



1. INTRODUCTION

All parents/carers who have children of compulsory school age are responsible in law for ensuring that their children receive an efficient education, “suitable to their age, ability and aptitude and any special educational needs which they may have, either by regular attendance at school or otherwise” (Section 7 Education Act 1996).

2. AIMS AND OBJECTIVES

- To promote regular school attendance in order for every child to reach their full educational potential.
- To provide an effective monitoring system to safeguard children’s welfare.
- To promote an effective dialogue between school, parent/carers and outside agencies.
- To set in place systems for registration and attendance in order to protect children both inside school and out.
- To provide guidelines on sensitive approaches to deal with the needs of individual pupils; to agree procedures for a child’s return to school, including re-integrating long-term absentees.
- To work with parent/carers and also to be a supporter of family life.

3. PUNCTUALITY

The school day starts at 8:50am. However, in order to facilitate a prompt start to the day the school doors are opened at 8:40am. All teachers are on duty in the classrooms at this time. Teaching Assistants support pupils to self-register over this ten-minute window. At 8:50am the doors are secured. Anyone arriving after this time must report to the main school reception to register.

The register will be kept open until 9:30 a.m. Children arriving during this period will be marked as late and should be signed in by a parent/carer. Pupils arriving after 9:30am. will be marked unauthorised absence. The afternoon session begins at 1:15 p.m. and the register is called immediately. Pupils arriving between 1:15 pm. and 1:30 pm. will be marked as late. Any pupil arriving after the close of register at 1:30pm. will be marked as unauthorised absence. Patterns of late attendance or unauthorised absence will be investigated and may need to be referred to the school’s Educational Welfare Officer as there may be grounds for concern. In extreme cases, prosecution of parent/carers may ensue.



4. ATTENDANCE CODES

Different codes are used to indicate the reason for absence. These may include for example being educated off site, exclusion, family holiday not agreed, illness, interview, medical appointment, religious observance and unauthorised absence etc.

5. FIXED PENALTY NOTICE INFORMATION & UNATHORISED ABSENCE

The Local Authority has brought to the attention of every school in the East Riding of Yorkshire powers in the Anti-Social Behaviour Act 2003 to tackle poor school attendance.

These came into force from the 27th February 2004 and include Penalty Notices, which mean that for pupils with unauthorised absence from school (i.e. any absences that the school has not given permission for) their parents/carers may be subject to a fine. These can be levied per pupil, per parent, per week of absence. A week can be accumulative over a number of weeks. Parents should check with the Local Authority for current rates.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absence developing. They will be issued simply by post to a pupil's home.

Cases of absence without acceptable cause will also include:

- pupils caught on truancy sweeps
- **unauthorised holiday in school term time** and
- persistent late attendance after the register has closed.

It means that any parent/carer of a pupil with a level of unauthorised absence may have a potential liability in the form of a Penalty Notice issued by the Local Authority.

Parent/Carers have also been made aware of changes to the school's policy on holidays in term time.

Parents/carers may request up to 10 days absence from school from the Head Teacher. This can however only be granted if the request meets one of the following criteria:

- Parent's contractual conditions make it **impossible** to take a holiday **in any** of the school holidays in an academic year. (A letter from the employer must accompany this application, stating this fact).
- Service personnel returning from a tour of duty abroad (documentary evidence must be supplied).
- Child or parent's rehabilitation of medical/emotional issues (a letter from the GP must accompany this application).



Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

- Family wedding, funeral or significant family celebration out of the area (documentary evidence must be supplied). The request must be reasonable and not an excessive request. Travel to and from the event would be authorised but not an attached holiday.
- Where there are exceptional and unforeseen circumstances the Headteacher will consult with the Principal Education Welfare Officer prior to any authorisation being given to the parent.
- **Parent/Carers are encouraged to work with the school to reduce the number of term time holidays. Whereas attendance at Molescroft Primary School is excellent any absence from school cannot be caught up. The time is lost.** Parent/carers are required to submit an absence request form **before** booking a holiday, if the possibility of unauthorised absence is to be avoided and a fine.

The school does however wish to work with parent/carers and also to be a supporter of family life. Parents should discuss arrangements wherever possible with the head teacher.

