

**Glebedale School**

**Attendance Policy**

Last Review: Sep 2024

Next Review: Sep 2026

  

**Attendance Policy**

**This policy has been revised to reflect changes in national guidance and legislation that come into force on 19th August 2024.**

1. **Introduction**

At Glebedale Schoolwe recognise that good school attendance is essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](https://www.gov.uk/government/publications/education-schooling-and-health/education-schooling-and-health-summary) as to the health and wellbeing benefits of school-age education.

Many of the pupils that attend Glebedale School have experienced disruption to their school attendance; either having no school place or being placed on prolonged significantly reduced timetables. We recognise that for our pupils and families there may be significant barriers to pupils achieving good school attendance.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “[Working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)” and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

This policy is written with the above guidance in mind and underpins our school ethos to:

* Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
* Promote children’s welfare and safeguarding.
* Ensure every pupil has access to the suitable, full-time education to which they are entitled.
* Ensure that pupils succeed whilst at school.
* Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school’s commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors about the responsibilities and the procedures in place to promote and monitor pupil attendance.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

**2.Promoting Regular Attendance**

At Glebedale School, we believe in supporting pupils and families to achieve good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school’s vision, values, ethos that pupils are supported to access full-time education. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.



**2.1 Roles and Responsibilities**

Outcomes First Group and our Chair of Governors recognise the importance of school attendance and promotes it across the school’s ethos and policies. They take an active role in attendance improvement by:

* Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
* Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
* Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school’s attendance procedures so that consistent attendance support is provided for all pupils.
* Regularly reviewing attendance data and ensuring improvement efforts focus on the individual pupils or cohorts who need it most.
* Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice across the group.

The Senior Leadership Team (including Attendance Champion) at **Glebedale School** will:

* Actively promote the importance and value of good attendance to **all** pupils and their parents.
* Form positive relationships with pupils and parents.
* Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
* Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
* Ensure that the regulations and other relevant legislation are complied with.
* Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
* Return school attendance data to the Local Authority and the Department for Education as required and on time.
* Report the school’s attendance and related issues through termly reporting to the Governors.
* Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
* Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
* Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
* Document interventions used to a standard required by the local authority should legal proceedings be instigated.

All staff will:

* Actively promote the importance and value of good attendance to **all** pupils.
* Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
* Comply with the regulations and other relevant legislation.
* Ensure that registers are recorded accurately and in a timely manner.
* Contribute to the evaluation of school strategies and interventions.

The Headteacher, Pastoral Manager and Attendance Lead will work to further develop relationships with families to bring about improved attendance.  This may involve seeking multi-agency support. We will support good attendance, respond to concerns, and promote improvement in attendance by:

* Monitoring and analysing pupil attendance data.
* Undertaking regular attendance meetings with relevant staff members.
* Implementing identified strategies for promoting and improving attendance both individual and whole school attendance.
* Implementing identified strategies for supporting pupils and families where there is less than good attendance.
* Managing individual pupil casework files.
* Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan.
* Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
* Taking an active lead in delivering whole school initiatives which promote good attendance.
* Making referrals to appropriate external agencies.

Glebedale Schoolrequests that parents:

* Share concerns and barrier to good school attendance during initial meetings with school.
* Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
* Take a positive interest in their child’s work and educational progress.
* Ensure their child has regular attendance at school.
* Instil the value of education and regular school attendance within the home environment.
* Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
* Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
* Inform the school of any change in circumstances that may impact on their child’s attendance.
* Support the school by becoming involved in their child’s education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
* Maintain effective routines at home to support good attendance.
* Attend all meetings requested to discuss attendance issues.

