



Allerton Grange School

Attendance and Punctuality Policy 2021-22

Designated Lead: Behaviour & Welfare SLT Link

Reviewed November 2021

Review cycle: 1 year

Next review: November 2022



Aspire, Grow, Succeed

At Allerton Grange we are committed to:

- Working together to achieve our full potential
- Celebrating our diverse school community and fostering tolerance and respect for all
- Developing active citizens within the school community and beyond
- Developing confident, creative and independent learners

1. Rationale

- To ensure that every student succeeds whilst at school
 - To ensure that every student has access to the widest possible range of opportunities when they leave school
 - To ensure that every student has access to the full-time education to which they are entitled
 - To ensure that every student uses every school day to gain knowledge and understanding
 - To promote students' welfare and safeguarding
 - In order to achieve those goals, it is the view of school that it is essential that students are not absent from school.
- 1.1. There are 195 statutory school days per year and there are then 170 other days available for holidays which would not have a negative effect on a student's education.
- 1.2. School is of the view that taking a student on holiday in term time inevitably conveys to the student the unspoken message that school is not important.

2. Categorisation of Absence

- 2.1. When a student is absent from school, the law categorises that as either 'authorised' or 'unauthorised'.
- 2.2. The law states that it is for the school to determine into which category any absence fits, it is for the school to decide whether any absence is 'authorised' or 'unauthorised'.

3. The Need for Parental Explanation

- 3.1. All absences must be explained either by telephone call, text messages, email or letter by a parent or carer. However, this in itself does not automatically authorise the absence.
- 3.2. It is for the school to decide whether or not to accept the explanation offered. You may be maybe asked to provide evidence of a doctor's visit (e.g.appointment card or prescription). **Absences for students with attendance below 90% will automatically be unauthorised without medical evidence.**
- 3.3. Long term absences must be discussed with school to enable them to offer the student access to Education to which they are entitled.

- 3.4. Where a parent/carer anticipates in advance that his or her child will be absent then as much advance notice as possible should be given.

4. Authorised Absence

- Examples of the type of absences which may be authorised:
- Sickness
- Unavoidable medical/dental appointments (although these should be made wherever possible out of school hours.)
- Religious observance (maximum 2 days per school year)
- Exceptional family circumstances (at the discretion of the school)

5. Unauthorised Absence

- Examples of the type of absences which will not be authorised are:
- Shopping
- Looking after/translating for family members
- Birthdays

6. Holidays during term time

- 6.1. Parents and carers are reminded that they do not have any right or entitlement to take their child out of school for holidays.
- 6.2. The law states that even if a written application is submitted as required, authorised leave for holidays will only be granted if school considers that there are special circumstances.
- 6.3. It is up to school to decide what amounts to special circumstances.
- 6.4. In considering whether there are special circumstances, school will look at each case upon its own individual merits.
- 6.5. **In order for school to properly consider an application, it should be made to the head in writing as soon as possible and preferably at least two weeks before the start of the proposed period of absence detailing details and reasons for absence. Retrospective requests will not be authorised.**
- 6.6. Examples of circumstances which by themselves are very unlikely to be considered as special and thus leading to a grant of permission included:
- To fit in with parental working patterns;
 - Economic reasons, such as cheap flights and/or accommodation;

- To overlap with beginning or end of term;
- To overlap days either side of a day of religious observance.

6.7. If a student has requested a holiday during term time which has been refused and the holiday is still taken (for more than 5 days), a Fixed Penalty Warning Notice may be issued by Children's Services, Leeds which could lead to a fine or further prosecution.

7. Punctuality

Students should be in the building at 8.45 am every day and in their form ready to learn by 8.50 am. If they are late, the time will be recorded and parents will be notified by text. Late students will forfeit their break and, if persistently late ie 4 lates in a half term, will spend in a day in isolation. Parents should always notified the Attendance Team via a note in their planner if they know their child is going to be late that morning because of appointments or transport problems and a late authorisation card may be issued.

8. Deletions from the Admissions Register

8.1. Parents and carers are reminded that the law states that in certain prescribed circumstances, unauthorised absence from school shall result in the removal of the child's name from the school register.

Revised and Ratified by Governors