6. EXAMPLES OF ABSENCE WHICH CAN BE AUTHORISED

Only the Headteacher can authorise an absence. Absence should be authorised if:-

- The pupil is ill to the point at which work is not possible or is highly infectious to other children or prevented from attending by unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent/carers belong.
- The school allocated by the LA, at which the pupil is registered, is not within walking distance of their home; and no suitable arrangements have been made by the L.A. for the pupil's transport to and from school.
- The pupil is the child of traveller parent/carers who temporarily leave the area giving reasonable indication of their intention to return.
- There is a family bereavement.
- The pupil has a local authority licence to take part in a public performance and the school has given leave of absence.
- The pupil is attending an interview for a place at another school.
- The pupil is involved in an exceptional special occasion e.g. a family wedding.
- A child or family member in the household is required to quarantine.

7. FURTHER EXAMPLES OF UNAUTHORISED ABSENCE

- No explanation is forthcoming from the parent/carer.
- The school is dissatisfied with the explanation.
- The pupil is staying at home to mind the house or look after siblings.
- The pupil is absent for unexceptional special occasions e.g. the pupil's birthday.



- The pupil is away from school on a family holiday for a period of time longer than that negotiated with the Headteacher and does not return when agreed unless due to unavoidable circumstances.
- The pupil is on a family holiday without permission or if the parent/carers have failed to apply for permission in advance of the holiday and, instead, seek retrospective approval on their return.

Parent/carers should inform the school of a child's absence as early as possible each day the child does not attend. Where no notification is received by 9:30 am. for the morning session or 1:30 pm. for the afternoon session, the school will endeavour to contact parent/carers to ascertain that the child is safe.

8. ABSENCE AS AN INDICATOR OF CHILD ABUSE

The school is aware that child absence could be an indicator of child abuse and will do everything to ensure a child is safe if there are concerns of potential child abuse.

9. EAST RIDING OF YORKSHIRE AUTHORITY POLICY *and the implementation and interpretation of this Policy by Molescroft Primary School*

Term Time Holidays Policy and Procedures

Introduction

The policy outlined below has been agreed by both the primary and secondary school behaviour and attendance partnerships in the East Riding of Yorkshire and is aimed at supporting schools in managing requests from parents for term time holidays. It is intended to make this process clearer and more consistent. This policy is linked with the penalty notice code of conduct that all head teachers and the local authority have agreed to work within.

Background

Schools are required to provide education for 190 days a year and it is expected that children who are registered at a school will attend for this time. Parents do not have an automatic right for their children to have time off school to go on a holiday; this is entirely at the head teacher's discretion.

Statistics show that only 36 per cent of pupils in secondary schools with more than 12 days absence achieve five GCSE's at A-C grade (national target for all pupils), compared to 91 per cent with an average of six days absence. The trend is similar for the end of key stage two SATs results. (2012 data)

During the 2008/09 academic year **80,404** days of education were lost to term time holidays in the East Riding of Yorkshire.



Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

In response, the Primary and Secondary School Behaviour and Attendance Partnerships developed a cross phase joint Policy and Procedures on Term Time Holidays which was underpinned by the Council's Penalty Notice Code of Conduct and was implemented in September 2010.

The introduction of this policy and procedure has seen a reduction in term time holidays. Therefore, the message is clearly getting across to parents that their child's education is important and their family holidays should not result in their child missing out on the education provided to them. Since the introduction of the policy in September 2010 the number of days lost due to holiday absence by the end of the 2010/2011 academic year had reduced to **46,482** days.

The policy contained the agreement to review and refresh the policy annually based on experience and outcomes.

The revised policy (Appendix2) introduces a criterion for Headteachers to authorise absence for a family holiday, this being extenuating circumstances. This has come from piloting the policy and experience. The Head teacher would discuss the circumstance with the Principal Education Welfare Officer who would then discuss with an independent Head teacher and feedback to the originating Head teacher. In addition, Headteachers will also be able to consider authorisation for an annual holiday for children of Service personnel returning from a tour of duty abroad.

The Term Time Holiday Policy developed by the Primary and Secondary School Behaviour and Attendance Partnerships has been adopted by the majority of schools and is showing significant reductions in levels of term time holidays being taken. The revised policy will help reduce levels of term time holidays and with Governing Body support will help emphasise the importance of school attendance.

