



The Castle Partnership Trust

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Attendance Policy

Date: April 2016

Executive Headteacher: Sarah Watson

Headteacher at Court Fields School: Rachael Bennett

Lead Person: SLT with Responsibility for Attendance

Purpose:

- to ensure and encourage a high level of attendance for all students in order that they maximise their educational achievement.
- to ensure no unauthorised absences.

Key Points:

- Effective monitoring of attendance is vital.
- Registers must be accurate and kept in accordance with this policy.
- The appendices to this policy outline the roles and expectations of everyone involved in ensuring good attendance. These include
 - Parents
 - Students
 - Form Tutors
 - Heads of House
 - Pastoral Support Assistants/Attendance Officers (School)
 - Return to Learning Manager (The Castle School only)
 - Deputy Heads / Assistant Heads
 - Education Attendance Officer (County)

Attendance and Punctuality

Across the Trust good, excellent and outstanding attendance and punctuality are acknowledged and rewarded.

- Governors and staff within the Trust recognise the high correlation between achievement and attendance and strive to maintain high levels of attendance for all students.
- Parents have the responsibility to ensure attendance at school. Unless there is a major health concern attendance should rarely drop below 95%.
- We ask for the cooperation of all parents in helping the school to monitor attendance closely.

Any planned medical absence should be notified by telephone or letter. As far as possible, appointments should be made out of school hours.

- Once the school has obtained confirmation the school will authorise the absence if the reasons given are considered appropriate e.g. illness, unavoidable medical appointment etc. If the reasons given are not appropriate the absence will be considered as unauthorised and the parent contacted. The school will follow up any absence which has not been notified.
- **Holidays/leave of absence in term time will not usually be authorised because they will affect a student's education.** There is **no automatic right** to take children away from school for a holiday. A leave of absence will only be given for exceptional circumstances.

Exceptional circumstances **may** include:

- ✓ Emergency service / forces personnel with proof of enforced holiday period
- ✓ Forces personnel returning from or embarking on active service.
- ✓ Holiday industry employees with proof of this being the **ONLY** time period allowed by employer
- ✓ A transcontinental leave request to see a terminally ill close relative.

If a leave of absence in term time is requested the following procedure must be followed:

- Parents should complete the pro forma on the website and return to the school office (see Appendix 2)

- If the request is due to work commitments preventing time off at other times then evidence from the workplace should be provided.

Penalty Notices

The Trust follows DfE guidance and will take legal action against parents/carers who do not send their children to school regularly. We do try to work with parents to ensure there are no barriers to school attendance. If strategies for supporting regular attendance do not work, the Trust will take legal action. In the first instance, a Penalty Notice will be issued. If this does not result in improved attendance, a fine will be issued (Appendix 3). The Trust works closely with the Education Attendance Service to ensure full attendance and adherence to procedures.

Lateness

Lateness of more than 30 minutes after registration will count as an absence from that session and will therefore require a note/telephone call from parents. *If there is no good reason this will count as an unauthorised absence.* Lateness to school will be subject to sanctions unless there is a genuine reason.

APPENDIX 1

Post Holders at The Castle School:

Headteacher:	Mrs S Watson
Deputy Head with responsibility for attendance:	Mr J Lamb
Deputy Head with responsibility for RTL:	Mr J Lamb
Pastoral Support Assistants:	Mrs A Woodford, Mrs K Waugh & Mrs K Taylor
Welfare Officer:	Mrs A Horsley
Return to Learning Manager:	Mrs S Marney/Mrs S Thomas
Data Manager:	Mrs J Slinger

Post Holders at Court Fields School:

Headteacher:	Ms R Bennett
Assistant Head with responsibility for attendance:	Mr S Appleby
Inclusion Manager:	Mrs A Huggett
Pastoral Support Assistant:	Mrs D Penberthy
Achievement for All Centre Manager:	Mr R Selway
Data Manager:	Mrs K Reed



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REQUEST FOR TERM TIME LEAVE OF ABSENCE

Reminder to parents/carers: there is no automatic right to holidays within term time. We believe that children need to be in school to make the most of their education. There are situations which may be authorised, please refer to the Attendance Policy for further details. If your request is not authorised you run the risk of being fined.

School: The Castle School Court Fields School

NAME(S) OF STUDENT(S)
.....
.....

TUTOR GROUP(S)

If you have children in another school who will also require leave of absence please give their names and school.

NAME(S) SCHOOL
.....

