ Prompt action when a problem has been identified
- ❖ Liaison with officers from the Local Authority to assist and support families where needed
- ❖ Regular communication with parents/carers

## **Procedures**

Registers are a legal document. Great care must be taken to ensure registers are completed accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

### **Registration**

- ❖ Registration takes place each morning at 8.55 am and each afternoon at 1.15pm.
- ❖ Class teachers will enter a present mark in the register for each pupil present and an absent mark for any pupil that is absent. Any notes received will be placed in the register for checking by office staff. All notes will be kept in a file until the end of term

and be made available to officers from the Attendance and Inclusion Service where appropriate

- ❖ Registers are taken electronically by the Class Teacher and saved on the SIM'S system that the school uses. These are then checked by Administration Staff for missing marks and absences.

### **Responding to lateness**

- ❖ Pupils arriving in the classroom after registers have been returned to the office are deemed to be late. The pupil should be sent to the office where their mark is amended.
- ❖ At 9.30 am and 1.30pm the pupil is deemed to be late/absent. Any pupil arriving in school after these times will be marked as such. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.
- ❖ Parents are contacted if their child is absent but the school has not been given a reason.
- ❖ Parents/carers will be contacted by school if their child is persistently late.

### **Responding to absence – criteria for referral to the Attendance and Inclusion Service**

- ❖ Home/school contact has not prompted an improvement in attendance
- ❖ Patterns of absence
- ❖ Poor overall attendance (e.g. below 90%)
- ❖ Each half term a review of individual pupil attendance takes place. Any pupil showing an attendance of below 90% for the last half term is discussed and, if appropriate, a referral form is completed by the school and passed to the Attendance and Inclusion Service. The pupil's name is then placed on the Education Welfare Officer's concerns list. The EWO and school will then closely monitor the pupil's attendance and, if necessary, make contact with the parent/carer in an attempt to resolve any issues
- ❖ If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with members of staff, the Attendance and Inclusion Service or other professionals if deemed appropriate
- ❖ When a pupil has not attended for 10 school days the school has a statutory responsibility to inform the Attendance and Inclusion Service.

### **Children Missing from Education**

The headteacher is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures. **(See policy *Children Missing from Education*)**

### **Children in Public Care**

The headteacher is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team. Looked After Children will be set up as an Attendance Group on SIMS and their individual attendance will be checked each half term.

## **Awards and Rewards**

- ❖ Attendance percentages are read out every Thursday in an Assembly and classes receive leaves on the attendance tree which is located on a school display for their individual class.
- ❖ Improved attendance is recognised and rewarded.
- ❖ Termly and end of school year certificates are awarded to pupils with 100% attendance.
- ❖ Classes with the highest attendance on the attendance tree receive a free ice cream at the end of the year alongside children who have 100% from other classes. Spending vouchers are given to children who have achieved 100% throughout their school time at Brook House.

## **Partnership with parents/carers**

It is vital that parents/carers are involved in promoting good attendance and punctuality

- ❖ Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings. When attendance is of serious concern contact may be made by the Attendance and Inclusion Service.
- ❖ Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- ❖ Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.

## **Roles and Responsibilities**

### **Governors**

- ❖ Maintain an overview of attendance through reports provided by the Head Teacher and the Local Authority via the Head Teacher report
- ❖ Attend School Attendance Panels as necessary

### **Head Teacher**

- ❖ Has overall responsibility for attendance within the school
- ❖ Provides advice and support to school staff regarding attendance and punctuality issues
- ❖ Liaises with the Link Advisor, Senior Inclusion Officer and other officers of the Local Authority to set targets and implement attendance strategies
- ❖ Works with the Deputy Head/Inclusion Manager to implement targets, review statistics and amend the policy as necessary
- ❖ Works with other schools and agencies to promote attendance and punctuality within the cluster
- ❖ Has responsibility for monitoring the progress of children Looked After by the Local Authority
- ❖ Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education

## **School Administrations Manager**

- ❖ Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies
- ❖ Liaises with the Senior Inclusion Officer and school office staff to produce and evaluate attendance statistics
- ❖ Meets half termly with the SIO and EWO to discuss individual pupils whose attendance is of concern, e.g. by below 90%, and agree action as necessary
- ❖ Works with other schools and agencies to promote attendance and punctuality within the cluster.
- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- ❖ Maintain SIMS attendance database and update on a weekly basis
- ❖ Provide reports from SIMS to governors, Head Teacher and other school staff, Local Authority officers as requested
- ❖ Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality
- ❖ Attend attendance reviews in school