General Principles

The following general principles underpin this policy:

- (i) The principles of honesty, openness, transparency and the spirit of co-operation underpin the proposals.
- (ii) All schools within the East Riding agree to follow the policies through to penalty notice if appropriate. This will ensure that the policy is applied in a consistent manner and provides equity for all parents and schools.
- (iii) Support of this policy from the local authority will be as a partner in both the primary and secondary behaviour and attendance partnerships. The inclusion and access services of the Council will ensure other local authority departments are aware of and include the philosophy of this policy in their practice.



Molescroft Primary School Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

- (iv) Where a holiday absence request form is not submitted, absences will not be authorised retrospectively. In these circumstances the penalty notice code of conduct must be followed.
- (v) Data from each individual school in relation to term time holidays will be monitored by the local authority and shared with schools and the partnerships. This will allow the partnerships to assess the impact of this policy.
- (vi) The behaviour and attendance partnerships will review this policy annually.

Policy

Requests for term time holidays will normally only be considered in the following circumstances-

1. Where a parent has to take holidays at a time specified by their employer and prevents taking holidays in any of the school holidays or those who are self-employed. Head teachers will use their knowledge of families to manage requests made by self-employed parents. They should however bear in mind that those who are self-employed are able to select when their holidays are taken.
2. Service personnel returning from a tour of duty abroad.
3. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue.
4. To attend a wedding or funeral or significant family celebration of a close member of the family that is taking place out of the area and is part of a family holiday. *(At Molescroft this is extended to include significant family events out of the area. This would include for example a Grandparent's 75th birthday or a Golden wedding anniversary, but not a cousin's 5th birthday party or a pupil's own birthday. Similarly, it would not include an attached holiday.)*
5. Where there are exceptional and unforeseen circumstances the Headteacher will consult with the Principal Education Welfare Officer prior to any authorisation being given to the parent. The Principal Education Welfare Officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school.

Evidence would be required in each case.

The partnerships have agreed that holidays will not, **under any circumstances** (including those listed above) be authorised at the following times-



Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

1. The first six weeks of any academic year (applies to all pupils). *(This is strongly discouraged at Molescroft, but if a parent can prove that there is absolutely no alternative due to contractual arrangements and it is not the beginning of the Foundation Year, the Head Teacher may use his discretion to sanction an absence)*
2. Year 6 transition day (for pupils in year 6)
3. Year 6 SATs week (for pupils in year 6). At Molescroft Primary School Year 6 pupils will not be granted absence at any time between the Easter holiday and the end of the SATs week.
4. Year nine options time (for pupils in year nine).
5. At any time during years 10 & 11 (for all pupils in these year groups).
6. At any time specified by the school (this will be communicated to parents by each school).

Looked After Children

This policy applies to all children, including those who are Looked After Children. The council has an agreed procedure for Children and Young People's Support and Safeguarding Area Managers.

Publicity and Awareness Raising

The local authority will publicise the cross-phase agreement to parents through the media and the publication of leaflets.

Schools will produce leaflets and include information in newsletters etc, as agreed by the partnership.

Procedures

Schools will retain a supply of term time holiday absence request forms and give to parents, together with the Term Time Holiday Information for Parents, as required. The policy, information on term time holidays and request forms will also be available on the Council's website.

Parents must return the form to the Headteacher or to the senior member of school staff that the Headteacher has delegated this decision making to.

If siblings or other children living in the same household (of compulsory school age) are known and identified on the absence request form and attend an East Riding of Yorkshire school, the head teachers from both schools must reach a joint decision regarding the



Molescroft Primary School **Attendance Policy**

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

parent's request within five school days of receiving the absence request form. This will ensure an East Riding of Yorkshire wide consistent approach.

The Headteacher will decide if the request should be authorised or unauthorised using the 'Term Time Absence Decision Making Flowchart' and the principles within this policy.

.Authorised Holiday Requests

The Headteacher must write to the parent who has made the request, informing them of the decision, the date of the child's last school day before the holiday and the date the school expect the child to return to school. Within the letter it should be clear how the absence will be marked on the child's attendance certificate. The letter should also make clear that no more absence due to term time holidays will be authorised during the same academic year. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will go on the child's school file.

