



Federation of Savile Town CE (C) & Thornhill Lees CE (VC)
I & N Schools
Attendance Policy 2023



'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 to each class 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. 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.

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, or download one from the website.
- A Penalty Notice may be issued if the parents have not sought permission from the school before taking their child out of school for a leave of absence in term time.

- If the absence is unauthorised then a penalty notice is issued to each parent of each child taking 10 consecutive school sessions or more. 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 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 £1,000 and you will receive a criminal record.
- Repeat offences of leave of absence may result in the matter being directly prosecuted in Kirklees Magistrates' Court.

Suspended/ Excluded Pupils.

- If a pupil has been suspended or excluded, that pupil may not be in a public place during the period of 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 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 £1,000 and you will receive a criminal record.

Religious Observance

Where a religion other than Christianity is practiced and falls on usual school day, then 3 days religious observance are permitted within a 12 month period.