



**SS. Osmund & Andrew's RCP School**

**Attendance & Holidays in Term Time  
Policy**

***Together in Love, Growing in Faith, A Journey of Hope.  
Together in Love, Faith and Hope.***

Review Date: April 2022

## Mission Statement

Together in Love, Growing in Faith, A Journey of Hope. Together in Love, Faith and Hope.

## Punctuality

School starts at 8.45am and the register taken at 8.55am. Children arriving after this time will have to sign in at reception and will receive a late mark. Children arriving after 9.30am will receive an unauthorised mark for the morning session. If you are 5 minutes late every day that adds up to over 3 days lost each year. 15 minutes late is the same as being absent for 2 weeks a year.

## Absences

All absences must be reported by 9.30am on the first day of absence. If we receive no contact from yourself we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to contact you by telephone, a letter informing you of the absence will be sent out and a reply slip included for you to complete and return to school. Consequently, all absences without reason will be marked as unauthorised on your child's attendance record. School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g:

- 1. Chicken pox (child can return once the spots are healed over)**
- 2. Diarrhoea and Vomiting (48 hours after last episode)**
- 3. Coughs and colds (no absence required)**
- 4. Head lice (no exclusion, treatment should be completed without absence)**

Furthermore, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness; this can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit, where possible we will contact you prior to this to agree a convenient time.

Pupils are required to attend school for 190 days each year

Schools absences and attendance figures:

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

## **Medicals**

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment DOES reduce your child's percentage attendance. Do not allow your child to be absent for a whole day when their appointment is only a short, local one.

Please also be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.

## **Other Authorised Absences**

Children are required to attend school every day. Please be aware that absences for 'snow' 'rain' or 'extreme cold weather' days do affect your child's attendance, whilst in exceptional circumstances these may be authorised this does reduce your child's overall attendance. However, if school make the decision to remain open during adverse weather conditions, absences will be unauthorised.

## **Sporting Activities**

School acknowledge that there are occasions when children will be required to attend sporting tournaments, competitions or sporting exams during term time. Proof of this must be provided to school. School are unable to authorise competitions that are held over the weekend but where parents choose to travel to the venue on a school day. School receive notification of Dance Troupe Competitions and therefore should your child be absent at this time due to illness a doctor's note will be required to enable school to authorise.

## **Religious Observance**

School encourage and support our children and their families to celebrate religious events, however children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents keep their children off school for longer than is entitled these days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

## **Holidays in Term Time**

Holidays MUST NOT be booked prior to requesting permission from school, the application must be made at least 6 weeks before the intended departure. Forms are available from the school office. During SATs week children in Year 2 and Year 6 children will not receive authorised absence.

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' This includes visits to countries of origin.

Therefore, unless there are 'exceptional circumstances' all holidays in term time will be unauthorised and a Penalty Notice request will be completed by school.

Research shows that breaks of one week or more from school often leads to children falling behind in their work and that some children never catch up.

### **Penalty Notices**

Penalty Notices are to be requested from Bolton's School Attendance and Penalty Notices Department for the following reasons:

1. Persistent unauthorised late arrival to school (after 9.30am)
2. Unauthorised absences where no reasons have been provided by the parent/carer
3. Holidays during term time of 10 sessions or more

Parents must from the 1<sup>st</sup> September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child. Parents/Carers may be contacted, by letter or requested to attend a meeting, before the Penalty Notice is issued.

### **Attendance Lead**

We have a dedicated attendance lead within school who closely monitors attendance of all our pupils. They will contact parents to ask questions regarding a child's absence and to offer support to increase a child's attendance. If a child's attendance does not improve the head teacher will initiate a formal warning letter of non-attendance to the parent with the percentage of attendance. This will be followed by prosecution if the absences persist.

The attendance lead will liaise with other agencies if appropriate.

Parents must from the 1<sup>st</sup> September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'.

### **Children Missing in Education**

At SS Osmund and Andrew's RC Primary we believe all students, regardless of their circumstances or background are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the schools investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

### **Parents' Evening**

All teaching staff will have a list of children that are below 95% attendance and parents will be reminded of the detrimental impact absence from school has on their child.

### **Young Carers**

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

Further information for parents is included in our Attendance Information for Parents leaflet. Please see Appendix 1.

### **Attendance & Holiday Policy**

**Written by:** J Graves – Head Teacher  
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D Kenyon Kellett – Attendance Lead

**Ratified by Governors:** Autumn 2023