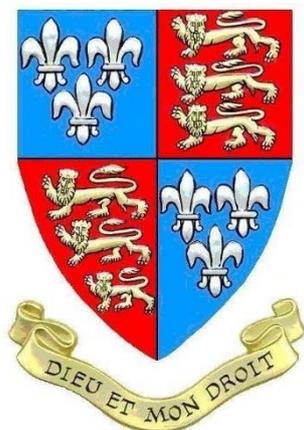


King Edward VI Grammar School



Student Attendance Policy v3

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STUDENT ATTENDANCE POLICY

POLICY

The Governors will apply the law with regard to attendance for students of compulsory school age and will endeavour to ensure that regular attendance will take place for students who are above the school leaving age. The School procedures regarding attendance are as follows:

PROCEDURE

- 1 Registration will take place in form groups at the beginning of the morning session and in class groups in the first lesson of the afternoon session.
- 2 In the case of illness, and any other unexpected absence, parents should telephone the School Office on the morning of the first day of absence, using the 24/7 Voicemail service (01507 600456).
- 3 If the absence lasts for more than one day then parents are asked to phone the School on the student's return to account for the subsequent days of absence.
- 4 If the student is off for more than a few days then it is helpful for the School to be kept informed during the absence.
- 5 If there is no contact from parents on the first full day of absence, then parents are contacted by telephone to obtain an explanation of the absence.
- 6 If a student regularly registers late the tutor will investigate the reasons for this and if necessary will refer the matter to the appropriate Head of Year.
- 7 The appropriate Director of School will write to parents if attendance falls below 85% and invite them into school. Attendance levels are checked in January and then every half term.
- 8 If attendance is unauthorised and falls below 75% the School will inform the EWO (Educational Welfare Officer).
- 9 Under the Education Penalty Notices Act 2007 Education Welfare Officers and Local Authorities have the power to enforce a £60 Penalty Notice to parents whose children are persistently absent. This figure doubles if the fine is not paid within the appropriate time frame.

LEAVE OF ABSENCE REQUESTS

The Legal Framework

Following changes by the Government to the Education Pupil Registration Regulations 2006 Headteachers may only authorise leave of absence during term time in exceptional circumstances. The Government has removed references to family holiday and extended leave as well as *removing* Headteachers discretionary powers to authorise absence of up to ten days. If leave is granted Headteachers should determine the number of school days a child can be away from school.

Leave of Absence Code for Parents

To be considered for a leave of absence parents must now write directly to the Headmaster for permission using the new leave of absence form that can be downloaded from the School's website.

The Governors, including parent governors have agreed the following as grounds for single or multiple days leave in these **exceptional circumstances**:

1. Periods of no more than 1-2 days for one off, significant, family celebrations - e.g. Births/Weddings/Funerals.
2. Longer periods by arrangement for compassionate leave following the death of an immediate or close relative.
3. Single or half day visits to alternative schools, colleges or universities up to a maximum of 3 in anyone academic year.
4. Documented appointments for medical/dental treatment that cannot be provided at an alternative time: *parents are requested to arrange as far as is possible all medical and dental appointments to be outside of the school day.*
5. Single or half days to undertake driving tests or other types of external testing arrangements.
6. Other exceptional circumstances as approved by the Headmaster.

Holiday Leave - **Exceptional Circumstances**

The new Government changes to the Education Pupil Registration Regulations 2006 mean that the Headteacher can no longer authorise Holiday leave except in the following circumstances:

1. Where there is documented evidence that the parents employer will **not** allow leave during school holiday time due to the nature of the business and impact upon it.
2. Where the trip is of such a nature that the Headmaster deems this to be of significant educational value and has documented evidence of that educational value from the group or tour operator running the trip.
3. Other exceptional circumstances as approved by the Headmaster.

Advice and Guidance to Parents

King Edward's remains first and foremost a family school and we recognise that within our community there are many different and sometimes complex needs that may necessitate a leave of absence. We remain happy to consider these requests under the headings above, however we would also offer the following guidance to parents:

1. Leave of Absence Requests for students in Years 11-13 are likely to be routinely rejected and will have the exceptional circumstances test applied fully given the importance of these examination years and the negative impact that absence can have on a student's overall performance.
2. In Years 7-10 all parents are advised to consider:
 - a. planning holidays and flights well in advance to get the best deal without having to resort to a leave of absence request
 - b. avoiding last minute deals that encroach on term time
3. The school is happy to write in support of any request for leave to support the parent and to broker a mutually acceptable time frame with the employer.
4. When planning holiday parents are reminded that requests for a block week or weeks in the middle of term time are likely to be routinely rejected. However, more sensible forward planning where the request is for a single day or days prior to, or following a scheduled school holiday are more likely to be looked upon favourably: provided they meet the exceptional circumstances test.