

Requests for Holidays/Time Off

From September 2013 the Department for Education has amended the Education (Pupil Registration) England Regulations 2006 removing the Headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow schools to authorise absence (leave) in 'exceptional circumstances' - see over for definition of these.

Further updates from Jan 2018: Nottinghamshire elected members of the Children's and Young People's Committee voted to make some changes to the Code of Conduct for Attendance. Education penalty notices can be issued for any unauthorised leave of absence in excess of 3 days over a 6 week period regardless of whether the absence is related to a holiday in term time or is more general in nature.

What action to take if your child is absent

- ◇ Please phone or email on the first day of absence leaving your child's name, class, reason for absence and expected date of return.
- ◇ Write a letter to the school explaining the absence, stating how long you expect your child to be absent. This should be received on the first day of absence.

If your child is still unable to return to school on the expected date of return please contact the academy again—you may be required to present evidence for illness that is more than three days by means for an appointment card/Doctor's letter.

What action the school will take if your child is absent

- ◇ Text or phone you to find out the reason why your child is absent.
- ◇ Send out a letter, if no reply from text /email or phone has been received.
- ◇ If attendance is approaching or falls below 90% send a further letter to invite you for a meeting and let you know what action is to be taken.
- ◇ If still no response, the academy will take further action, which may involve parents incurring a fine, or other agencies being involved.

Please keep us informed, if we aren't we will assume your child is missing in education and social services will be alerted to this.

Who is here to help?

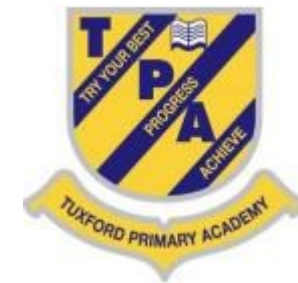
If you have any concerns about your child's attendance, please contact the academy to discuss.

School based support:

- ◇ Family Support Advisor
- ◇ Class Teacher
- ◇ Principal

School Attendance

A Guide for Parents and Families



Tuxford Primary Academy

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Why is good attendance important?

Attending school on a regular basis is the key to children doing well at school and sets them up with good habits for later life and the working world. It also gives children the opportunity to:

- ◇ Achieve their potential and fulfil their aspirations
- ◇ Improve their social skills
- ◇ Make lots of friends and feel included
- ◇ Increase their confidence and self esteem
- ◇ Learn new things and develop their skills
- ◇ Be part of an academy team or club
- ◇ Improve their career prospects

Your influence is paramount to this

Parents are advised to:

- ◇ Show their child that they think school is very important
- ◇ Praise their child's achievements
- ◇ Not keep their child off school unless there is exceptional circumstance or genuine illness.
- ◇ Recognise that if children get into bad patterns from an early age, these are hard to break in later life.

How good is your child's attendance?

Our aspirational target for an individual pupil's attendance is 98% and above with 97% still within our 'at expected' range.

Q Is 90% that bad, they've only been off for 10% of the time?

A Actually this equates to 20 days absence per year, an average of 1/2 day missed each week. Your child is missing a whole month per each academic year if this trend continues.

Research suggests that pupils who have an average of 20 days absent per school year see negative effects throughout their educational journey—resulting in a whole GCSE grade deficit by the time they leave secondary education.

80% attendance over 5 years = 1 whole year of education lost.

Our attendance colour chart :

97% and above **Excellent! Best chance of success**

96% - 93% **Academy to monitor. Progress may be weakened due to gaps**

93% - 90% **Negative effect on attainment, academy will need to meet with you to offer help**

Less than 90% **Persistent absence - Serious concern! Academy will need to meet with you to offer support. After six weeks review improvement must be seen to avoid other agencies becoming involved.**

Article 28 of United Nations Convention on the Rights of the Child:

The right to learn and go to school

What can I do as a parent to increase my child's attendance?

- ◇ Only grant days at home for genuine illness—contagious or too sick.
- ◇ Do not take your child on holiday during term time

Parents and carer have to make sure that children aged 5—16 years receive full-time education and that they attend school regularly.

It's the law

A child registered at a school can legally miss school only in very limited circumstances. These include:

- ◇ When a child is too ill to attend
- ◇ When the school has authorised the absence beforehand for exceptional circumstances.

Safeguarding agencies can be involved if a child is missing from school without explanation. Parents who do not liaise with the academy regarding attendance matters could be referred for penalty action or external agency interventions.

Clarification of authorised and unauthorised

Authorised (exceptional circumstance) absence includes:

- ◇ Hospital appointments
- ◇ Genuine illness resulting in unavoidable absence. Not headlice.
- ◇ Religious observances
- ◇ Close family bereavement

Unauthorised absence includes:

- ◇ Any holiday
- ◇ Birthday celebration/family event
- ◇ Shopping
- ◇ Parents medical appointments—not direct needs of the child i.e scans