



1. INTRODUCTION

All parents/carers who have children of compulsory school age, are responsible in law for ensuring that their children receive an efficient education, "suitable to their age, ability and aptitude and any special educational needs which they may have, either by regular attendance at school or otherwise" (Section 7 Education Act 1996).

2. AIMS AND OBJECTIVES

- To promote regular school attendance in order for every child to reach their full educational potential.
- To provide an effective monitoring system to safeguard children's welfare.
- To promote an effective dialogue between school, parent/carers and outside agencies.
- To set in place systems for registration and attendance in order to protect children both inside school and out.
- To provide guidelines on sensitive approaches to deal with the needs of individual pupils; to agree procedures for a child's return to school, including re-integrating long-term absentees.

3. PUNCTUALITY

School opens at 8.40 a.m. and registration is at 8.55 a.m. The register will be kept open until 9.30 a.m. Children arriving during this period will be marked as late and should be signed in by a parent/carer. Pupils arriving after 9.30 a.m. will be marked unauthorised absence. The afternoon session begins at 1.15 p.m. and the register is called immediately. Pupils arriving between 1.15 p.m. and 1.30 p.m. will be marked as late. Any pupil arriving after the close of register at 1.30 p.m. will be marked as unauthorised absence. Patterns of late attendance or unauthorised absence will be investigated and may need to be referred to the school's E.W.O. as there may be grounds for concern. In extreme cases, prosecution of parent/carers may ensue.

4. FIXED PENALTY NOTICE INFORMATION

The Local Authority has brought to the attention of every school in East Riding of Yorkshire the new powers in the Anti-Social Behaviour Act 2003 to tackle poor school attendance.

These came into force from the 27th February 2004 and include Penalty Notices, which mean that for pupils with unauthorised absence from school (i.e. any absences



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that the school has not given permission for) their parents/carers may be subject to a prompt fine of either £50 or £100.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absence developing. They will be issued simply by post to a pupil's home after possibly just one warning and cases of absence without acceptable cause will also include pupils caught on truancy sweeps, **excessive holiday in school term time** and persistent late attendance after the register has closed.

It means that any parent/carer of a pupil with a level of unauthorised absence may now have a potential liability in the form of a Penalty Notice issued by the Local Authority.



5. EAST RIDING OF YORKSHIRE COUNCIL LETTER FOR PARENTS WHERE UNAUTHORISED ATTENDANCE HAS BEEN RECORDED

Dear Parent/Carer

On 27th February 2004 Penalty Notices were introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

This means that for pupils with unauthorised absence from school (i.e. any absence that the school has not given permission for) their parents/carers may be subject to a prompt fine of either £50 or £100.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absence developing. They will be issued simply by post to a pupil's home after possibly just one warning and cases of absence without acceptable cause will also include pupils caught on truancy sweeps, excessive holidays in school term time and persistent late attendance after the register has closed.

These Notices add to the Authority's existing legal powers to enforce attendance and cases of persistent unauthorised absence will also remain subject to action under the wider powers of the 1996 Education Act, which include prosecution and a criminal record if convicted.

Receipt of this letter means that your child has a record unauthorised absence in the last 13 weeks.

If you believe that your child's absence record from school now means you may be liable to incur a Penalty Notice it is extremely important that you take action to improve their attendance without delay.

Support and guidance on attendance is available and if you have any questions about this or if you need help to achieve an improvement then contact your child's school as soon as possible to discuss the situation.

Advice and support can also be made available to you through the Education Welfare Service, by contacting them on 01482 392146.

Yours faithfully

Angela Carpenter Principal Education Welfare Officer



6. FAMILY HOLIDAYS AND EXTENDED TRIPS OVERSEAS DURING TERM TIME

The school will actively discourage parent/carers from planning term time holidays by communicating the following:-

- Regular publication of school holiday dates.
- The Head has discretionary powers to grant up to 10 school days leave of absence in any school year and this is not granted as of right.
- The Head may grant more than 10 days only in exceptional circumstances.
- It is highly unlikely that leave of absence would be granted during KS2 S.A.T.s.
- The absence will be authorised upon the completion of a holiday form.

This information will be only communicated to parent/carers through the School Prospectus and monthly newsletters.

7. AUTHORISED ABSENCE

Only the Headteacher can authorise an absence. Absence should be authorised if:-

- The pupil is absent with leave.
- The pupil is ill or prevented from attending by unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent/carers belong.
- The school at which the pupil is registered is not within walking distance of their home; and no suitable arrangements have been made by the L.E.A. for the pupil's transport to and from school.
- The pupil is the child of traveller parent/carers who temporarily leave the area giving reasonable indication of their intention to return.
- There is a family bereavement.
- The pupil has a local authority licence to take part in a public performance and the school has given leave of absence.
- The pupil is attending an interview for a place at another school.
- The pupil is involved in an exceptional special occasion e.g. a family wedding.
- Leave of absence is granted by the Headteacher for a family holiday of no more than 10 school days (or in exceptional circumstances for more than 10 school days). Parent/carers should be reminded that they cannot expect, as of right, that the Headteacher will agree to a family holiday during term time.

8. UNAUTHORISED ABSENCE

- No explanation is forthcoming from the parent/carer.
- The school is dissatisfied with the explanation.



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- The pupil is staying at home to mind the house or look after siblings.
- The pupil is absent for unexceptional special occasions e.g. the pupil's birthday.
- The pupil is away from school on a family holiday for a period of time longer than that negotiated with the Headteacher and does not return when agreed unless due to unavoidable circumstances.
- The pupil is on a family holiday without permission or if the parent/carers have failed to apply for permission in advance of the holiday and, instead, seek retrospective approval on their return.

Parent/carers should inform the school of a child's absence as early as possible each day the child does not attend. Where no notification is received by 9.30 a.m. for the morning session or 1.30 p.m. for the afternoon session, the school will endeavour to contact parent/carers to ascertain that the child is safe.

9. ATTENDANCE REGISTERS

The register should be completed in line with LEA guidelines issued in August 1998. The following symbols should be used:

Authorised absence symbols are:-

- B Pupil attending another institution under a formalised dual registration Arrangement
- C Other circumstances (bereavement, agreed special occasions, performances, other approved absences not covered by other codes).
- E Excluded.
- H Family Holiday
- I Attending interview e.g. with prospective employer or with another educational establishment.
- M Medical and dental appointments, confirmed illness.
- R Day of religious observance for the religious body to which the parents belong.
- S Approved study leave.
- T Traveller child travelling.

Approved Educational Activity symbols are:-

- P Approved sporting activity (participation in/attendance at).
- V Educational visit or trip (UK/overseas) and tuition at another institution/school/venue

Unauthorised absence symbol:-

- O Unauthorised absence

Late (before register closed):-

- / Late before register closes (9.00-9.30 a.m. and 1.15-1.30 p.m.)
- L Late after register closes.



10. CONCLUSION

This policy is designed to be a useful, informative working document. It has been designed to be amended in the light of practice and will be the subject of an annual review.

January 2005