Please state your reasons for requesting term time leave of absence. If this is because your employer will not grant holiday during school holidays please attach a supporting letter from your employer:

Please continue overleaf if necessary

Please return this form to the Front Office.

A confirmation letter will be sent to you by post once a decision has been made.

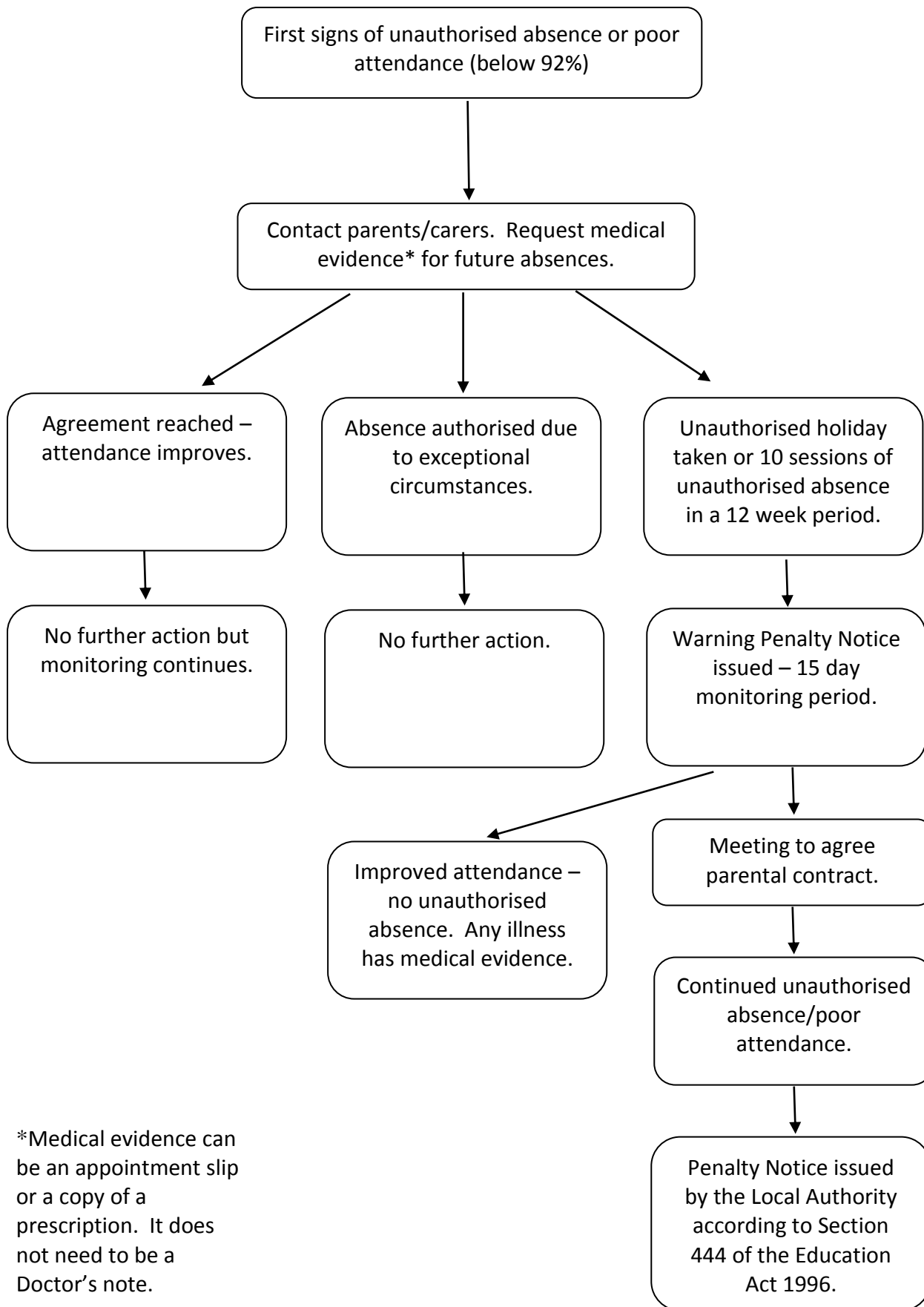
For office use only:

Leave of absence authorised? **YES/NO** By whom Date

Reason:

Parents informed? **YES/NO** by whom
Date

APPENDIX 3



*Medical evidence can be an appointment slip or a copy of a prescription. It does not need to be a Doctor's note.