## **Class teachers**

- ❖ The class teacher will accurately mark registers on the SIMS system using appropriate codes and saved on the school system promptly following registration, in line with Education (Pupil Registration) Regulations 2001.
- ❖ Attach any notes received to the register for the attention of office staff
- ❖ Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil
- ❖ Promote good attendance and punctuality within the classroom and the school
- ❖ Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- ❖ Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality
- ❖ Attend attendance reviews in school

## **Attendance and Inclusion Service**

### **Senior Inclusion Officer**

- ❖ Liaise with the Head Teacher, Inclusion Manager, school staff and officers of the Local Authority to promote good attendance and punctuality within school, cluster and wider community
- ❖ Support the Head Teacher and Inclusion Manager to produce, review and action the school's Attendance Plan and Attendance Policy, along with producing a Parent Policy for clear guidance and information
- ❖ Support the school to develop whole school strategies relating to attendance and inclusion. Offering advice, analysis and monitoring of attendance issues
- ❖ Work closely with the Education Welfare Officer and school staff regarding the pupil concerns list, discuss and agree appropriate courses of action when necessary, including prosecution procedures as appropriate
- ❖ Attend appropriate meetings e.g., School Attendance Panel, half term review
- ❖ Take an active part in attendance assemblies and other initiatives aimed at promoting attendance and punctuality

- ❖ Maintain, review and analyse attendance information, statistics and reports. Provide reports to appropriate bodies e.g. governors and officers of the Local Authority

### **Education Welfare Officer**

- ❖ Liaise with school staff regarding the attendance and punctuality of identified pupils. Receive attendance data and agree action
- ❖ Make contact with parents/carers where concern is raised regarding a pupil's attendance.
- ❖ Discuss issues affecting attendance and punctuality with parents/carers and clearly outline legal responsibilities and requirements
- ❖ Record and maintain accurate information following contact
- ❖ Feedback to school staff within the agreed timescale
- ❖ Work with the Senior Inclusion Officer, school staff, parents/carers and pupils to promote good attendance and punctuality
- ❖ Take part in initiatives to promote attendance and punctuality e.g. assemblies

### **Authorising Absence**

#### ***Only the school may authorise absence.***

- ❖ Even when a parent/carer provides an explanation of absence the school will decide whether to accept the explanation and authorise the absence.
- ❖ The school will clearly set out, in its Parent Policy, obligations for parents/carers regarding attendance and punctuality

#### **Absence may be authorised if:**

- ❖ The pupil is too ill to attend school
- ❖ The pupil is prevented from attending by an unavoidable cause
- ❖ The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs
- ❖ The school at which the pupil is registered is not within walking distance and no suitable arrangements have been made by the Local Authority *unless the parents/carers have chosen to send their child to a school which is not within walking distance*
- ❖ The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return
- ❖ There is a close family bereavement
- ❖ The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

#### **Absence should not be authorised if:**

- ❖ No explanation is offered by the parent/carer
- ❖ The school is not satisfied with an explanation offered
- ❖ The pupil is staying home to look after parents, siblings or the home
- ❖ The pupil is absent on special occasions e.g. birthday
- ❖ The pupil is absent on a family holiday
- ❖ The pupil is absent unnecessarily e.g. taken shopping, for a haircut



## **Holidays during term time**

**Holidays will not be authorised – Please see ‘Exceptional Leave During Term Time Policy’ Appendix 1**, which has been adopted by The Westfield Family of Schools.

