

# Pupil Attendance Policy

	School and academy staff, particularly Headteachers and administrative staff Local Governing Bodies
	January 2023  January 2024 Medical Needs Policy



## **1. Introduction, aims and why regular attendance is important**

As part of the Crofty MAT, our school is committed to providing an education of the highest quality

punctual attendance of students at school is, under Section 7 of the Education Act 1996, a legal requirement. Parents/carers are responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have.

It is very important therefore that parents/carers make sure that their child(ren) attends school













- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (z), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

All applications should be made in writing to the Head of School at least 20 school days prior to the requested leave date. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing. Please do not book a holiday before being given permission for absence from the school.

A general guide for parents is leave for any holiday, activity or event that could be arranged during the annual 13-week holiday time would not be authorised.

On any occasion that school refuses a request for leave in term time, should a parent/carer proceed with the leave it will be recorded as code (G) (family holiday not agreed or in excess of agreement),

Where a leave of absence has been unauthorised, penalty notices will be considered in line with or issuing Penalty Notices in respect of unauthorised absence or children present in a public place whilst excluded from school. Crofty Trust will ensure that a minimum of one other headteacher considers the exceptional circumstance before any decision is made to unauthorise a leave of absence request where the issue of a Penalty Notice is required.

Failure to notify and/or request leave of absence in term time, providing at least 5 days notice may result in all absence being recorded as (O) (unauthorised absence not covered by any other description).

**If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.**

## **6. Pupils with Ongoing Medical Conditions**

Parents/Carers should inform the school of any medical conditions that could impact on Attendance and Wellbeing. A Healthcare Plan should be agreed with Health Services on how to ensure the pupil is able to access their full potential and attend school.

In some cases, a child can be educated at home whereby the school environment is detrimental to either condition or causes a risk (of infection etc.) to said pupil.

Pupils should not be penalised if their absence from school is related to their medical condition, such as attending hospital appointments. To avoid being fined for non-attendance, parents must obtain permission from the school in advance of the appointment, so that the absence can be





## Appendix 1. Attendance codes

The following national codes will be used to record attendance information.

Code	Definition	Scenario
/	Present (am)	Present
\	Present (pm)	Present
L	Late (before registers closed)	Present
B	Educated Off-site (NOT dual registration) at an establishment approved by the school	Approved Education Activity
D	Dual registration (I.e. pupil attending other establishment)	Approved Education Activity
J	Interview with prospective employers or at another educational establishment.	Approved Education Activity
P	Approved sporting activity	Approved Education Activity
V	Educational visit or trip	Approved Education Activity
W	Work experience (final two years of compulsory education).	Approved Education Activity





Appendix 2

There are 175 non-school days in a year and 190 school days each year.







## Leave of Absence in term time

we expect parents to help us by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your

There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless

1. an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
2. the proprietor, or a person authorised by the proprietor in accordance with paragraph (z), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

All applications should be made in writing to the Head of School at least 20 school days prior to the requested leave date. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing. Please do not book a holiday before being given permission for absence from the school.

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