Unauthorised Holiday Requests

The Headteacher will write to the parent who has made the request, informing them of the decision and the reason why this was made. The letter will clearly highlight that if the parent decides to take the child on the holiday, the absences will be unauthorised and a penalty notice will be issued to each parent with day to day care and responsibility for each child. A term time holiday leaflet will be enclosed with the letter. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. Copies of both letters will be placed on the child's school file.

Delayed Return Following Authorised Term Time Holiday

If the child does not return to school on the agreed date following their holiday, the school should investigate the absence considering the East Riding of Yorkshire Council's Children Missing Education Policy. It is important to follow this policy to safeguard children, for example from forced marriage.

If a child returns to school later than the agreed date and their parent says their return was unavoidably delayed, this absence must be recorded as "family holiday not agreed or days in excess of agreement." This also applies where a holiday is taken in school holidays but extends into term time.

Penalty Notice Due to Term Time Holidays

Once the unauthorised holiday has been taken and the child has returned, the school will complete a penalty notice referral form (Appendix 3) and email it to education.welfare@eastriding.gov.uk, together with a copy of the holiday request form, the letter sent by the Headteacher to the parent and a copy of the child's up to date



Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

attendance certificate. During an academic year two penalty notices can be issued to any one parent with respect to each child.

If procedures have been followed correctly and the case meets the penalty notice criteria the education welfare service will issue a penalty notice.

Parent Pays Penalty Notice

The case is closed and the period of time that the parent received the penalty notice for will not be used in any further proceedings.

Parent Does Not Pay Penalty Notice

If after 42 days the penalty notice remains unpaid, the education welfare service will prepare the case for court. The school will be required to provide a head teacher's certificate. The education welfare service will keep the school informed regarding proceedings upon request.

Penalty Notices

With the implementation of the Anti-Social Behaviour Act (2003) the local authority has statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent or carer.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent/carer after possibly just one warning, or in the case of absences without acceptable cause, without warning. This includes pupils caught on truancy sweeps, **excessive or unauthorised family holidays** and persistent late arrival after the close of registration.

If you believe at any stage that your child's absence from school may leave you liable for prosecution or a penalty notice, it is important you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve improvement, then please contact your school to discuss this.

Further advice and support can also be made available to you through the education welfare service.

Contact



Molescroft Primary School **Attendance Policy**

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

Education Welfare Service
Room FF20
County Hall
Beverley
East Riding of Yorkshire
HU17 9BA
education.welfare@eastriding.gov.uk
(01482) 392146

10. APPENDICIES

Penalty Notice Referral Form

Absence from School for Exceptional Circumstances
Information for Parents from Local Authority

Absence from School for Exceptional Circumstances Request Form



Molescroft Primary School
Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023



EAST RIDING

OF YORKSHIRE COUNCIL

Education Welfare Service

Penalty Notice Referral Form

Name of Referrer			
Referral is from	School		Police

Name of school/police station	
--------------------------------------	--

<i>Full Name of Child</i>			
<i>First Name</i>	<i>Last Name</i>	<i>Date of Birth</i>	<i>School Year</i>

<i>Full Name(s) of Person(s) with parental responsibility</i>	
<i>1. First Name</i>	<i>Last Name</i>
<i>2. First Name</i>	<i>Last Name</i>

Address (including postcode)

Period of absence for which a penalty notice is requested	<i>From (Week commencing date)</i>	<i>To (Week ending date)</i>
--	------------------------------------	------------------------------



Molescroft Primary School
Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

Specific reasons for believing a penalty notice is appropriate: (Continue overleaf if needed)

I certify that during the period indicated above, the school was open for _____ sessions during which time the name pupil attended for _____ sessions.

_____ of the _____ sessions were **unauthorised** by the school. Please attach a copy of registration certificate.

Name _____ Signature _____

Position _____ Date _____

EWO Signature _____ Date _____



Please make sure the following documents are attached to this referral:

For referrals for unauthorised absence

- Penalty notice warning letter
- Attendance certificate

Referrals for unauthorised term time holiday

- A copy of the holiday form
- Attendance certificate showing the 'Gs'

Referrals for truancy where a PCSO has found a child in a public place during school hours without good reason

- A copy of the witness statement
- An attendance certificate

The penalty notice can only be processed with all the relevant documents attached.





Absence from School for Exceptional Circumstances Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.**

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example if your child is absent for one day this equals 2 sessions and a five day absence is equal to 10 sessions.**

If your request is declined and you still take your child out of school each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.