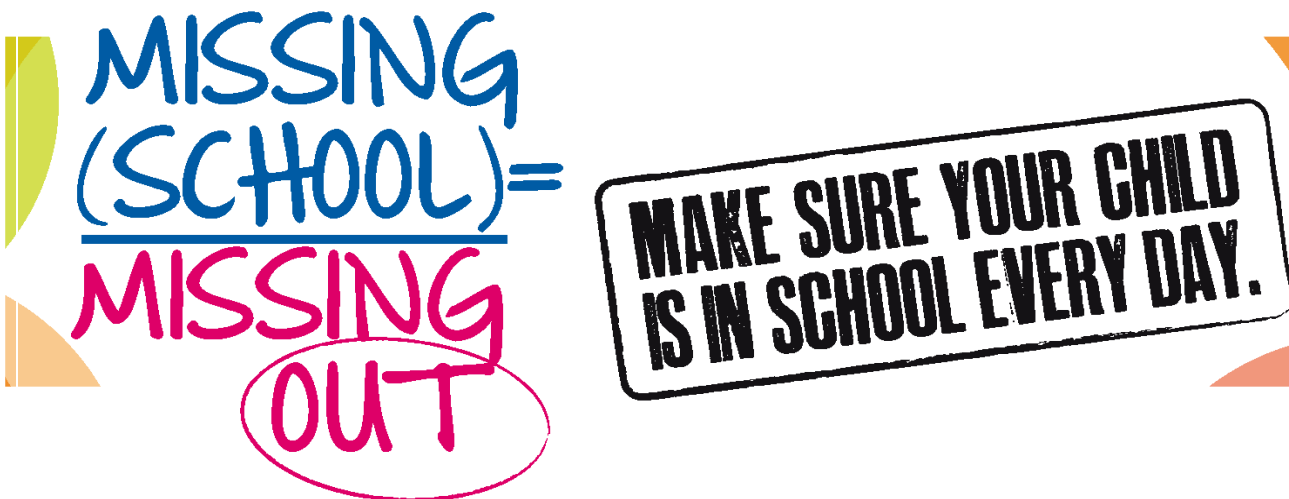
## **APPENDIX 1**

# EXCEPTIONAL LEAVE DURING TERM TIME

# POLICY FOR SHEFFIELD SCHOOLS

October 2013

V2.5



- 1.1 This policy document has been developed to ensure that Children Young People and Families (CYPF) provides a clear statement of intent, expectation and consistent guidance in relation to the management of ALL term time leave of pupils who attend a school in Sheffield. It has been produced to ensure all decisions are within the national legislation.  
Legally there is no entitlement for parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.
- 1.2 Parents can be fined for taking their child on holiday during term time without consent from the school.
- 1.3 This policy also responds to the updated guidance issued from Department for Education (DfE) which states:-

### **Term-time holiday**

#### The [Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make 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.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time without consent from the school.

## **2. Rationale**

- 2.1 This guidance is provided for parents/carers, schools, and governing bodies, on the process with regard to requesting, considering and the authorising of exceptional term time leave.
- 2.2 This guidance is provided for schools to manage and respond to situations where leave is not authorised or agreed and the procedures for the removal from school roll. This would include parents/carers who prevent their child from attending school regularly without a valid reason for the absence. Examples include: parents/carers who regularly take the extended weekend (Monday or Friday), advantage of last minute deals, or repeated visits abroad.
- 2.3 There may be exceptional circumstances where leave in school term time may be granted. This would be decided by the Head teacher on an individual basis for each request. There is strong evidence to indicate that significant absence from school during term time can have a negative impact upon a child's attainment and learning.

- 2.4 Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays.

### **3. Term time leave**

Children Young People and Families (CYPF) recognise the important link between regular attendance at school and the educational attainment of children. **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

- 3.1 Action may be taken by CYPF against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.
- 3.2 Parents and carers who regularly take their child out of school in term time may be prosecuted via the Magistrates Court.
- 3.3 Parents/carers are legally required to request exceptional term time leave from the Head teacher of the school at which their child is registered.
- 3.4 Head teachers of schools will consider all term time leave requests. Each request must be considered on its own merit and the impact upon the child's learning and wellbeing must be central to the decision made. However, a Head teacher may take into account previous leave requests and other factors related to the child when making their decision.
- 3.5 Parents/carers who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

### **4. Requesting of term time leave in exceptional circumstances**

- 4.1 Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request will be made in writing (letter or email) by the parent/carer using Appendix 1: Request for Exceptional Leave form. One form per child per request should be completed.
- 4.2 Schools should make arrangements to support parents/carers who have low literacy skills or for whom English is not their first language.
- 4.3 Exceptional Term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.
- 4.4 Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.
- 4.5 Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.
- 4.6 The Head teacher's decision is final.

