



ALL SAINTS'

CATHOLIC VOLUNTARY ACADEMY

Attendance & Term Time Leave



Opportunity . Achievement . Success

Information for Parents and Carers



Why attendance matters

Attending school on a regular basis is the key to your child doing well at school and will set him / her up with good routines for later life and the working world, it also gives your child the opportunity to:

- Make lots of friends and feel included
- Learn new things and develop many skills
- Increase confidence and self esteem
- Improve social skills
- Achieve his / her full potential and fulfil aspirations

Excellent Attendance results in Achievement

162 students were commended for their achievements in 2017/18.

They had an average School Attendance of 98%

When your child is absent

By law, schools must record absences and the reasons given.

Only the Headteacher can officially authorise an absence, but unless there is a concern, the staff will usually do this on the Headteacher's behalf. Parents/carers should provide reasons for absences and the school must decide whether or not they justify authorisation according to government guidelines.

Whenever a child is absent the parent should:

- Contact the school Attendance Officer, Mrs Nother, on the first day of absence. If no notification is received, the school will contact the parents/carers to ascertain the reason.
- Let the school know in advance of any planned appointments
- Where possible make medical appointments out of school hours
- Parents are advised to use Insight to keep track of their child's progress

All Saints' attendance target is 96%



Authorised Absences

- Genuine illness of the student
- Hospital/dental appointment for the student
- Death of a near relative
- Religious observations (faith of the parents)

Unauthorised Absences

- A shopping trip
- A birthday treat
- Oversleeping due to a late night
- Looking after other children
- Letting the gas man in, etc.
- Sibling graduation/passing out

All Saints' best GCSE achievers for 2017/18 had 98% attendance



Arriving late at school

When a child arrives late to school it can be very disruptive to them, the teacher and other students.

If your child arrives late to school he/she will be marked as late on the register. If he/she arrive very late, the child will be marked as an "Unauthorised Late" - This is the same as an Unauthorised Absence and will affect their percentage attendance figure and could result in an escalation of sanctions leading to a meeting with parent's and/or a penalty notice

Term Time Leave

The DFE says that parents/carers do not have an automatic right to take their child out of school for holidays in term time.

However, schools can give permission for parents/carers to take term time leave providing there are **special** circumstances for the request and an application is made in advance by the parent/carer with whom the child normally resides. Only in **exceptional** circumstances will leave of absence be granted in a school year.

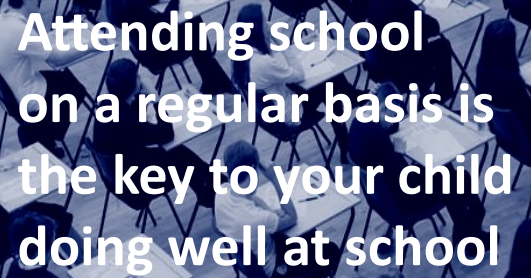
If your child takes a holiday without the school's permission or if your child fails to return by the agreed date, this will be recorded as unauthorised absence and noted in your child's records. If your child has not returned within 10 days of the expected date of return, then the school may take further action which could include taking your child off the school roll.

Absence and the Law

As a parent/carer you are committing an offence if you fail to make sure that your child attends regularly, even if they are missing school without your knowledge.

The details of parents/carers with children who have unauthorised absence (including unauthorised holidays) will be passed to our Education Welfare Officer.

Since September 2015 All Saints' can impose fixed penalty notices for persistent absences and to parents who take their children out of school during term time.



Attending school on a regular basis is the key to your child doing well at school

Tackling absence aims to:

- Increases children and young people's opportunities
- Increases attainment and achievement
- Makes children safer
- Reduces anti-social behaviour
- Reduces the risk of a child becoming involved in crime
- Reduces the risk of children getting involved in alcohol and substance misuse





Term Time Leave Policy

All Saints' has a policy on granting term time leave. When deciding whether to allow time off, the school will consider:

- If there are special circumstances for the request
- The time of year when you want the leave
- How long the leave will be and how much it will disrupt your child's education
- Previous similar requests
- Your child's attendance and behaviour record

All Saints' will take into account Government guidance when considering what special circumstances are. Term time leave for the following reasons are not considered to be special circumstances:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlapping with the beginning or end of term

What parents/carers can do

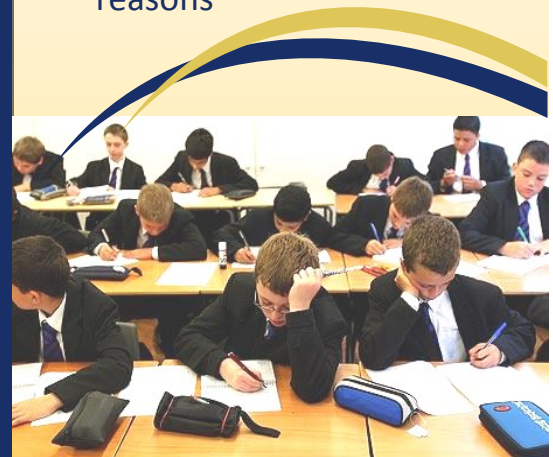
You should request any term time leave for your child as early as possible, but at least four weeks before the leave. Please do not expect the school to grant your request unless there are special circumstances.

It is important to carefully consider the implications of taking your child out of school during term time. There are 190 statutory school days a year; so there are 175 other days (weekend and school holidays) available for holidays which would not have a negative effect on your child's education. By taking your child out of school you may be giving them an unspoken message that school doesn't matter. Some children may find it difficult to renew friendships with other pupils when they return to school.

If the school grants term time leave, please discuss with the Year Progress Leader how you will help your child to catch up with the missing hours (50 hours for a full 10 days holiday)

You should never take your child out of school but particularly:

- Close to or during exams or tests (including mock exams)
- During Years 9,10 and 11 when your child has controlled assessments
- During the first year at a new school
- At the beginning of a new school term
- If your child is already having difficulties at school
- If your child has already missed school for other reasons



Every Day Counts.....

All Saints' is committed to providing all children with the best start in life and works hard to ensure that all children attend school regularly.

Reducing absence from school is a key priority at All Saints' and the majority of parents/carers of our students ensure their children attend school regularly.

Further Information:

Mrs A Nother, All Saints' Attendance Officer offers support and advice about your child's attendance. Please contact her at school on: 01623 474700 ext.265