Molescroft Primary School **Attendance Policy**

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.



Absence from School for Exceptional Circumstances Request Form

School Name		
Student/Pupil Details		
Name	Date of birth	Class or Form
Address		
Contact Numbers		
Sibling Details of Compulsory School Age (or other children living in the household)		
Name	Date of birth	School
Name	Date of birth	School
I request permission for my child to be absent from school between: -		
First Day of Absence from School	Date of Return to School	Total of Absent School Days
<p><i>Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher <u>will not</u> be able to consider your request without your <u>supporting documents</u>. Please read carefully the Absence from School for Exceptional Circumstances Information for Parents which is attached.</i></p>		
Declaration:		
<p><i>I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.</i></p>		



Molescroft Primary School
Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

Signed: (Parent/Carer)			Date:
Full Name:			
For School Use Only The school has considered your request for leave of absence and your child's absences will be recorded as follows: -			
Number of Authorised Sessions:	Number of Unauthorised Sessions:	Number of Unauthorised sessions to date:	
Signed:		Date:	
Position:			

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.



Molescroft Primary School **Attendance Policy**

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

11. CONCLUSION

This policy is designed to be a useful, informative working document. It has been designed to be amended in the light of practice and procedures. It seeks to support the East Riding of Yorkshire Local Authority in our shared aim to ensure the maximum attendance and maximum benefit for pupils from their school life. It also seeks to support families. The school wishes to be a friend to families recognising the central role which a successful family life contributes to the development of the individual and citizen of the future.



EDUCATION WELFARE SERVICE

Absence from School for Exceptional Circumstances

Frequently Asked Questions

1	<p>When should the new policy on absence from school come into force?</p> <p>This policy will be in place from 1 September 2016 following consultation with schools during the 2016 Summer term. Parents should have been informed of the details through a newsletter from their child’s school and an article in ‘Your East Riding’ in September 2016.</p> <p>For those schools who have not implemented this policy, a copy of their school’s Request for Absence from School policy should be forwarded to the Education Welfare Service by September 2016.</p>
2	<p>Some requests for absence have already been approved by the school. Do these still stand, or should they now be considered under the new policy?</p> <p>If an absence has been approved by the school, for whatever reason under an old policy, it should be honoured under those conditions. Families will have made arrangements, and it would be unfair to expect them to rearrange things, especially as there could be a cost involved. At the time the request for absence was made, they did so under the arrangements for term time holidays that were in force at the time. A decision should not be changed retrospectively that may be detrimental towards the family.</p>
3	<p>Should I consider a possible “Exceptional Circumstances” absence request prior to the implementation of the new policy?</p> <p>Yes – The changes to the code of conduct regarding ‘Exceptional Circumstances’ should not effect any decision making process regarding agreeing/disagreeing leave for exceptional circumstances requests.</p>
4	<p>Can the policy be used to cover major family events?</p> <p>The policy is intended to help Headteachers manage requests for absence from school. Each request will be considered under “Exceptional Circumstances” and the decision conveyed to parents.</p> <p>Please see the procedures for guidance on how to mark authorised absence under the policy.</p>
5	<p>Can the policy be applied to a family crisis, e.g. to visit a dying relative?</p> <p>The policy is intended to help Headteachers manage requests for term absence from school. Each request will be considered under “Exceptional Circumstances” and the decision conveyed to parents. An absence from school to visit a dying relative or similar family crisis should be recorded as a ‘C’.</p>
6	<p>Some families go on a trip of a lifetime. Could this be an authorised absence?</p> <p>These requests for absence should be dealt with in accordance with the new policy.</p>



Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

	No, not if this is solely for a family holiday. There is no longer a provision for Headteachers to authorise term time holidays. Therefore these absences should be unauthorised and families advised they should take their trip in the school holidays.
--	---

7	<p>A family from abroad, or who have a significant number of relatives abroad, may spend an extended period in another country. Could this be an authorised absence?</p> <p>Situations where a family is returning to visit relatives for a short period of time should be managed using the policy. Headteachers should discourage families from taking trips during term time.</p>
----------	---

8	<p>Could an absence to attend a religious observance or festival be an authorised absence?</p> <p>Absence that is due to religious observance can be authorised, the day should be marked as 'R'. This code should only be used for days that are set apart by the religious body (not the parents).</p>
----------	---