## **5. Family Emergency - where no leave has been requested**

- 5.1 There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.  
Whilst emergency situations are often difficult, parents/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.
- 5.2 Parents/carers taking their children out of school due to a family emergency are encouraged to consider:
- That they have considered the impact and appropriateness for their child ;
  - Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
  - That they have looked at limiting the amount of time absent from school.
- 5.3 Where parents/carers have not requested leave from the school which their child attends, the child is at risk of losing their place at the current school in accordance with Section 8(h)<sup>1</sup> .

## **6. Considering the exceptional term time leave request**

- 6.1 The school should consider the exceptional term time leave request and provide a written decision to the parent/carer within 10 school days of the request being received.
- 6.2 The school will consider all requests for exceptional term time leave in accordance with the current legislation and this guidance. Schools may refer or seek the advice of Children and Families Attendance and Inclusion Officers (A&IOs), prior to making a decision but the final decision remains with the Headteacher.
- 6.3 It is good practice for schools to meet with parents/carers (wherever possible) to discuss the leave request prior to making the decision.

The school will need to consider each request on its own merits and whether there are exceptional circumstances for authorising the absence.

- 6.4 When schools are considering exceptional term time leave requests, the following factors may help to reach a decision:
- Time of the academic year when the leave has been requested
  - Duration of the absence – number of school days being missed
  - The child's current attendance and punctuality rate
  - Exceptional Term time leave requested/taken in previous academic years for a similar purpose
  - Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday

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<sup>1</sup> The Education (Pupil Registration) (England) Regulations (2006)

- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child.

## **7. The decision and informing the parent/carer by the School**

7.1 The school will reach a decision and send a written response to the parent/carer within 10 school days of the leave request being received.

7.2 Schools must ensure that appropriate arrangements are made to communicate the decision to families who have low levels of literacy or where English is not the first language.

A decision may result in the term time leave request being (a) Authorised<sup>2</sup>, (b) Unauthorised<sup>3</sup> or (c) part Authorised and Unauthorised. For example, Mr X has requested 3 weeks term time leave for his child. The school acknowledges that the reason given is important but feels that 3 weeks is excessive and authorise 1 weeks leave, with the remaining 2 weeks being unauthorised.

## **8. Penalty Notice Holiday Fine**

8.1 If parents/carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice, one per parent per family, i.e. one fine per parent/carer per family, regardless of the number of children in the family.

8.2 The responsibility for requesting Penalty Notice Holiday Fines is with the school and will be issued when requested by the Head Teacher.

The School should provide the paperwork for pupils identified and this should include:

- Completed Request for Support Form – stating a holiday fine
- Parents request for holiday absence plus the schools response
- Up to date attendance certificate – showing unauthorised absence
- BLUE Head teachers certificate – covering holiday period

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<sup>2</sup> Authorised- where the school has agreed that the leave is granted

<sup>3</sup> Unauthorised- where the school does not agree that the leave request should be granted

## 9. Recording of Leave by the School

9.1 School attendance registers are legal documents and the information recorded in them can be used as evidence in legal proceedings. It is therefore important that the information contained is accurate and the correct absence code is used. All absences must be coded in accordance with Absence and Attendance Codes: Guidance for Schools and Local Authorities (DCSF, Jan 2009).

<b>CODE</b>	<b>Description</b>	<b>Category</b>
B	Educated off site (NOT Dual registration)	Authorised (Attending approved educational activity)
C	Other Authorised Circumstances (not covered by another code or description)	Authorised
E	Excluded (No alternative provision made)	Authorised
<b>G</b>	<b>Family Holiday (NOT Agreed or days in excess of agreement)</b>	<b>Unauthorised</b>
<b>H</b>	<b>Family Holiday (Agreed) exceptional circumstances only</b>	<b>Authorised</b>
I	Illness (NOT medical or dental etc. appointments)	Authorised
J	Interview	Authorised (Attending approved educational activity)
M	Medical/Dental appointments	Authorised
N	No reason yet provided for absence	Unauthorised
O	Unauthorised absence - not covered by any other code/description)	Unauthorised
P	Approved sporting activity	Authorised (Attending approved educational activity)
R	Religious observance	Authorised
S	Study leave - Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations	Authorised
T	Traveller Absence	Authorised
V	Educational visit or trip	Authorised (Attending approved educational activity)
W	Work experience - Work experience under section 560 of the Education Act 1996.	Authorised (Attending approved educational activity)
D	Dual registration i.e. pupil attending another establishment – indicates dual registration not attendance	Attending approved educational activity

9.2 Schools may use the code 'D' (dual registered) where they are able to demonstrate that a child will receive suitable education in another education establishment (in the UK or abroad) for a temporary basis. For example, a parent is required to travel abroad due to the nature of their work and they get their child registered at another school for the duration of their visit. The main school is required to ensure that it accurately monitors and records the attendance of the child at the dual registered base.

