



Federation of Savile Town CE (C) & Thornhill Lees CE (VC)
I & N Schools
Attendance Policy 2025



'At our school we celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'

Aims.

We want all our pupils to get the most out of their education. In order to do this, it is particularly important that they attend school every day, unless unable to do so through illness, or extreme family emergencies.

We will encourage and support good attendance by:

- Presenting trophies for full attendance.
- Celebrating good attendance by presenting stickers, certificates and small awards or rewards, when appropriate.
- Advising parents to inform school before 9.15am on the first day of their child's absence.
- Contacting the parents of pupils on their first day of absence, if the school has not been notified of a valid reason for the absence.
- Notifying parents if their child's attendance falls below 94% each half term through a letter.
- Supporting families, who have a problem with attendance, over a short time, until they are back on track through the School Attendance Officer.
- Set up Parenting Contracts to improve attendance. Failure to adhere to the contract may result in legal action being considered.
- If legal action is approved by the Kirklees Legal Intervention Panel, the matter is heard in Kirklees' Magistrates' Court for the offence of knowingly failure to ensure your child's regular school attendance.

Leave of Absence

Parents should avoid taking their children out of school during term time. Such absences have been found to be very disruptive to children's learning, attainment and social development.

Should you wish to take your child out of school for a leave of absence then:

- You need to come to the office for a form.
- The completed form needs to be returned to the school office before taking their child out of school for a leave of absence in term time.
- A meeting may need to be booked with the Headteacher regarding the absence.
- If the absence is unauthorised then a penalty notice is issued to each parent of each child taking 10 school sessions within a ten week rolling period (this can be split over weekend or school holidays) before triggering a penalty notice request. At the first offence a penalty

notice is issued to each parent of each child. This is for £80 if it is paid within the first 21 days, increasing to £160 if paid after 21 days but within 28 days. If a further offence occurs within a 3 year period a penalty notice is issued to each parents of each child for £160 if paid within 28 days.

- Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1000 and you will receive a criminal record.
- Repeat offences of leave of absence may result in the matter being directly prosecuted by Kirklees Magistrates Court.

Poor School Attendance.

- Attendance is closely monitored within school.
- If attendance starts to dip, then this is referred to the Headteacher by the Attendance Officer.
- School will consider what support the family can be offered to secure good attendance. A school attendance improvement contract will be offered. Failure to adhere to the contract or to participate in offered support may result in a Notice to Improve being served on the family. Failure to show the required improvement may in legal action being considered.
- An Education Supervision Order (ESO) is heard in the Family Court. If granted, the order is for 12 months with the option of renewing for an additional 24 months. The parent will be assigned a supervising officer who will oversee the order; and the pupil will be assigned a Befriender to advise, assist and guide the pupil.
- Prosecution is heard in Magistrates' Court for the offence of knowingly failing to ensure your child's regular school attendance (s444(1)(a) Education Act 1996). If found guilty, this carries a penalty of up to £2,500 or up to 3 months imprisonment and you will receive a criminal record. Additionally, other community orders may be attached.
- The appropriate course of action must be agreed by the Kirklees Legal Intervention Panel.

Suspended/Excluded Pupils.

- If a pupil has been suspended or excluded, that pupil may not be in a public place during the period of the suspension/ exclusion without just cause (such as attending a medical appointment). If that pupil is seen in a public place, a penalty notice is issued to each parent of each child. This is for £60 if it is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days.
- Failure to pay the penalty notice must be clearly laid out: Failure to pay the penalty notice could result in the local authority commencing legal procedures against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

Religious Observance

3 days are permitted within a 12 month period where a religion other than Christianity is practiced and those days are specifically set by the religious body and the day falls on a usual school day. (Please note, pilgrimage or performing Umrah are not 'religious observance days are not considered reasonable cause for a child to miss school.