9	<p>What happens if a parent is a self-employed worker e.g. a farmer, is an employee with fixed holiday dates, or is on a holiday rota set by their employer?</p> <p>Some employment may make it difficult for families to spend time together in the six week summer holidays. However there are other school breaks when such family time can be used. A decision by parents not to spend time together in the other school holiday times, i.e. Christmas or Easter break, because of poor weather (for example) should not be a reason for authorising absences during the warmer school terms. It would be advisable for Headteachers to discuss this with families and support them to investigate alternative non-school times throughout the year. It is advisable for parents to discuss this with their child's school prior to making any arrangements for absence during school term times.</p> <p>Legislation no longer allows Headteachers to authorise 10 days absence from school for a term time holiday.</p>
----------	---

10	<p>What if parents say the child is ill or do not provide a reason for absence?</p> <p>Scenario 1: Parent applies for absence from school that is not authorised. Child is then absent and parent calls to say the child is ill</p> <p>School should mark the absence as unauthorised and refer to the Education Welfare Service for a penalty notice. Parents would then need to prove their child was ill. Should evidence be provided to support the absence the penalty notice would be withdrawn.</p> <p>Scenario 2: No absence request form received, parent calls school to say the child is ill. The school are suspicious that the child is fit and well.</p> <p>Under these circumstances a visit should be made to the family home straight away and a calling card left asking the parents to contact school as soon as possible. If the family are on holiday they will not receive the card and will not call the school. A telephone call to a parent's mobile phone may also indicate they are abroad by the</p>
-----------	---



	<p>different dialling tone. You may wish to consider contacting another family member from the child's contact list as this may provide some useful information. School should wait until the child returns to school and then refer to the Education Welfare Service for a penalty notice. Again the parent has the responsibility to prove their child was ill.</p> <p>Scenario 3: No absence request form received, parent calls school to say the child is ill. The school have no suspicions until the child returns to school where suspicions are then raised, i.e. child tanned and talking about their family holiday.</p> <p>School should refer to the Education Welfare Service for a penalty notice. Again the parent has the responsibility to prove their child was ill.</p> <p>Under scenario 1 the parent was warned about consequences of unauthorised absence when they applied for the absence from school.</p> <p>Under scenario 2 and 3 the parent would have been warned by the East Riding of Yorkshire Council's news articles, the leaflet sent home by school and the school newsletter.</p> <p>Scenario 4: No absence form submitted and no reason for absence received prior to or after the consecutive days of absence.</p> <p>This would be the scenario where a parent has taken their child out of school for an absence of a number of consecutive days and they have not provided school with any explanation for the absence. School need to mark the absence as unauthorised 'O'. If the absence is for 10 or more consecutive sessions without a reason being provided, the school can refer to the Education Welfare Service for a penalty notice.</p> <p><i>In all scenarios, would schools please record and include with the penalty notice referral their attempts to contact the family and evidence obtained.</i></p>
<p>11</p>	<p>Which parent receives the fine?</p> <p>Where both parents, or those with day to day care and responsibility live together, schools should provide a separate referral form for each parent involved in the absence from school and for each child of compulsory school age. Both parents will receive a fine for each of their children. This will include parents who allow their child to go on holiday with another family member or friend of the family.</p>
<p>12</p>	<p>Who is fined when parents do not live together?</p> <p>The situation can become complicated where parents do not live together and both wish to remove their child from school at separate times during the same academic year.</p> <p>Scenario 1: The absence request is an Exceptional Circumstance and may be authorised – School must write to both parents (regardless of which parent applies) advising them of the decision.</p>



