

SPRINGSIDE SCHOOL



ATTENDANCE POLICY

Reviewed policy agreed by GB on: March 2023	
Policy to be reviewed again on:	March 2025
Committee responsible for review: Learner and Curriculum	

INTRODUCTION

This policy has been written with the UN Convention on Rights of the Child in mind and with particular reference to Article 28 (right to education), which states: Every child has a right to an Education.

Springside aims for an environment which enables and encourages all members of the school community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly. Children should be at school and on time every day that the school is open, unless the reason for the absence is unavoidable.

Working Together to Improve School Attendance (2022) provides guidance to help schools and local authorities to maintain high levels of school attendance.

This should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils with medical conditions at school, suspensions and exclusions, alternative provision, and safeguarding. *“The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carers to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.”*

It is very important therefore that parents/carers make sure that their child/ren attend/s school regularly and this Policy sets out how the school and families can achieve this by working together.

WHY REGULAR ATTENDANCE IS SO IMPORTANT:

Learning – Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any learner’s absence disrupts teaching routines, and this may affect the learning of others in the same class. Ensuring a child’s regular attendance at school is parents’/carers’ legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Safeguarding – A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility. Failing to attend school on a regular basis will be considered as a safeguarding matter.

PROMOTING REGULAR ATTENDANCE:

“Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school”.
(2022)

Helping to create a pattern of regular attendance is everybody’s responsibility – parents/carers, professionals and all members of school staff.

Springside School is committed to working with parents/carers to ensure a high level of learner attendance. Learners should only be absent if the cause is “unavoidable”. Allowing a child to be absent without good reason is **against the law**.

Every absence from school must be recorded and classified by the school (not by the parents/carers) as either authorised or unauthorised. This is why information about the cause of each absence is always required. The Attendance and Safeguarding Team provide information on register coding that schools follow. See Appendix

Absence from school in a morning or afternoon because of illness, attendance at clinics/hospital etc or other unavoidable causes, may be authorised by the school.

Absence which the school does not consider reasonable, and for which no agreement has been made, will be unauthorised.

Punctuality.

School starts at 8.50am but doors will open for learners at 8.45am. Registers are open till 9.00am. If the learner arrives between 9.00 and 9.20 they will be marked as “L” for late. Any learner arriving after 9.20 will be marked with a “U” code. (In line with Register Coding document)

However, learners arriving at school on Local Authority Transport will not be marked as late if the bus has caused them to arrive late.

Emotionally-Based Non-Attendance (EBNA)

On some occasions, some children may need encouragement to attend school regularly. If families have any difficulties, worries or concerns, we encourage parents & carers to speak to school staff immediately. Springside will always want to work with families (and with the child/learner, where appropriate) to find a solution.

At all times it is important to stress that attendance does matter. Parents/carers should contact school at an early stage to discuss any problems/worries.

Emotionally Based Non Attendance (or Emotionally Based School Avoidance) is a broad term used to describe children and/or young people who have severe difficulty in attending school due to emotional factors (such as anxiety or depression), often resulting in prolonged absences from school. A clear distinction is made between those who are absent from school due to truancing and those who are absent from school due to the specific emotional distress that they experience around attending school. School will work with families and any professionals involved to identify a support plan aimed at reintegrating pupils.

If difficulties cannot be resolved by school and families working together, the school will refer to the Education Welfare Officer (EWO) from the Local Authority. The EWO and the school will work with parents/ carers (and learner if appropriate) to agree a plan to improve school attendance, before further steps are taken. If this extra support to improve their child’s attendance fails, the EWO can use court proceedings to prosecute parents/carers or to seek an Education Supervision Order for the learner.

Parents/carers may wish to contact the EWO themselves to ask their advice. They are independent of the school. Their telephone number is available from the school, or from the Local Education Authority.

PROCEDURES

Parents/Carers

If child is absent from school, it is the parents/carers responsibility to telephone the school on the first day of their child's absence. The school will decide if the absence is to be counted as authorised. Although parents/carers may send a message into school with the bus escort, they must still also telephone school to inform staff why a child is absent.

If a parent/carer fails to notify the school of an absence, the school will endeavour to contact the parents/carers, to find out the reason for the absence. Learners must attend on time to be given an attendance mark for that session unless the lateness is deemed unavoidable. Parents/carers are expected to ensure that learners are present at registration.