## 10. Process for removing a child's details from the school roll

- 10.1 A child's name can only be removed from school roll if one of the conditions prescribed in the Education (Pupil Registration Regulations) (England) 2006; Section 8(1) is satisfied.
- 10.1 Section 8(1)(f)<sup>4</sup> would apply if the child has failed to attend school within 10 school days immediately following the expiry of the period for which leave was granted ('authorised absence'). Section 8(1)(h)<sup>5</sup> would apply if the child had been continuously absent from school for a period not less than 20 school days and at no time was that period authorised by the school (unauthorised absence).
- 10.2 In **addition to the above 8(1) f/h**, the school and CYPF must **also** demonstrate that they have satisfied the following two conditions:
- That the Head teacher does not have reasonable grounds to believe that the child is unable to attend the school by reason of sickness or any unavoidable cause<sup>6</sup>; and
  - That both the Head teacher and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is<sup>7</sup>.
- 10.3 Schools should not wait for the expiry of the periods specified above, prior to making enquiries. Enquiries should start on the first day of absence or first day immediately commencing the period for which the child was expected to return to school.
- 10.4 Schools must forward a completed Children Missing from Education (CME) Checklist (Appendix 5) and Pupil Deregistration Request (Appendix 6) to the CME team for all children, who they feel meet one of the legal requirements for deregistration.
- 10.5 The CME team will provide written confirmation (within 10 school days) to the school confirming the date the child can be removed. If a child cannot be removed the CME team will provide the school with an explanation.
- 10.6 The responsibility for the child transfers from the school to the CME Team from the date of the deregistration letter.
- 10.7 Schools must send an electronic Common Transfer File (CTF) to the School to Schools website for all children who have left their school<sup>8</sup>. The electronic transfer of data is a legal requirement under the Education (Pupil Information) Regulations 2005, as amended.
- 10.8 Exceptions to the normal rules regarding deregistration include:
- Children at a Special School who cannot be removed without the approval of the Special Educational Needs Department<sup>9</sup>
  - Children who are detained as part of a Court Order who cannot be removed if the period of the Order is less than 4 months<sup>10</sup>.

<sup>4</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(f)

<sup>5</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(h)

<sup>6</sup> Unavoidable is defined as 'something beyond the control of the individual'. Not being able to get return tickets to the UK because of poor planning would not normally be considered unavoidable.

<sup>7</sup> In order to 'ascertain where the pupil is' a school must be able to confirm an exact address (e.g. house number or name, street, area, and country). Simply being told that the child is 'still in America' would not count as ascertaining where the pupil is.

<sup>8</sup> Where a child has left the UK the CTF file destination code will be 'MMMMMMMM' (7 M's). Where a child's whereabouts remain unknown/lost the CTF file destination code will be 'XXXXXXX' (7X's)

<sup>9</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(2)

<sup>10</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(i)



- 10.9 Legal action can still be pursued against a parent/carer following deregistration from a school. This is because the period of complaint would be taken from the time the child was on roll at the school.
- 10.10 Parents/carers of a child who has legally been removed from the school register will be required to reapply for a school place. There is no guarantee that a child will be able to secure a place at the school from which they have been removed.

## **11. CYPF and Schools process for dealing with unauthorised absence**

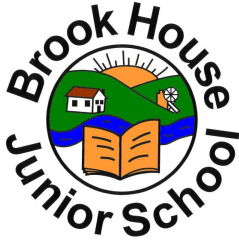
- 11.1 When a Head teacher does not authorise a leave request on legitimate grounds, it sends a clear message to the parent/carer that the school does not agree with the reasons provided by the parent/carer for the request for term time leave. If the parent/carer still takes their child on holiday in school term time the following may apply:
- Issuing a Fixed Penalty Notice
  - Prosecution for non-payment of the fixed penalty
- 11.2 If Parents/Carers are found guilty of an offence, when prosecuted by magistrates Court, they can be sentenced to a fine, or a community penalty.