Attendance Policy

	<p>Scenario 2: The absence request is unauthorised as it is not an exceptional circumstance – School must write to both parents (regardless of which parent applies) to advise that the absence will be unauthorised. A Penalty Notice referral must be made to the Education Welfare Service for the parent who applied for the absence.</p> <p>Separated parents - Headteachers should ensure only the parent taking the child out of school completes the ‘Absence from School Request Form’ as under normal circumstances only this parent should be fined. If an absence request form is submitted by the parent not involved with the absence, then this parent may be fined if the other parents contact details are unknown to the school.</p>
<p>13</p>	<p>How much is the fine?</p> <p>£60 per parent per child accruing 10 half day sessions of unauthorised absence. If the fine is not paid within 21 days it increases to £120 per parent per child. If not paid after 28 days then the fine will be withdrawn and the case for unauthorised school absence may be placed before the courts and a fine of up to £1,000 per parent may be enforced.</p>
<p>14</p>	<p>Does the Headteacher have any discretion when considering requests?</p> <p>The policy provides Headteachers with a clear framework under which their decisions can be made.</p>
<p>15</p>	<p>Do governing bodies need to adopt the policy?</p> <p>It is in each school’s best interest to encourage their governing body to adopt the policy. It has been placed on the agenda for all governing bodies to consider during the 2016 Summner term.</p> <p>The governing body usually delegates their power to the Headteacher whether to authorise absence or not, therefore the Headteacher has overall discretion.</p> <p>If the governing body does not adopt the policy then the school will need to have their own policy in place and a copy must be submitted to the Education Welfare Service. Without this the Education Welfare Service will not be in a position to accept a penalty notice referral.</p>
<p>16</p>	<p>Can governing bodies make any amendments to the policy?</p> <p>It is strongly advised that the policy be adopted as it stands, this will ensure a consistent approach across the East Riding of Yorkshire and allow for a sound evaluation of its effect. The Primary and Secondary Behaviour and Attendance Partnerships will review the policy annually or as legislation depicts and make any necessary amendments. You will be consulted during any such review.</p> <p>If the governing body does not adopt the policy then the school will need to have their own policy in place and a copy must be submitted to the Education Welfare Service. Without this the Education Welfare Service will not be in a position to accept a penalty notice referral.</p>
<p>17</p>	<p>What methods are available for payment of the fines</p> <ul style="list-style-type: none"> • Cheque or postal order made payable to East Riding of Yorkshire Council and posted to PO Box 83, Beverley, East Riding of Yorkshire, HU17 9YR (cash should be sent by registered post). The payment slip from the invoice should also be sent



Molescroft Primary School Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

	<ul style="list-style-type: none"> • In person with the invoice number at any customer service centre • Over the telephone with a debit or credit card by ringing 0845 1200 020 and selecting option 4. This option is available 24/7. • Via the Internet at www.eastriding.gov.uk with a debit or credit card. Select on-line payments and follow instructions on the screen. <p>The invoice number will be required for each method of payment.</p> <p>There is no provision to pay a penalty notice in instalments and parents should pay £60 in full within 21 days from the date of the letter. After 21 days the fine increases to £120 and this must be paid within 28 days to prevent further action being taken.</p>
18	<p>Does the policy impinge on the parents / young person’s human rights?</p> <p>No, a parent does not have a right to authorised school absence. Legally only Headteachers can authorise the absence.</p>
19	<p>Who is considered to have parental responsibility?</p> <p>The definition of a parent is anyone who has parental responsibility for the child and/or any adult with day to day care and responsibility. This will include step parents and cohabiters, partners of older pupils if the partner is over 18 years of age and they are living together, other relatives with residency orders.</p>
20	<p>Do I need to consult with a school where a sibling attends?</p> <p>Yes - If a child from your school has a sibling attending another East Riding school it is important to reach a decision with the other school as to whether the request is authorised or not. This will ensure consistency across the County and avoid different decisions for members of the same family. As some schools have elected to meet with parents prior to reaching a decision, the 5 days mentioned above is a discretionary period for Headteachers and it is not necessary to inform parents of the decision within this time frame.</p>

Guidance

DCSF Keeping Pupil registers ‘Guidance on applying the Education Pupil Registration Regulations (2008)’

Absence and Attendance Codes ‘Guidance for Schools and Local Authorities’ (January 2009)

Both the above documents can be found at:

<http://www.education.gov.uk/search/results?q=guidance+on+applying+Education+Pupil+Registration+Regulations+2008>

Useful Sites

Department for Education Website
<http://www.education.gov.uk/schools>

Useful Contacts

Education Welfare Service
education.welfare@eastriding.gov.uk
(01482) 392146



Molescroft Primary School
Attendance Policy

Written January 2005, Updated October 2010, May 2012, October 2017, May 2018, October 2020, April 2023

Education Welfare Service, Room AF38, County Hall, Beverley, East Riding of Yorkshire, HU17
9BA