



Cadbury Heath School is a member of the RISE Alliance (RISE) and works to the following Policy and legislation to which it refers.

Attendance Policy

Created By: Mervyn George (Cadbury Heath) & Steven Searle (Redfield Edge)

Ratification Date: April 2018

Review/ Renewal Date: April 2021

Introduction

We believe that full and regular attendance at school is a vital factor in pupils fulfilling their potential and benefitting from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance, tend to achieve less in both primary and secondary school.

The Education Act 1996 states that parents/carers have the primary responsibility for ensuring that registered students of school age attend school regularly and punctually and that they receive an education suitable for their aptitude and ability.

RISE recognises and supports the importance to children and to family life of 'holidays together'. There are 14 weeks in the calendar year designated for this.

It is the Policy of the RISE Alliance that, in accordance with UK legislation, Head Teachers (or their approved delegates) are only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Consequently, RISE schools will issue Penalty Notices where appropriate.

Attendance

We expect our students to attend school on time every day that the school is open unless there is an unavoidable reason for not doing so for example -illness

We will celebrate and reward students who achieve our expectations of a high level of attendance and those who have shown sustained improvement.

We will share attendance information with Governors, parents and students focusing on the link between attendance and achievement.

We will promote high attendance and punctuality through assemblies, class discussion; always reinforcing the link between attendance and achievement.

The school will communicate attendance matters to parents via text; telephone; email; letter and through the school website.

Absence from School

There are only two categories of absence from school: **Authorised which will be approved and Unauthorised which will not be approved.**

Only the Head teacher (or their delegate) can approve an absence from school. **That is the Law.**

Requests for absence in term time must be submitted in writing, where possible in advance to the Head teacher who will treat every request on an individual basis and respond accordingly.

The rules about what type of absence is acceptable is set out below:

Authorised (approved) absence – types of authorised absence that may be approved:

- Leave of absence - for bereavement, funeral, wedding
- Medical absence for appointments – at Hospital or Orthodontic appointments. (Non- urgent routine check-up appointments should be made for after school hours or during the school holidays.) Students are expected to be absent for the minimal amount of time and not absent for the whole day. N.B. Proof may be asked for these appointments before authorising.
- Illness
- Religious observance
- If a student is excluded from school for a behaviour related incident, this is an authorised absence.

Unauthorised (not approved) absence – types of absence that will not be approved

- Absence due to birthday, looking after family members.
- Holiday in term time unless there are exceptional circumstances agreed to by the Head teacher – in line with changes to the law implemented in 2013.
- Late arrival to school after the register has closed has to be recorded as an unauthorised absence.

Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA Officers, Headteachers and the Police to issue penalty notices in case of unauthorised absence from school.

The following circumstances may result in a parent/carer being issued with a penalty notice:

- general non-attendance of 10 unauthorised absence sessions (a session is a morning or afternoon)
- holiday during term time
- truancy
- persistent late arrival at school

Please refer to South Gloucestershire Education Welfare Penalty Notice Protocol and the Revision to the Local Code of Conduct for the issue of Penalty Notices and Parents and Carers guide to Penalty Notices; which can be found on the South Gloucestershire public website by searching 'Authorised and Unauthorised absence from school'.

Local Processes

Each school within the RISE will operate their own administrative procedures in respect of the above policy.

If the need arises, this policy will be subject to review prior to the renewal date indicated at the start of this policy document.

Rise Schools
Cadbury Heath
Courtney
Longwell Green
New Horizons
Redfield Edge

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