Pupils will:

* Be aware of the school’s attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
* Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
* Work with school staff to access the curriculum and timetabled lessons.
* Follow the school procedure if they arrive late.
1. **Understanding Types of Absence**

Any absence affects the routine of a child’s schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil’s absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child’s regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a ‘session’. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines:

 “Absence” as:

* Arrival at school after the register has closed
* Not attending school for any reason

“Regular” attendance as:

* Attendance at every session the school is open to pupils unless their absence has been authorised

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as:

* An absence for sickness for which the school has granted leave
* Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
* Religious or cultural observances for which the school has granted leave
* An absence due to a family emergency or unavoidable cause

**Unauthorised absences** are those which the school does not consider reasonable and for which no ‘leave’ has been granted such as:

* Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
* Absences which have never been properly explained
* Arrival at school after the register has closed
* Shopping, looking after other children or birthdays
* Day trips and holidays taken during term-time, not deemed ‘for exceptional purposes’ by the Headteacher, including any arranged by other family members or friends.
* Leaving school for no reason during the day.
* Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

**3.1 Persistent and Severe Absence**

A pupil is defined by the Government as a **‘persistent absentee’ (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil’s education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as ‘**severely absent’ (SA)**. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions.

We acknowledge that many pupils referred to Glebedale School come with negative school experiences, may have experienced prolonged periods on reduced timetables or without a school place and many experience emotional based school avoidance. The Pastoral Team and Attendance Champion will ensure that bespoke transition packages are utilised.

**It is our aim for pupils to have school attendance over 95% and for pupils to access full-time education.**

In exceptional circumstances and where a parents fails to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates’ Court.

Parents found guilty in a Magistrates’ Court of failing to secure their child’s regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

**3.2 Leave of Absence**

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to “exceptional circumstances”. At Glebedale School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are “exceptional circumstances”.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). Glebedale School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

**3.3 Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they need to inform staff on Reception. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school’s absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child’s regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) and local authority policies.

**3.4 Pupil Absence for the purposes of Religious Observance**

Glebedale School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

* 1. **Gypsy, Roma and Traveller pupils**

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child[[1]](#footnote-1) and is unable to attend school because:

* the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
* that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
* if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Stoke on Trent, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Glebedale Schoolwill be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attendedin the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil’s school place will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

* Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
* Inform the school regarding proposed return dates.

**4. Our Procedures**

**4.1 Register Keeping and Recording**

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

* Present;
* Absent;
* Present at approved educational activity; or
* Unable to attend due to exceptional circumstances.

**4.2 Expected absence procedure for parents:**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

**If a child is absent from school the parent must follow these procedures:**

* Contact the school on the first day of absence before 9:30 am when our register closes.
* Parents/Carers should call the school office on 01782320773 and follow instructions provided by the automated message. A member of the Pastoral Team will call back.
* Contact the school on every further day of absence, again before 9:30am
* Ensure that your child returns to school as soon as possible.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact details** |
| Emily Edwards | Pastoral Manager, Attendance Support | emily.edwards@glebedaleschool.co.uk |
| Maddy Summers-Lymer | Attendance Lead, Attendance Support | Maddy.Summerslymer@glebedaleschool.co.uk |
| Alex Arrowsmith/Annabelle Rutter | Day to day contact | admin@glebedaleschool.co.uk01782 320773 |

**If your child is absent, the following actions will be initiated by the school:**

* The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:30am and where no reason for absence is known. We will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.
* If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a pupil’s social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements.

**4.3 Late Arrival at School**

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At Glebedale Schoolall pupils are expected to arrive on time for every day of the school year. The school day begins at 8:45am. The school register will be taken at 9:15am. All pupils arriving after this time are required to enter via the main school Reception. If arrival is before 9:30 am but after 9:15 am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

**4.4 Support Systems**

At Glebedale School we recognise that poor attendance can be an indication of difficulties in a family’s life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child’s attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

* Bespoke transition plans into school for new starters
* Offer the support of a Pastoral Support Worker.
* Write to you if your child’s attendance is causing a concern.
* Arrange a meeting so that you may discuss the situation.
* Create a personalised action/support plan, to address any barriers to attendance and make clear each person’s role in improving the attendance patterns of your child; using recognized strategies for EBSA pupils where identified
* Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;
* Refer the matter to an external agency for multi-agency support, or the police/Social Care, where there are safeguarding concerns.
* Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
* Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child’s regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Due to the difficulties many of our pupils’ experience incentives and rewards for attendance are done at an individual pupil level.

Attendance data is analysed each half term for each pupil.

Individual pupil data and whole school data is shared with school Governors every Term. Strategies for all PA pupils is included.