Learners who are unwell in school

When a child becomes unwell at school the class team will undertake some basic observations. If the learner continues to be unwell the class teacher or the person leading the class, will contact the Head/deputy/assistant head who will make the decision to contact parents/carers. In the case of vomiting and diarrhoea, due to viral infection, the medical recommendation is for children to stay at home for 48 hours. This will be reviewed daily in conjunction with families. If a learner has a specific care plan, school will follow that plan.

Learners with Medical conditions.

(Also see- Supporting Learners at school with Medical Conditions Policy, Jan 2022)

Some learners face greater barriers to attendance than their peers. These can include learners who suffer from long term medical conditions, have complex needs and those who have special educational needs and disabilities. Their right to an education is the same as any other learner and therefore the attendance ambition for these learners should be the same as they are for any other learner. School is mindful of the barriers these learners face and will provide additional support where necessary. This will include a conversation with parents/ carers and professions to identify the approach that is in the child's best interest.

Holidays

Holiday leave in term time will not be authorised except in the most exceptional cases for example:

1. Under direction of a medical practitioner.
2. Our most vulnerable learners taking part in a 'make a wish' experience.
3. Children of parents in the armed forces.

In these circumstances, application need to be made to school, and can be authorised at the discretion of the Headteacher.

Eid

Muslim learners are entitled to take 1 day off for each of the two Eid Celebrations and will be given an authorised absence ("R"). Any extra time taken off school will be registered an unauthorised absence.

Parent/Carer's Telephone Numbers

Safeguarding children means it is imperative that parents/carers keep the school informed of any changes to their telephone numbers so that school can contact them for any reason.

School Staff

Classroom staff must take the attendance register at the start of the first session and at the start of the afternoon session of each school day. The registers will be closed by 9.15 am for the morning session and 1.15 pm for the afternoon session. On each occasion they must record whether every learner is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances.

The school will follow up any absence to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is authorised or not: and,
- Identify the correct code to use before entering it onto the school's electronic register, or management information system which is used to download data to the School Census.

Roles and Responsibilities:

Ensuring best learner attendance is a working partnership between home, school, Education Welfare and any other Agencies involved with the learner.

- 📌 **Parents/Carers** – Have a legal responsibility to ensure that the learner attends, and they must inform the school office immediately about any reasons for absence, by telephone.
- 📌 **The Attendance Lead** – Will oversee the whole school policy and will report to the Headteacher and Governors, as well as liaising with the EWO and other external agencies. The Attendance Lead, with assistance from the Senior Administrator and Early Help admin support, will also monitor attendance figures. The Attendance Lead will attend Attendance Network Meetings with the EWO team. The Attendance Lead will attend IPLCN meeting that have a safeguarding/ attendance focus.
- 📌 **Class Teachers/Admin staff** – Will encourage and stress the importance of good attendance and punctuality and inform the attendance lead of any concerns. The classroom staff will ensure the electronic registration is taken in an accurate and timely manner and the administrative staff will ensure that any un-notified absences are chased up.
- 📌 **EWO** – Will liaise with the Attendance Lead on a regular basis. The EWO will carry out any necessary home visits or joint home visits and will give guidance to school regarding attendance monitoring and safeguarding issues.

Working with External Agencies

If a child is known to social care for any reason, school staff will report on school attendance to social care and the multiagency team. If there are any concerns regarding a learner's attendance, this may be reported to the team outside any formal meeting.

SUMMARY

The school has a legal duty to publish its attendance/absence figures to parents/carers and to promote good attendance. Equally, parents/carers have a duty to make sure that their child/ren attend school every day, where possible.

