

If - you need to apply for Exceptional Leave of Absence

Parents/carers wishing to apply for Exceptional Leave of Absence should do so using a **Leave of Absence form**. These can be downloaded from the school website or collected from the school office. The form should be submitted to the school at least 4 weeks **before** making any formal arrangements for absence.

Willows Academy Trust considers every request for Exceptional Leave of Absence. Any leave of absence is granted entirely at the Head teacher's discretion and only in exceptional circumstances.

Absence will not be authorised for:

- Parents/carers keeping children off school unnecessarily i.e. to go shopping, birthday, day trips
- Absences which are not properly explained
- Family holidays during term-time for which no leave of absence has been granted

Please note: Leave of Absence should also be sought for early collection before 2.30pm.

We are here to help....

If you ever have a concern regarding attendance or would like to talk to us - please call us.

Shardlow Primary School
01332 792215

Your Legal Responsibility

Parents have a duty to ensure that their children receive full time education. The Education Acts 1996 and 2005, The Education and Skills Act 2008 and The Education and Inspection Act 2006 (information from Department of Education, Schools Attendance, August 2013) places the responsibility for enforcing school attendance on the Local Authority.

If a compulsory school age (5yrs) child is registered at a school within Willows Academy Trust, parents have the primary legal responsibility for ensuring that their child attends regularly.

Legal action, usually exercised through Targeted Support (Section 444(1) and section 437 of the Education Act 1996) (amendment - The education (penalty notices) (England) regulations 2007) has the following powers including:

- penalty notices for irregular attendance
- school attendance orders
- legal prosecution for irregular attendance
- education supervision orders

All of the above can be incorporated within a 'fast track to court process, if your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at Magistrates Court.

What is a Fixed Penalty Notice?

A Penalty Notice fine can be issued for two reasons:

- If a holiday is taken during term time without the permission of the Head teacher
- If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation

What are the fines?

- £120 per parent/carer per child reduced to £60 if paid within 21 days.
- If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice fine.

Willows Academy Trust



Attendance Information for Families

Willows Academy Trust

seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to reach their full potential.

Setting good attendance patterns from an early age, from nursery and through primary school, will also help your child later on in life.

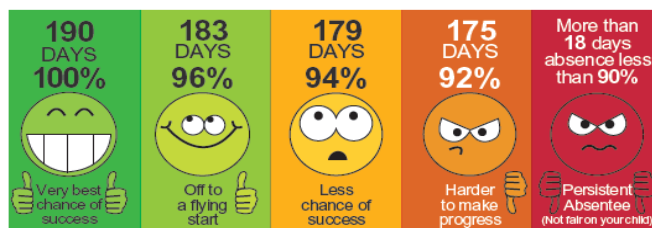


This leaflet is for guidance only. Our full Attendance Policy can be found on our websites or by request at any of the school offices.

There is a link between good school attendance and good attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring their child attends school on time every day.



Schools within Willows Academy Trust expects parents and carers to:

- Ensure their children attend school **regularly** and **on time**.
- Ensure they contact school by 9:00am on the first day of absence whenever their child is unable to attend school.
- Ensure their children arrive in school well prepared for the school day.
- Contact the school in confidence whenever any problem occurs that may keep their child away from school.

Willows Academy Trust will:

- Ensure accurate recording and monitoring of school attendance.
- Reward the children of families who attend regularly and on time.
- Work with families to encourage and support good attendance.
- Refer families to the Local Education Welfare Team when attendance or punctuality is a concern.

Rewarding Good Attendance

Schools to personalise

We want to reward our children for good attendance and punctuality so they understand the importance of both in order to take full advantage of the education on offer to them.

- Children with 100% attendance will be presented with a certificate at the end of each term.
- Classes with 100% attendance in any week will receive recognition in our weekly Spirit Assemblies.
- Classes with the best attendance each term will be presented with a certificate and rewarded with an activity of choice.

What kind of Absence?

Authorised Absence - means that the school has either given approval in advance for a pupil of compulsory school age to be absent, or has accepted an explanation offered afterwards as justification for absence.

Unauthorised Absence - absences which the school does not consider 'exceptional' and for which no 'leave of absence' has been granted. Late arrival after the close of the register at 9.20am is also recorded as unauthorised.

If - your child is ill

Contact school by telephone on the first day of absence. If your child will be absent for more than one day - keep in regular touch with us.

If we don't hear from you, you may receive a text message or phone call asking about the reason for your child's absence.

If absence continues beyond 4 days and we are unable to contact you, we will report the absence to the Local Authority Education Welfare Service.

REMEMBER - prescription medication can be given in school to allow your child to return as soon as possible.

REMEMBER - Children should be off school for 48 hours if they have diarrhoea or vomiting.

Call the school office if you are unsure.