



ATTENDANCE POLICY

Mission Statement

At Warlingham School and Sixth Form College we believe it is of vital importance that our students have good attendance at school as it contributes to the excellent progress that our students make over time. We work hard to create an environment which enables and encourages all members of the community to be proud to belong and to go on to achieve their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at school on time, every day the school is open unless the reason for the absence is unavoidable. Department for Education guidance sets out clear expectations and rules around school attendance, as regular attendance at school is of critical importance to a child's education. Evidence tells us that the students with the highest attainment at the end of each key stage have higher rates of attendance over the key stage compared to those with the lowest attainment. Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning.

All school staff will work with students and their families to ensure each student attends school regularly and punctually. Our approach is child centred, data driven and recognition focused. In partnership with parents, through interventions and support, we will ensure the successful identification and removal of barriers to attendance in order to improve the lived and future experiences of students at the school.

Aims

- To secure excellent levels of attendance and punctuality at school, ensuring all students attend school, arriving to every lesson on time.
- To make attendance and punctuality a priority for all those associated with the school including students, parents, staff and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks – Appendix B.
- To provide support, advice and guidance to parents and students - Appendix A + F + G.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions – Appendix C + D + E + F + G.
- To promote effective partnerships with the Inclusion Service and with other services and agencies.
- To recognise the needs of the individual student when planning reintegration following significant periods of absence.

All attendance and Persistent Absence (PA) figures are reported to Governors on a termly basis. These figures are reported to the Local Authority on a half termly basis.

Monitoring: The Governors' Welfare, Support and Discipline Committee will monitor the implementation of this policy on an annual basis. Please see appendices for further details on context and implementation of the policy.

Attendance Expectations

We expect that all students will:

- Maintain high levels of attendance. A pupil's progress is severely hampered if they do not regularly attend school.

To illustrate, 90% attendance:

- Is an average of one day out of school per fortnight
- Is equal to 18 days of absence, or 90 hours of missed lessons across a school year
- Is equal to half a school year, or 450 hours of lost education, over five years
- Attend all lessons.
- Attend punctually to the start of the school day and to each lesson.

- Attend prepared for the day.
- Discuss promptly with their parent/carer, Tutor, Head of Year or Attendance Manager any problems that prevent them attending regularly and punctually.

We expect that all parents/carers will:

- Be aware of their legal duty to ensure that their child attends school on a regular full-time basis - Section 7 Education Act 1996.
- Ensure that their child arrives punctually and prepared for the day.
- Ensure that they contact the school on the first day of absence, and every day thereafter.
- Provide medical evidence for all absences of five days or more and when the child’s attendance falls below 90%.
- Contact the school if a problem occurs that may or has resulted in their child not wanting to attend.
- Be prepared to attend attendance meetings to discuss support for their child.
- Notify school immediately of any changes of circumstances or contact details.
- Monitor their child’s attendance using the Arbor parent app.
- Engage with the Local Authority’s Attendance process.

We expect that school will encourage attendance by:

- Providing a welcoming atmosphere for all students.
- Keeping a regular and accurate register of attendance in registration time and for all lessons.
- Contacting parents/carers on each day of absence where no prior explanation has been received.
- Monitoring students’ patterns of attendance.
- Informing parents if attendance becomes a cause for concern and consider appropriate interventions to help improve the student’s ability to attend.
- Liaising with students and parents to establish the barriers to positive attendance and punctuality, outlining clear targets and support for all stakeholders to improve the student’s ability to attend.
- Responding promptly to a child or parent/carers concern about the school or other students.
- Making initial enquiries to parents/carers of students who are not attending regularly, express concern and clarify the School’s and Local Authorities expectations with regard to regular attendance.
- Following the LA’s attendance process.
- Celebrating good and improved attendance.
- Publishing attendance statistics.

Legislation and guidance

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:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006 The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Children’s Wellbeing and Schools Bill 2025
- This policy also refers to the DfE’s guidance on the School Census, which explains the persistent absence threshold.

Approved by Local Governing Body	Autumn 2025
Due for review	Autumn 2026
SLT Member	Mr S Strachan

ATTENDANCE POLICY APPENDIX A - AIMS

AIM 1

To Secure Excellent Levels of Attendance and Punctuality at School.

- Apply Whole School Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Use measurable outcomes to monitor progress in attendance.
- Ensure staff involved with attendance attend relevant training to keep up to date with new legislation.