Attendance is shared with parents at least termly through school reports

All pupils with less than 80% attendance have a bespoke plan and where applicable this has been agreed with all professionals in the team around the child. This is documented in LAC Review Minutes, PEP’s, CIN/CP Minutes or individual pupil plans. Warning letters are issued based on individual circumstances and take into account an individual pupils’ EHCP and needs. (please see appendices for example letters)

**4.6 Part-time timetables**

All schools have a statutory duty to provide full-time education for all pupils, and we are committed to every child’s right to a suitable, full-time education offer. We, may however, decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. A part-time timetable will not be treated as a long-term solution and will be reviewed at regular intervals. We will never put a part-time timetable in place without agreement from parents/ professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

In line with Stoke on Trent guidance we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

**5. School Attendance and the Law**

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a ‘parent’, in relation to a child or young person, includes any person who is not a parent (from which can be inferred ‘biological parent’) but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

**5.1 National Framework for Penalty Notices**

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school’s registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

**There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.**  In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school.”

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

**6. Deletions from the Register**

At Glebedale Schoolwe will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent/carers in advance of the pupil leaving. We will always work with families to gain information about the pupil’s next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow the Child Missing Education procedures for the LA where the child resides and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

Permission for a child with an EHCP to be home educated must be provided by a local authority.

**7. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

* [Working together to improve school attendance, DfE (August 2024)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)
* [The School Attendance (Pupil Registration) (England) Regulations 2024](https://www.legislation.gov.uk/uksi/2024/208/contents/made)
* [School attendance parental responsibility measures, DfE (January 2015)](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance)
* [Children missing education, DfE (September 2016)](https://www.gov.uk/government/publications/children-missing-education)
* [Keeping children safe in education, DfE (September 2023)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
* [Working together to safeguard children, DfE (December 2023)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

**8. Appendices**

The following pages contain appendices relevant to this policy.

**Appendix 1: Guidance for Pupils**

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**Why your school attendance matters!**

Glebedale School expects pupils to be on time and attend every day. If you’re not here you cannot learn. To make progress in your schoolwork and access the school rewards scheme you need good school attendance.

**Pupils who attend well achieve well!**

**Facts about attendance**

There are 190 days in a school year or 38 weeks.

That means there are 175 days or 35 weeks where you do not have to attend!!

**Do you know what your school attendance is?**

If your attendance is 95% you have missed 10 days or 2 whole weeks of education.

If your attendance is 90% you have missed 19 days or nearly 4 weeks of education.

If your attendance is 85% you have missed 29 days or nearly 6 weeks of education.

If your attendance is 75 % you have missed 47 days or nearly10 weeks of education.

All of the staff at Glebedale School want you to attend and achieve. The Pastoral Team are here to support you to improve your attendance and are always happy to help.

**What changes can you make to improve your attendance and how can we help?**

**Appendix 2: Advice for Parents**

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**Important Information for Parents**

**School Attendance**

From August 2024 new statutory guidance will take effect in a Department of Education drive to improve school attendance.

Further information can be found by reading the school’s full Attendance Policy and the DfE publication [“Working Together to Improve Education”](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance__applies_from_19_August_2024_.pdf).

Below is a summary which you may find useful. Should you have any questions please contact the school office or Pastoral Team.

Glebedale School seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training.

Glebedale School aims to work in partnership with parents and other agencies to strive towards every child reaching **95%** attendance to ensure that each child can get the best out of the educational opportunities provided.

Parents are expected to:

* Make sure their child attends every day on time.
* Call the school to report their child’s absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return.
* Provide the school with more than 1 emergency contact number for their child
* Ensure that, where possible, appointments for their child are made outside of the school day
* Seek support, where necessary, for maintaining good attendance, by contacting Emily Edwards, Pastoral Manager, 01782 320 773

**The School Day**

**Secondary School**

Monday to Thursday the school day starts at 8:45am and ends at 3:15pm

On Friday’s the school day starts at 8:45am and ends at 2pm

**Primary School**

Monday to Thursday the school day starts at 8:45am and ends at 2:50pm

On Friday’s the school day starts at 8:45am and ends at 2pm

**Registration Times**

Morning Session: 9:15 am and open until 9:30am

Afternoon Session: 1pm until 1:30pm

**Punctuality**

**Pupils arriving:**

* before the register has closed will be marked as late, using the appropriate code
* after the register has closed will be marked as absent, using the appropriate code

**Absence**

Please notify the school office on 01782 320773.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

**Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil’s parent notifies the school in advance of the appointment. Parents should either inform the school’s Pastoral Team or school office.

