

## Attendance

Regular attendance is not only required by law, but is essential if you are to make progress. Poor attendance has increasingly serious effects as you get older and eventually it can make it difficult, if not impossible, for you to find and keep a suitable job when you leave.

As we are nearly half way through the year this is a good time to take stock as to the attendance figures for your child.

<u>Percentage Attendance</u>	<u>LEVEL OF CONCERN</u>
95%+	No concern
90-95%	Some concern
-90%	Very concerned – student is what the Government call ‘ Persistently absent’

Below 90% attendance will mean your son/daughter could be put on a 25 day target or we could involve the Local Authority ACE service. (Attendance Compliance and Enforcement) to take the issue further.

Over a 39 week academic year it is useful to think in the number of days missed:

<u>Number of days missed</u>	<u>Attendance</u>
10	95%
19	90%
29	85%

As we go into the second half of the year please be aware of your son/daughter’s attendance percentage. If it does fall below 95% or if we feel there is a concern or a pattern of absence then the school will send a letter or contact you to discuss the matter further.

Government guidelines re Term Time Leave of Absence stipulates that the school is unable to authorise time off unless there are exceptional circumstances to support it. Please consider your application very carefully before asking the school for permission.

### **Guidelines stipulated by ACE:**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**