## **12. Communicating the policy to Parents/Carers**

- 12.1 The exceptional leave during term time leave policy should be communicated to parents/carers regularly. It is considered good practice for schools to:
- refer to the policy in the schools attendance and behaviour policy
  - promote the policy on the attendance board and in the school newsletter
  - provide a leaflet on exceptional leave during term time for parents/carer of key points. The leaflet may be translated into community languages where possible
  - promote the policy at parents evening and school events for new starters
  - make reference to the policy in home/school agreements.

## **13. Return to the UK, where a child does not have a school place**

- 13.1 If a child and their family return to the UK the parent/carer will need to re-apply for a school place. Parents/carers requiring a school place must contact the Children Missing Education (CME) team on 0114 2736462.
- 13.2 The CME team can provide support to parents/carers to secure school places and other forms of education provision.



Brook House Junior School  
School Road  
Beighton  
Sheffield  
S20 1EG  
Telephone: 0114 2487754

June 2016

## Re: Changes to the regulations for term-time holidays

The Department for Education (DfE) has issued amendments to the regulations around school attendance and the taking of holidays during term-time. The full details of these amendments are on the DfE website [www.education.gov.uk](http://www.education.gov.uk). All schools must comply with these regulations.

Currently, Headteachers are able to use their discretion to grant up to 10 days of authorised absence per year for holidays during term-time. However, from 1<sup>st</sup> September 2013 the amended regulations removed any reference to holidays and time limits.

The DfE makes it very clear that from now on Headteachers *cannot* authorise any leave of absence, including holidays, unless there are exceptional circumstances. Any absence without this agreement will be classed as unauthorised absence and would go down on the student's records. Unauthorised absences can lead to fixed penalty notices and/or prosecution. If authorised, the Headteacher is also able to set a time limit on the leave of absence.

Exceptional circumstances are described as unique or one-off events. They might include family emergencies, a sudden change in circumstances or a once-in a lifetime opportunity. Visits from family members or opportunities for discounted holidays will not constitute exceptional circumstances. Also, in making any decision, a Headteacher will take other factors into account such as the student's attendance record.

There will be a common approach to all leave of absence requests in all of the Westfield Family of Schools.

### Westfield Family of Schools:

Mrs H. Reid  
Beighton Nursery Infant School

Mr M Hinchliff  
Brook House Junior School

Mrs C Newton-Wall  
Emmanuel Junior School

Mrs A. Carter  
Halfway Junior School

Mr S Varnham  
Halfway Nursery Infant School

Mr Fallon  
Mosborough Primary School

Mrs L O'Hallaran  
Reignhead Primary School

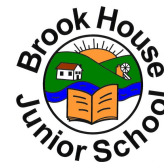
Mrs S Hearnshaw  
Shortbrook Primary School

Mrs H Stokes  
Waterthorpe school

Mr A Ireland  
Westfield School

# Brook House Junior School

Westfield Family of Schools Leave of Absence in Term Time Request



## Section 1 - To be completed by the parent/Carer

Name of pupil:		Sibling(s) at other schools? <b>Yes No</b> (circle)		
		Name:	Date of Birth:	School:
Teacher:		1.		
		2.		
Name of Parent:		Landline No:		
Email:		Mobile No:		
First day of absence (date):	First day back at school (date):	Number of school days: <input type="text"/>		
Please outline the special circumstances that require your request for leave during term time:				
What steps have you taken to minimise the impact of the leave on your child's learning?:				
Emergency Contact Details whilst on holiday (UK or Abroad):				
Name:		Contact No:		
<p>* I confirm that the information on this form is true</p> <p>* I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date</p> <p>* I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school</p> <p>* I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher</p>				
Signature:		Relationship to child:		Date:

## Section 2 - To be completed by school

Date Received:	No. of Days Requested: <input type="text"/>	% Attendance <input type="text"/>
No. of days authorised due to <b>Exceptional Circumstances</b> : <input type="text"/>		
No. of days <b>Unauthorised</b> : <input type="text"/>	The reason this request does not meet the Family of Schools policy:	
Headteacher's signature:	Date processed & returned to parent:	

Please be aware that due to Department of Education regulations on attendance, amended in September 2013, school can only authorise leave of absence in exceptional circumstances