AIM 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Students, Parents, Staff and Governors.

- Use staff/school handbook, prospectus or DCSF literature.
- Produce termly/annual reports to parents/governors.
- Hold induction Year 7 evening for parents/students.
- Update parents via school newsletters.
- Provide INSET training for appointed/promoted staff.
- Display materials at focal points – form rooms etc.
- Discuss attendance issues in Head of Year/ Line Management Meetings and Tutor Meetings refer to LA / other outside agencies as appropriate.
- Maintain reward systems to promote and celebrate good attendance.
- Enforce sanctions to deter poor attendance and punctuality.

AIM 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out.

Designated Tasks:

- Outline clear roles & responsibilities for all stakeholders including school staff, parents & students – Appendix B.
- Maintain clear procedures for statutory registration.
- Use automated message system to contact parents/carers on first day of absence.
- Ensure clearly defined late registration procedures.
- Respond swiftly to lateness (in respect of both students and parents).
- Have clear procedures for in-house interventions and follow the LA's Attendance Process.
- Review whole school attendance and punctuality regularly through data analysis and commentary.

AIM 4

To Provide Support, Advice and Guidance to Parents and Students.

- Highlight attendance through effective communication with students and parents.
- Assemblies and Tutor Time Conversation Sessions.
- Peer Mentor System.
- Analysis of Internal Data.
- Celebration and Publicity of Attendance Data.
- Use of appropriate support.
- Parents evenings.
- Establish and maintain effective communication with parents by involving them from the earliest stage.
- Make home visits where appropriate.
- Provide accurate and up-to-date contact information for parents.

AIM 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data.

- Ensure latest standardised codes for recording student attendance, absence and other activities.
- Ensure all absences are accounted for within two weeks or altered accordingly.
- Be consistent in the collection and provision of information for tutors, Heads of Year, SLT, parents, governors, students, outside agencies and other school staff.
- Identify developing patterns of irregular attendance and lateness as soon as they occur.

Government guidelines are strict and 90% and below attendance is regarded as Persistent Absence. Attending school every day and on time is vital in achieving this. As you are aware, it is every parent/carers responsibility to ensure school age children attend school every day and on time.

Flow chart of the process to address attendance issues:

What will happen?

Stage 1	Attendance declining	➡	Email sent home
	No improvement ↓		
Stage 2	Invitation to meeting Medical evidence requested for all further absence	➡	Attendance contract put in place – certificate provided
	No improvement ↓		
Stage 3	Invitation to review Attendance contract	➡	Penalty notices issued and referral to local authority made in all appropriate cases
	No improvement ↓		
Stage 4	Confirmation of little or no improvement and inform referral made to LA	➡	School to refer to the Local Authority

AIM 6

To Further Develop Positive and Consistent Communication Between Home and School.

- Maintain and manage first day absence contact via Arbor and phone calls.
- Make full use of computer-generated letters and emails.
- Promote expectation of absence communication from parents.
- Provide information in a user-friendly way (may include languages other than English, and non-written).
- Regular contact re: attendance and punctuality via newsletter, leaflets and other letters home.
- Update parents about % attendance and punctuality via Arbor, tracking and reports.

AIM 7

To Implement a System of Rewards and Sanctions.

- Ensure clear and consistent implementation of an effective reward and sanction system.
- Ensure that policies and procedures are followed prior to engaging outside agencies.

AIM 8

To Promote Effective Partnerships with the LA and with other Outside Agencies.

- Designate key staff for liaison with LA and other outside agencies and attendance at local team meetings.
- Ensure that all initial enquiries/intervention prior to referral are clearly documented.
- Hold termly attendance review with key school staff and LA.
- Arrange multi-agency liaison / attend child in need meetings as appropriate.
- Develop a service level agreement.
- To work closely with LA to identify possible PA students.
- To attend school attendance meetings and school attendance contract meetings as appropriate, including home visits.

AIM 9

To Recognise the Needs of the Individual Student When Planning Reintegration Following Significant Periods of Absence.

- Be sensitive to the individual needs and circumstances of returning students.
- Ensure all students are welcomed back into school on their return.
- Involve/inform all staff in/or reintegration process.
- Provide opportunities for counselling, peer support and mentoring and feedback.
- Involve parents and other relevant agencies in all stages of the re-integration plan and agree timescale for review of the plan.
- Continue to monitor attendance of individual students closely.
- Ensure referrals to outside agencies have been completed.
- Use of support available in school including Learning Development staff, the Bridge staff and use of the pastoral and behaviour support team.

ATTENDANCE POLICY APPENDIX B

ROLES AND RESPONSIBILITIES

Local Governing Committee

The Local Governing Committee who work with the Trustees of Tandridge Learning Trust are responsible for:

- promoting the importance of school attendance and punctuality by reviewing and approving the school's policy.
- making sure school leaders, including the Head, fulfil policy expectations and statutory duties.
- regularly reviewing and challenging attendance and punctuality data presented by senior leaders.
- making sure relevant staff receive adequate training on attendance.

Headteacher and Senior Deputy Headteacher

The Headteacher and Senior Deputy Headteacher are responsible for:

- overseeing the implementation of this policy by the relevant senior leader.
- monitoring school-level absence data and overseeing reports to the Local Governing Committee.
- monitoring the impact of any implemented attendance and punctuality strategies.
- considering requests for leave of exceptional absence alongside other senior leaders.
- requesting and issuing fixed-penalty notices, via the Local Authority.

Attendance Manager and Designated Senior Leader Responsible for Attendance and Punctuality

The Attendance Manager and Designated Senior Leader are responsible for:

- leading attendance and punctuality across the school.
- evaluating and monitoring expectations and processes, including by benchmarking.
- overseeing and analysing data.
- devising specific strategies to address areas of poor attendance or punctuality.
- providing required attendance and punctuality reports to the Local Governing Committee, including analysis of the attendance of specific groups such as disadvantaged or SEND cohorts.
- working with the Attendance Manager, Heads of Year, the Local Authority to challenge persistent absence.
- advising the Headteacher when to request that the Local Authority should issue a fixed-penalty notice.

The designated senior leader responsible for attendance is Mr S Strachan, Assistant Headteacher

Heads of Year

It is the responsibility of the Head of Year to be aware of and bring attention to, any emerging attendance and punctuality concerns by:

- monitoring the attendance and punctuality of their year group.
- working with pupils and parents in addressing concerns and resolving problems.
- working with the attendance manager designated senior leader responsible for attendance and punctuality in addressing concerning patterns of absence or punctuality, or persistent absence.
- overseeing the process of welcoming a pupil back after an extended period of absence.
- work with the Pupil Premium Support Team and SEND Department in supporting the attendance and punctuality of disadvantaged and/or SEND pupils.

Form Tutors

Form Tutors are responsible for:

- recording attendance and punctuality each day via the school's MIS system, using the correct codes, and submitting this information within the first 10 minutes of each tutor period.
- warmly welcome students who were missing the previous day and check they are ok.
- routinely have conversations with students if attendance or punctuality has dropped and praise those with excellent attendance and punctuality.
- be the first point of contact with parents and communicate with parents if any concerns.

School Teaching Staff

Subject teachers are responsible for:

- recording attendance and punctuality each lesson via the school's MIS system, using the correct codes, and submitting this information within the first 10 minutes of each lesson
- warmly welcome students who were missing the previous lesson, check they are ok and the understanding of work.
- stressing to students who have missed lessons the importance of completing missing work.
- supporting those students who have missed more than one lesson in a row or a key lesson, when appropriate, be prepared to give them tasks or resources which will enable them to pick up from where they left off, rather than completing tasks which may be beyond them due to absence.

School Support Staff

School support staff play an important role in safeguarding pupils in relation to attendance:

- take calls from parents about absence on a day-to-day basis and record appropriate notes on the school's MIS system.
- contact the parents of children who have not arrived at school and have not been reported absent.
- administer parental requests for leave of absence in advance of any planned absence.
- refer queries from parents to the appropriate member of staff in order to provide them with more detailed support on attendance and punctuality.
- provide administrative support to the attendance manager and designated senior leader responsible for attendance.
- administer amendments to registers.
- prepare applications for fixed-penalty notices on behalf of the Headteacher.

Parents

Parents are expected to:

- ensure that their child attends every timetabled morning (AM) and afternoon (PM) session fully prepared and on time.
- telephone or email the school to report their child's absence before 08:30 am on the day of any absence and on 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, medical, dental (including orthodontic) and other appointments for their child are made outside of the school day to help avoid unnecessary disruption to their child's education.

Pupils

Pupils are expected to attend every timetabled AM and PM session and each lesson, fully prepared and on time.