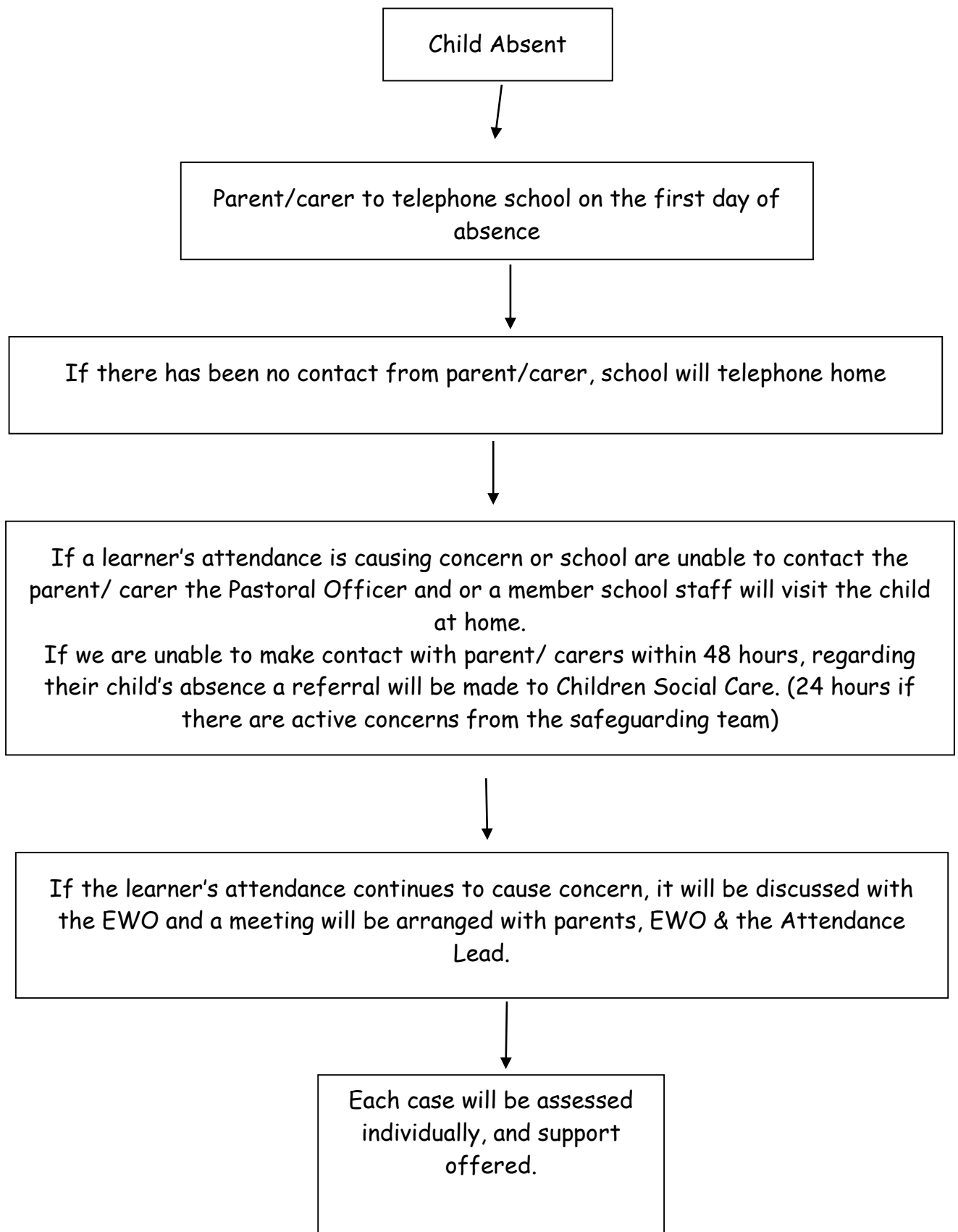
School staff are committed to working with parents and learners to ensure a high level of attendance and promoting every child's welfare and so life opportunities.

This policy should be read in conjunction with:

- Working together to improve school attendance, (Department for Education 2022)
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- Supporting pupils with at school with medical conditions (Department for Education 2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
- Supporting Learners at school with Medical Conditions- School Policy, Jan 2022
- Emotionally-Based Non-Attendance (EBNA) Guidance for schools (published by Rochdale Borough Council 2022)
- Keeping children safe in education 2022 (Department for Education, 2022)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf
- Special educational needs and disability code of practice: 0 to 25 years (Department for Education and Department for Health, 2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

APPENDIX-

PROCEDURES FOR DEALING WITH ABSENCE





ATTENDANCE & SAFEGUARDING TEAM

Register coding

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

Present

Code / \: Present in school / = am \ = pm

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed

Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. **A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate.**

Absent

Authorised Absence from School

Code C: Leave of absence granted by the school

Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

Specific leaves of absence may also be granted where:

A pupil is participating in a performance

A school maintained by a local authority or a special school not maintained by a local authority can grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance, within the meaning of section 37 of the Children and Young Persons Act 1963 if the local authority have given the pupil a licence for that performance.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. There are some exemptions, including the granting of Body of Persons Approval (BOPA). BOPAs can be issued by the local authority where a performance is to take place, or by the Secretary of State (generally only if there are to be many children involved and a number of different locations, but legislation does not limit this to those situations).

Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where the licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence.

A pupil is subject to a temporary part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

A pupil is pregnant

Leave for maternity is treated like any other leave of absence. We would expect schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.