However, we encourage parents to make medical and dental appointments out of school hours where possible.

**Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

* Call the pupil’s parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil’s emergency contacts the school may contact the Police or other professionals involved with the family such as Social Care.
* Identify whether the absence is approved or not
* Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues the school will make a home visit.
* Where relevant, report the unexplained absence to the pupil’s youth offending team officer
* Where appropriate, offer support to the pupil and/or their parents to improve attendance
* Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
* Where support is not appropriate, not successful, or not engaged with the school may issue a notice to improve, penalty notice or take other legal intervention.

 **Approval for term-time absence**

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](https://www.legislation.gov.uk/uksi/2024/208/made#:~:text=11.,an%20%E2%80%9Cauthorised%20person%E2%80%9D).&text=(b)regulated%20employment%20abroad.). These circumstances are:

* Taking part in a regulated performance, or regulated employment abroad
* Attending an interview
* Study leave
* A temporary, time-limited part-time timetable
* Exceptional circumstances

A leave of absence is granted at the headteacher’s discretion, including the length of time the pupil is authorised to be absent for.

Requests made under ‘exceptional circumstances’ will be reviewed on a case-by-case basis.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

**As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form which is available from the school office or the school’s website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

* Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
* Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart
* Parent(s) 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
* If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

* Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
* Attending another school at which the pupil is also registered (dual registration)
* Attending provision arranged by the local authority
* Attending work experience
* If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

**Sanctions**

Our school will make use of the full range of potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Please refer to your local LA for more information on [Penalty Notices](https://localoffer.stoke.gov.uk/education-4/education-welfare-service).

**Appendix 3**

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**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Important information for parents – please read before completing this form**

[Working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance’.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil’s attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child’s attendance, please contact the Pastoral Team.

|  |
| --- |
| **Absence Request Form** |
| **I have read the above information and wish to apply for leave of absence from school for:**  |
| **Child’s Full Name:**  | **Date of Birth:**  |
|   |    |
|   |    |

|  |
| --- |
| **Parent/Carer Details (please list all parents)**  |
| **First Name:**  |   | **Surname:**  |   |
| **Date of Birth:**  |   | **Relationship to the child:**  |   |
| **Address and postcode:**  |   |
| **Telephone number:**  |   |
| **First Name:**  |   | **Surname:**  |   |
| **Date of Birth:**  |   | **Relationship to the child:**  |   |
| **Address and postcode:**  |   |
| **Telephone number:**  |   |

**Siblings:  Please provide the name of any siblings and the school that they attend**

|  |  |  |
| --- | --- | --- |
| **Child’s Full Name:**  | **Date of Birth:**  | **School:**  |
|   |   |   |
|   |   |   |
|   |   |   |
| **Details of the absence**  |
| **Date of First day of absence:**  |   | **Date of last day of absence:**  |   |
| **Total Number of days absent:**  |   | **Expected date of return to school:**  |   |
| **Please provide the reason for this request including supporting evidence:**   |
|           |
| **Please read the following statement and sign to indicate you understand the this:**  I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren’s progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.      |
| **Signed:**  |   | **Full name:**  |   | **Date:**  |   |
| **Signed:**  |   | **Full name:**  |   | **Date:**  |   |

|  |
| --- |
| **To be completed by the school:**  |
| **Date request received by the school:**  |   | **Total number of days requested:**  |   |
| **Child’s Name:**  | **Application Authorised or Declined?**  |
|   |   |
|   |   |
| **Reason for school’s decision**:  |      |
| **In the case of a term time holiday please confirm which parent took the holiday:**  |   |
| **Headteacher:**  |   |
| **Signed:**  |    | **Date:**  |   |

Appendix 4

Example of Congratulations Letter



1. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. [↑](#footnote-ref-1)