ATTENDANCE POLICY APPENDIX C

100 CLUB REWARD SYSTEM

The 100 club is dedicated to acknowledging and rewarding students who score 100 points or above through excellent attendance, being punctual and demonstrating positive behaviour. We believe that these qualities are the foundation for academic success and personal growth.

All students with a score of 100 and above will be entered into a prize draw to receive a variety of rewards at the end of each term in the Year Group Celebration. There will also be premium rewards for the highest performers and most improved (in comparison to the previous term) in each form group. Regular updates on progress will be communicated every 3 weeks via tutors, with a mini draw at the end of each half term with 'Skip the Queue' passes awarded to the top performers and most improved in each form group.

Scoring System

Attendance Scoring System: The percentage attendance score for each term is recorded each week, 1 point for every 1%, a 98.4% attendance scores 98 points. Authorised absence will only be included if medical evidence is provided.

Punctuality Scoring System: Perfect punctuality with 0 minutes late to lessons throughout the term will result in 2 points added to the total. Good punctuality of less than 20 minutes throughout the term will result in 1 point added to the total.

Merits/Behaviour Scoring System:

Merits - Every 20 merits achieved each term will result in 1 point added to your total.

Behaviour Points – Every 20 negative points each term will result in 1 point deducted from your total.

All scores will be reset at the start of each term to allow for a fresh start.

If a student's 100 club score is below 100, and there is no significant desire to improve, this may be a factor which could affect their eligibility to attend external activities week trips or year group rewards events. Clear communication will be made with the student and carer if there is a risk of this happening, allowing them time to improve in the required area.

We believe that the 100 Club will not only motivate students to excel in attendance, punctuality and behaviour but will also contribute to academic success, shapes individuals who are well prepared for a successful future and will create a positive and thriving school environment.

ATTENDANCE POLICY APPENDIX D

ABSENCE POLICY – UNAUTHORISED ABSENCE, FAMILY AND SPORTING EVENTS

It is illegal for the Headteacher to grant any leave of absence during term time unless in very exceptional circumstances.

If a child is selected to represent the school or a club in a significant sporting or musical event, this will be recorded accordingly as authorised absence.

Permission must be sought before any arrangements are made.

The school will ask the Local Authority to issue a penalty notice in all appropriate cases of unauthorised absences. If a child is absent due to an unauthorised absence, family or sporting event, without the express agreement of the Headteacher this falls within the Penalty Notice Guidelines as in Appendix C.

ATTENDANCE POLICY APPENDIX E

PENALTY NOTICES TO ADDRESS POOR SCHOOL ATTENDANCE (effective from 19 August 2024)

Regulations affect penalty notices issued for:

- Unauthorised leave of absence (eg, holidays, period of absence to attend weddings, funerals or to visit sick relatives etc).
- Low attendance – where there are 10 unauthorised absences (5 school days) in a 10-week period – they do not need to be consecutive.
- A rolling 3-year period will be activated from the issue date of the first penalty notice with increased sanctions for each period of unauthorised absence within that 3 year period.

Penalty notice charges:

- Penalty notices are charged at £160, per parent/carer per child - reduced to £80 if paid within 21 days – the rolling 3-year period begins.
- If a parent then incurs a second penalty notice relating to this child/children, within the rolling 3-year period, the penalty notice will be charged at the flat rate of £160, per parent/carer per child. If it is not paid within 28 days, prosecution will be considered.
- Once a parent has incurred two penalty notices relating to this child/children in the same rolling 3-year period since the first penalty notice was issued, they will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Charges

Each charge is per parent/carer, per child

1) Charge, 2) If paid before 21 days of PN issue, 3) If not paid within 28 days of PN issue.

- First unauthorised period of absence: 1) £160, 2) £80, 3) Prosecution.
- Second unauthorised period of absence (within 3 years of first PN issue date): 1) £160, 2) £160 (no reduction), 3) Prosecution.
- Third unauthorised absence (within 3 years of first PN issue date): 1) N/A, 2) N/A, 3) Prosecution.

Who can be issued with a Penalty Notice? S.576 Education Act 1996 states that:

- In relation to a child or young person, a 'parent' includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility for the child, or who has care of the child
- Where parents are separated, Surrey County Council tend to issue penalty notices to the parent that took the child out of school for unauthorised leave

ALL PENALTY NOTICES ARE ISSUED BY SURREY COUNTY COUNCIL

ATTENDANCE POLICY APPENDIX F

ATTENDANCE PENALTY NOTICE FAQs

What is Anti-Social Behaviour Act 2003?

Section 23 of the Act gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance. The powers came into force on the 27th February 2004.

Why has it been introduced?

Reducing absence from school is a key priority nationally and locally as missing school affects a student's attainment levels, disrupts school routines and the learning of others and can leave a student vulnerable to anti-social behaviour and youth crime. Above all, missing school seriously affects children's longer-term life opportunities.

What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a student's attendance. If the Penalty Notice is paid in full on time, then you will not be prosecuted for this particular offence.

What are the costs?

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences. For example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents and two children incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

How are they issued?

By post to your home.

Is there an Appeal process?

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish to the Headteacher.

How do I pay?

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalments is not an option with Penalty Notices.

What happens if I do not pay?

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the Authority is required under the Act to consider commencing proceedings in the Magistrates Court for the original offence of poor attendance by your child.

If proven, this can attract a fine of up to £2,500 and/or 3 months imprisonment, or a range of disposals such as Parenting Orders or Community Sentences.

Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?

Not for the period included in the Penalty Notice as payment discharges your liability in this respect. However, prosecution will be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school & support agencies such as the Inclusion Service.

Can I get help if my child is not attending regularly?

Yes, Surrey County Council and your child's school will give you advice and support if you need to secure an improvement in your child's attendance. It is very important that you speak with the school or with the LEA's Inclusion Welfare Officer at the earliest opportunity if you have any worries at all about securing your child's attendance. For more information on attendance issues, please contact the Local Area Office.

Legal Proceedings

The Local Education Authority, has authority to commence proceedings either in the Magistrates' Court or in the Family Proceedings Court when a student fails without justification to attend the school on a regular full-time basis. Lateness after close of registration at 8.35am constitutes unauthorised absence and where a pupil continually arrives late under these circumstances legal proceedings may be considered. When considering legal proceedings, the Inclusion Officer will consult with the Headteacher who would be asked to complete a Certificate of Attendance for the pupil to be used in the prosecution process or in the application for an Education Supervision Order.

ATTENDANCE POLICY APPENDIX G

PROCEDURES

Registration and punctuality

Schools are required by law to take an attendance register twice a day. At Warlingham, morning registration is taken at 8.35am and afternoon registration is taken at 12.15pm. The register will show whether a student is present, engaged in an approved educational activity or absent.

Punctuality to School is crucial and registration at the beginning of the day with a student's Tutor is one of the most important periods in the day. Lateness to school causes disruption to that individual's learning and to that of the other students in the class. It is paramount therefore that all students arrive to school on time.

Registration starts at 8.35am with line-ups. If your child arrives after 8.35am they will receive a late mark and receive a 10 minute detention at lunchtime on that day.

A prompt arrival to lessons throughout the day is also expected, arriving late not only disrupts the learning of others, but also inhibits your child's own chances of being successful. If your child arrives late to any lesson throughout the day they will receive a late mark and receive a 10 minute detention at lunchtime on that day, except for period 5 when the detention will be the following day. If your child arrives more than 10 minutes late to a lesson without a valid reason (verified by a note) they will receive a truancy behaviour point, which will result in a RESET. Failure to attend any of these sanctions will result in an escalation following our whole school [Behaviour Policy](#).

The form tutor and attendance team will monitor lessons on a daily and weekly basis, analysing the numbers of lessons with late arrivals and the total minutes learning time missed. If your child fails to meet expectations the form tutor will contact you to arrange an intervention such as a form tutor report. If there is a failure to respond to the intervention it will result in an escalation to the level of support required.

We value working together with you in this process, so if there is a valid reason for lateness that is out of your child's control, or a change in circumstances that could affect their punctuality, please advise us immediately by contacting the form tutor or attendance team via email or phone.

- If they arrive after registration, students must sign in on InVentry at Student Services for the purpose of ensuring health and safety of all students and ensuring that we meet our legal obligation.
- Students who arrive to school after 9.10am, without contact from parents and a valid reason will be recorded as an unauthorised absence for that session and can be subject to prosecution by the Local Authority.
- Examples of unauthorised lateness include, missing the bus, getting up late, uniform issues or waiting for a friend.
- Lateness by a student will be dealt with through the School pastoral and detention system.
- Afternoon registration will be take place at 12.15pm at the beginning of Period 4.
- The School day ends at 3.10pm unless otherwise advised.

The register must show whether an absence is authorised or unauthorised. Schools, not parents, authorise absence and in doing so must adhere to DCSF Guidelines in authorising absences. Schools should make sure that parents are aware of their responsibility for ensuring their child attends school regularly.

- Authorised absence is where the school has either given approval in advance for an absence for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for the absence. In cases of doubt reference should be made to the Head of Year or Attendance Manager.
- All other absences must be regarded as unauthorised.
- Parents/carers must contact school on each day of absence.
- Periods of absence of five days or more must be supported by medical evidence.

Students leaving during the School Day

- Students are not permitted to leave the premises without prior permission from the school.
- Whenever possible, parents should arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected time of return and whether the student is being collected or will make their own way to their destination.
- Students must sign out at Student Services on leaving the school and sign back in upon their return.
- Where a student is being collected from the school, parents are requested to report to the school reception before the student is permitted to leave the school site. If you arrange for another adult to collect your child please ensure that you have contacted school in advance to advise.
- If a student is known to have left the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police to register the student as a missing person.

Requests for unauthorised leave of absence/Leave of absence in exceptional circumstances

The school holiday dates are published a year in advance and we expect parents/carers to book their family holidays during the school holidays. There is no automatic entitlement in law to time off in school time to go on holiday. As parents you have a legal responsibility to ensure your child's attendance at school. During the academic year, students are at school for 195 days and at home for 170 days.

If, however, this is unavoidable, parents/carers must apply to the school by completing a Leave of Absence Request Form which can be collected from the Attendance office, Student Services and is the school website. This must be signed & returned to the Attendance Manager. It is not policy to authorise any leave of absence taken during term time. When the Headteacher considers there to be very exceptional circumstances, leave may be considered.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for an unauthorised leave of absence during term time for 5 days or more without the authority of the Headteacher, each parent may be liable to receive a penalty notice for each child.

All requests for leave will be considered on a case-by-case basis. Any appeal will be heard by the Governing Body, whose decision will be final.

Changing Schools

It is important that if a parent/carer decides to send their child to another school they must inform the school of their decision as soon as possible. A student cannot be removed from the roll of the school until the following information has been received in writing to the Headteacher:

- The date the pupil will be leaving the school.
- The name of the new school and start date.
- The new home address if it is known and applicable.

The student's records will then be sent on to the new school. In the event of the information not being provided then the student/family will be referred to the LA.

There is an expectation that the child will continue at school until the transfer takes place other than in exceptional circumstances. A student will not be taken off roll until they have started at the new school, or at the Headteacher's discretion or if a student has not attended school for four weeks and they are known to be attending another school or are known to be living out of County or Country.

Withdrawing from School

If a parent decides to withdraw their child, the school cannot take them off roll until another school place has been arranged. Alternatives open to parents who withdraw their child are:

- Finding another school place.
- Education by parental provision – It is a parent's legal responsibility under section 7 of Education Act 1996 to arrange full time education at school or otherwise. This must be put in writing to the school before a child's name can be taken off roll. The LA and the Elective Home Education Department will then be notified of your decision for follow-up. The school are not legally obliged to provide any work to be sent home for a child who has been withdrawn from school.

School Action to Improve Attendance

Parents will be made aware of the school attendance policy and will be encouraged to co-operate with the procedures outlined in the policy. School will only provide work for absent students to complete at home if these absences are authorised and valid.

The school has systems and procedures for:

- Registering pupils - registers MUST be up-to-date and accurately completed.
- Categorising absence.
- Collating and analysing attendance data to identify trends and enable action to be taken.
- Determining in which exceptional circumstances leave of absence will be granted in term-time.
- Monitoring attendance and punctuality for all lessons.
- Dealing with late arrival.
- Dealing with unauthorised absence.
- Referring cases to the LA.
- Re-integrating pupils who have been absent.
- Action will be taken to improve a student's attendance before a referral is made to the LA. This could include:
 - Phone Calls.
 - Letters.
 - School Meetings.
 - One to One Meetings with students.
 - Head of Year support.
 - Other School interventions and support.

Where intervention at school level fails to affect an improvement in attendance a referral to the Inclusion Service will be made. School works closely with the LA to determine the course of action to be taken in cases of poor attendance and other agencies such as Children's Services, Family Support Service and the Police should be engaged where appropriate.