Code H: leave of absence for the purpose of a family holiday granted by the school

Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

When a pupil of compulsory school age is suspended or permanently excluded from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity.

Code I: Illness (not medical or dental appointment)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).

In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's

statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

Code M: Medical or dental appointment

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

If a pupil is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session.

Code R: Religious observance

Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:

- Setting term dates around days for religious observance;
- Working with local faith groups to develop guidance on absence for religious observance;
- Schools taking INSET days that coincide with religious observance days; and
- Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

Code S: Study leave

Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

As study leave is unsupervised it must be recorded as absence.

Code T: Traveller absence

A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.

Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year.

The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

Unauthorised Absence from School

Code G: Holiday not granted by the school or in excess of the period determined by the school

Where the school has not granted a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away longer than the period of leave granted.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted.

Code N: Reason for absence not yet provided

Schools must follow up all unexplained and unexpected absence in a timely manner.

Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code.

Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

Code O: Absent without authorisation

Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence.

Code U: Arrived in school after registration closed

Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

Attending an approved educational activity

An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of pupils taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity.

The activity must take place during the session for which it is recorded and for pupils of compulsory school age the school must record the nature of the activity.

Attending another school at which the pupil is registered

Code D: Dual registered at another school

The law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

Attending an educational activity that takes place outside the school

Code B: Off-site educational Activity

Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school.

For pupils of compulsory school age, schools must also record the nature of the activity, examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged or agreed by the school.

The educational activity must take place during the session for which it is recorded.

Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school should record the pupil's absence using the relevant absence code.

This code must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

Code J: At an interview with prospective employers, or another educational establishment

Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school.

This must take place during the session for which it is recorded.

Code P: Participating in a supervised sporting activity

Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the pupil's general education into account.

The sporting activity must take place during the session for which it is recorded.

Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Code V: Educational visit or trip

Attendance at an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

The educational visit or trip must take place during the session for which it is recorded.

Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Code W: Work experience

Work experience is for pupils in the final 2 years of compulsory school age.

The work experience must take place during the session for which it is recorded.

Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

Unable to attend due to exceptional circumstances

Code Y: Unable to attend due to exceptional circumstances

Where a pupil is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
- the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or

- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

Walking distance

In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

Pupil in custody

Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

Administrative codes

Code X: Non-compulsory school age pupil not required to be in school

Where a pupil not of compulsory school age is attending school part-time.

For example, where parents have chosen for their 4 year-old child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age.

Code Z: Prospective pupil not on admission register

To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Schools must enter a pupil's name on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places.

If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code.

Code #: Planned whole or partial school closure

Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);

- up to 5 non-educational days; and
- use of school as a polling station.

276. Partial school closures that are known and planned in advance such as:

- 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and
- Use of part of the school as a polling station.



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www.springsideschool.com
office@springside.rochdale.sch.uk
Headteacher: Melody Fierro

Date _____

To parent/carer of _____

Your child's attendance is currently _____%

This is significantly below the national expected school attendance of 95%.

When learners are absent from school during term time, they miss out on important teaching and learning, and this will impact upon their progress.

When a child's attendance falls below a certain level, you may be called to a meeting with the Local Authority Education Welfare Officer

Springside Headteacher

Springside Pastoral/Attendance Lead

Springside School



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Headteacher: Melody Fierro

Date _____

To Parents/Carers,

You have expressed an interest in taking your child out of school during term time. When learners take time off from school during term time, they miss out on important teaching and learning and this will impact upon their progress. It will also affect your child's attendance record and you may be called to a meeting with the Local Authority Welfare Officer.

As a school we cannot authorise any absence unless in exceptional circumstances,

These are;

1. Under the direction of a medical practitioner.
2. Our most vulnerable learners taking part in a 'make a wish' experience.
3. Children of parents in the armed forces.

If you feel that you still need to take your child out of school, during term time, please complete the details of the attached form and return this to school. We will then arrange for you to meet with a member of the Leadership Team and discuss the matter further.

Springside Headteacher

Springside Pastoral/Attendance Lead

LEAVE OF ABSENCE FOR A CHILD DURING TERM TIME

Name of Child:	Date of Birth:	Class:
Address:		
Parents'/Carers' names:		Contact numbers:
<hr/> <hr/> <hr/> <hr/>		
Date of planned absence From: To:	Number of days your child will be absent from school:	
Reason for this request:		
Signature _____		
Date _____		

For office use

Date of meeting with Parent/Carer: _____

Record of the meeting:

