



## ATTENDANCE POLICY

TOWNVILLE INFANTS' SCHOOL

Head teacher: Caroline Burden

*Kindness - Determination – Resilience – Teamwork – Communication – Respect*

***'Together we learn – United we achieve'***

### ATTENDANCE POLICY

#### **Our vision**

*At Townville Infants' and Nursery School we aspire to offer the best possible early education for our children in a happy, safe, inclusive environment. We build firm foundations through a welcoming, holistic community approach placing the individual needs of the child at the heart. With high expectations and aspirations for every child we seek to ensure all children develop the skills and attributes they need to thrive and succeed both now and in the future.*

*This policy is written utilising guidance from Wakefield Councils Attendance Policy 2020.*

#### **Section 1**

##### **1.1 Statement of intent**

*The Local Authority and schools seek to ensure that all its pupils receive an education which enables them to maximise opportunities for each child to reach his or her full potential. Reducing absence from school continues to be a priority both nationally and here at Townville Infants'.*

*Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school progress both socially and academically ahead of pupils who don't attend regularly. Regular attendance enables pupils to adapt better to routines, school work and friendship groups. As a consequence, those pupils will have a positive experience of learning and have a successful transition from primary to secondary and beyond to further education and training. As an infant school we view our role as paramount in supporting the development of positive life-long traits. Setting and maintaining good levels of attendance from a child's first moments in school ensures that the academic foundations they build are secure.*

##### **1.2 The Law**

*The 1996 Education Act, expects all children on roll to attend school every day, when the school are in session, as long as they are fit and healthy enough to do so.*

*Section 444 of the 1996 Education Act states that if a child of compulsory school age fails to attend school regularly, the parent is guilty of an offence. Parents, therefore have a legal responsibility to ensure their child's attendance at school. Failure to do this can lead to legal action being taken by the Local Authority in the Magistrates Court, or the need to issue Penalty Fines. Since March 2001 there has been a further offence, Section 444 (1A) where a parent knowingly allows their child to be absent from school. This offence can carry a custodial sentence.*

*A child is compulsory school age child is at the beginning of the 1<sup>st</sup> term after their 5<sup>th</sup> birthday, therefore:*

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- *Children who turn 5 between 1<sup>st</sup> January and 31<sup>st</sup> March will be of compulsory school age at the beginning of the school term after 31<sup>st</sup> March;*
- *Children who turn 5 between 1<sup>st</sup> April and 31<sup>st</sup> August will be of compulsory school age at the beginning of the school term 31<sup>st</sup> August;*
- *Children who turn 5 between 1<sup>st</sup> September and 31<sup>st</sup> December will be of compulsory school age at the beginning of the school term after 31<sup>st</sup> December.*

*Where parent/carers are not fulfilling this responsibility, the Local Authority has a statutory duty to uphold the rights of children and young people to education. Where necessary, this includes taking legal action.*

*In order to fulfil our duty to improve children and young people's regular attendance at school, Wakefield Education Welfare Service support us through the issuing of penalty notices in respect of holidays/leave of absence in term time, in line with the DFE Pupil Registration (England) Regulations 2006. Penalty Notices give parents an opportunity to avoid prosecution. If a Penalty Notice is paid parent/carers will not be prosecuted.*

*Section 576 Education 1996 defines a 'parent' to include:*

- *A biological parent of the child (even if they do not have Parental Responsibility and even if the child does not reside with that parent);*
- *Any person who is not a parent but has Parental Responsibility for the child (for example through a Residence Order, Adoption Order or Care Order);*
- *Someone who has care for the child.*

*Therefore, all of these people have the duty to ensure a child of compulsory school age receives a suitable education. It is possible for this duty to be fulfilled by home educating a child; please see information on "Elected Home Education" available from Wakefield Council.*

*The Education must be:*

- *Full time*
- *Efficient – the education must achieve what it is set out to achieve;*
- *Suitable – to their age, ability and aptitude and any special education needs they may have. The education must equip the child for the life within the community and must not limit a child's options in later life.*

### **Section 2 Promoting good attendance and punctuality**

*At Townville Infants we aim to encourage good attendance by ensuring that school is a place where:*

- *children want to come;*
- *children are treated with respect and feel valued;*
- *needs are recognised and addressed;*
- *all children can experience success within an enriched, relevant and diverse curriculum.*

*We are committed to ensuring we support pupils to have the best opportunities in life.*

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*At Townville Infants' and Nursery School we promote good attendance and punctuality through our Attendance HERO awards.*

*Our Attendance HEROs are...*

**Here**

**Everyday**

**Ready and**

**On time.**



*Children can be unduly upset or disadvantaged by both absence from school and late arrival. We know from experience that children who attend regularly and arrive on time are amongst those which are most settled and happy.*

*Each week in our Friday assembly we look at the % attendance of our school and share this with the children. The class who has the highest attendance receives an Attendance HERO certificate.*

*Each term, we award certificates to those children who have attended school for more than 98% of the term. Each child who receives an Attendance certificate is given an 'Attendance Raffle Ticket' which goes in to our Grand Draw at the end of the year to win a selection of children's goodies and a £40 voucher. It is possible for children who attend more than 98% each term to have 3 raffle tickets in the Grand Draw.*

*Why do children get certificates if their attendance is not 100%?*

*We are not unrealistic, we acknowledge that on rare occasions children may fall ill. Awarding children who attend the vast majority of the time allows for this. We believe 98% is a reasonable expectation for every child's attendance.*

*We believe the poor attendance of young children is rarely the choice of the child and yet ultimately it is they who suffer the most due to poor attendance. The impact of poor attendance can be profound and stretches much further than 'missed learning'. Children with poor attendance are more likely to:*

- suffer with anxiety*
- have poor friendships*
- require external support*
- require additional intervention to attain expected standards.*

*The good attendance of all pupils should be held in high regard by all parents, whilst school staff work hard to minimise the impact poor attendance has on the wider classroom and those children who do attend regularly. Undue time is taken to support children who have missed learning to 'catch-up' with their peers.*

### **Keeping Parents informed**

*Once a month, a full review of children's attendance is completed. If a child's attendance drops below 95% we will write to parents to notify them this is the case. This ensures that parents are informed and can help support them in making reasonable adjustments to ensure an improvement is made such as refraining from making appointments within the school day – a practice we encourage for all children at all times.*

*If a child's attendance drops to 92% we once again write to inform parents. At this point a child's attendance is deemed an extreme cause for concern.*

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*If a child's attendance does not improve following the issue of these letters, parents will be written to again and invited to attend a meeting in school.*

*If a child's attendance falls below 90% they are classed as **Persistent absentees**. When this is the case parents are invited in to school to discuss the situation. Failure to improve from this point will lead to a referral to the Education Welfare Service.*

*Parents of children who are repeatedly late will also be written to informing them of such. If improvement is not seen further action may be taken.*

### **2.1 How Education Welfare Service supports school.**

*The Education Welfare Service works in partnership with schools, academies, education establishments and parents to promote and facilitate improved attendance.*

- *The Education Welfare Service will provide guidance with regards to Children Missing Education.*
- *The Education Welfare Service will support schools/academies with networking and training events.*

*At Townville Infants we hold a service level agreement with the local authority EWS, where needed links are developed with individual pupils and families, either through a referral system or using the FastTrack to Attendance Programme, and at a whole school level using proactive strategies and action plans.*

*The Education Welfare Service supports our school by:*

- *Working with children and families to ensure their school attendance and safeguarding is maintained.*
- *Working in partnership with other agencies, offering advice and signposting for referrals to appropriate organisations.*
- *Undertaking statutory legal action on behalf of the school.*
- *Supporting schools with individual School Audits and Action Plans.*

### **2.2 Persistent Absence**

*A pupil becomes a persistent absentee if he/she has missed 10% or more of school for any reason and has an attendance of below 90%.*

*As outlined above we will invite parents/carers into school to discuss the situation, and referrals may be made to the Education Welfare Service. In some cases, partnership working will result in a range of strategies being deployed to improve attendance; including participation in the FastTrack Attendance Programme, Education Plan development, referral to School Health where relevant, Penalty Notices and Parental Prosecution if necessary.*

### **2.3 Roles and responsibilities**

#### **2.3.1 Education Welfare Service:**

*The statutory service which Education Welfare Service provide to all schools and academies within the Wakefield District is with regard to the issue of Penalty Notices or seeking Parental Prosecutions, on the behalf of schools and Educational Establishments.*

*At Townville Infants the Education Welfare Services also support us by:*

- *Meeting with the schools attendance lead to oversee the schools attendance on a regular basis.*

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- *Advising school of the appropriate action to promote overall good attendance within the whole school.*
- *Writing to parents/ carers if Local Authority action is required.*
- *Meeting with parents/carers to discuss their child's irregular attendance.*
- *Supporting to ensure appropriate action is taken by all professionals involved with the family to promote positive school attendance.*
- *Issuing Warnings to parents/carers.*
- *Chairing Educational Legal Planning meetings in regard to school attendance.*
- *Attending core group, and child protection meetings, with other agencies when invited to participate and deemed appropriate.*
- *Seeking legal action on schools behalf. This may be in the form of a Penalty Notice, a School Attendance Order or a Parental Prosecution.*

### **1.3.2 The Governing Body**

*The Governing Body is responsible for monitoring attendance figures for the whole school, on at least a termly basis. The Governing Body holds the Headteacher to account for the implementation of the Schools Attendance Policy and promoting positive attendance strategies.*

### **1.3.3 The Headteacher**

*The Headteacher is responsible for ensuring the Attendance policy is implemented consistently across the school, and for monitoring school-level absence data and reporting to Governors.*

*Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The local authority and schools analyse attendance against the national, and local average. Schools collect and store attendance data as a requirement, in line with GDPR policy.*

*The Headteacher also supports other staff in monitoring the attendance of individual pupils and instructs the Local Authority to issue penalty notices, where necessary and appropriate.*

### **2.3.4 The School Attendance Officer**

*The School Attendance Officer monitors pupil absence on a daily basis to which the data collected is used internally tracking individual and groups of pupils. This should then allow schools to support children who are fundamentally becoming persistent absent pupils allowing supportive measures to be developed and implemented.*

## **Section 3 Recording**

### **3.1 Recording attendance**

*All schools, including independent schools, must maintain an Admission Register and have an Attendance Register. The registration (Pupil Registration) Regulations 2006 require a school to put the child's name on the Admissions Register on the first day that the child is expected to attend school. If the pupil does not attend, they will be recorded as absent – this can be authorised or unauthorised.*

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*The attendance register will be taken at the start of the first session of each school day at 9:00 a.m and once during the second session within the first 10 minutes of its start (this is dependent on the staggered start times different classes hold). It will mark whether every pupil is:*

- *Present*
- *Attending an approved off-site educational activity*
- *Absent*
- *Unable to attend due to exceptional circumstances*

*Any amendment to the attendance register will include:*

- *The original entry*
- *The amended entry*
- *The reason for the amendment*
- *The date on which the amendment was made*
- *The name and position of the person who made the amendment*

*Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.*

*Other staff in school may be involved to, record, promote and support positive attendance.*

### **Section 4**

#### **4.1 Lateness/punctuality**

*The law states that children should arrive at school on time, every day. Here at Townville Infant School our doors are open between 8.45am and 9am it is expected that pupils should be there ready to learn for the time when the first register is taken. A pupil who arrives late but before the register has closed will be marked as late; using the appropriate code (L).*

*Poor punctuality is unacceptable and persistent lateness, i.e. after the close of registration could result in a penalty notice. A pupil who arrives after the close of register will be marked as absent, using the appropriate code (U). If children are late on a regular basis then the school may meet parents to discuss what measures may be required to ensure that child/ren arrive at school by the appropriate time.*

*The Department for Education guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school, but schools can choose to use a shorter period.*

*The register for the second session will be taken at in the afternoon and will be kept open until for a shorter period of time e.g. 10 minutes.*

### **Section 5**

#### **5.1 What should schools and parents do if a child is absent from school?**

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### ***If you know your child will be absent from school:***

*Where a child may be absent from school for the purpose of a medical appointment, in the first instance we would ask parents to try and seek appointments outside the school day. If this cannot be facilitated, proof of appointment must be provided at the school office before this can be authorised. For any appointment, the minimum time out of school should be taken. It is rare that a full day absence would be granted for a short dental check-up for instance.*

*If parents are requesting absence for other reasons. An 'Absence for Exceptional Purposes' form should be completed (available from the school office). Any proof of extenuating circumstances which parents would like to be considered must be submitted to the headteacher along with the absence request form.*

*Due to the amount of absences from school that were a direct result of term time holidays and leave of absences the national government changed the legislation, this became effective as of September 2013. This means that schools across England are **no longer permitted to authorise any requests for term time holidays/leave of absences during term time** unless it was deemed an exceptional circumstance by the schools Headteacher, which will be considered on their own merits on a case by case basis.*

*Requests for leave of absence should be made in good time prior to the period of leave requested. When this is the case school will respond to all requests for holiday/leave of absence in writing, giving parents the reasons for the decision. School will consider each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.*

*Letters refusing a request will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away from school.*

*In exceptional circumstances a letter approving a request will clearly state:*

- The expected date of return;*
- That the parents are expected to contact the school if anything delays in the pupil returning to school when expected;*
- The action that will be taken if the pupil fails to return when expected.*

### ***If your child is ill and therefore cannot attend school:***

*Parents must ring and notify school before 9am. Parents should give clear information as to why their child is absent and when they will be expecting to return to school. Parents must phone school for each day of absence.*

*If parents fail to contact school by 9am then the school will endeavour to contact parents as part of our 'first day response' measures. If school is unable to contact parents:*

- A home visit may be conducted.*
- The school may contact social care (where a child has had previous or current social care involvement).*
- The school may alert the Education Welfare service for support through home visits.*

*If following a child's return to school a reason for absence remains unclear. A letter to ascertain the reason for absence may be issued. Where no reason is provided, absence will be marked as unauthorised.*

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*As a school we have responsibility to follow up any absences to ascertain the reason and ensure proper safeguarding action is taken where necessary. As well as to identify whether the absence is approved or not and identify the correct attendance code to use.*

### **5.2 First day of absence**

*School will endeavour to contact parents via a telephone call as a method of first response.*

*If no contact is made for vulnerable children the school will endeavour to carry out a home visit, or contact the relevant services involved supporting the family where appropriate.*

*When carrying out a home visit, calling cards will be left to identify when and why the home was visited. It will also request the family contact school as soon as possible.*

*If following a child's return to school a reason for absence remains unclear. A letter to ascertain the reason for absence may be issued. Where no reason is provided, absence will be marked as unauthorised. Parents may also be invited for a school meeting to ascertain where support can be offered to ensure clear communication is maintained in the future.*

### **5.3 Third day absence**

*On the third day of absence when no contact has been established by the parents and school, therefore the child hasn't been seen, school is required to start child missing in education procedures as set down in the school safeguarding guidance. School and relevant agencies will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquires to known friends and wider family. If it is deemed relevant a welfare check may be required by the relevant service (Education Welfare Officer, Social Worker or Police).*

### **5.4 Children Missing Education**

*When a child goes missing from education, which includes within the school day, unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions.*

*Should the parent remove the child from school for a period of absence without prior permission, the school should also put this in writing, explaining the consequences for doing so.*

*Pupils will be removed from admission and attendance registers as required by law, after confirmation from Wakefield Council. The school will seek further advice in these circumstances from the CME Team; email [educationcme@wakefield.gov.uk](mailto:educationcme@wakefield.gov.uk)*

## **Section 6 – Understanding types of absence – authorised and unauthorised**

*School will authorise absence if:*



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- *The child is too ill to attend and the school accepts this as a valid reason. School may authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, school may request parents to provide medical evidence to support illness. When children are absent from school owing to illness, school may request a letter from a parent or guardian. When a child suffers from a long-term condition, certification may be provided by the responsible specialist.*
- *The child has got a medical or dental appointment. Missing school for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.*
- *The parent has got the advanced permission of the school e.g. for a religious observation.*
- *The child has study leave.*
- *The child is being educated off site;*
- *The child has been excluded*

*Schools have to a duty, under section 175 Education Act 2002, to investigate any unexplained absences*

### **7. How parents can encourage a child to attend school and foster good habits?**

*Parents are encouraged to talk about the positive aspects and benefits of attending school regularly and should let the school know at their earliest opportunity of any potential issues that may prevent a child from attending school. Some children may mask problems which they are incurring in school as illness.*

*If concerns are raised, school will schedule a meeting with parents to try and identify any issues and offer support where feasible. Other agencies may be required to be contacted to seek additional support for the young person and/or the family. The schools Education Welfare Officer will, where feasible, work with individual families to offer tailored support.*

## **Section 8**

### **Penalty Notices for non-attendance and other legal measures**

*All parents and carers have a legal responsibility to ensure their children receive a suitable education either by regular attendance at school or through other appropriate arrangements. Where parent/carers are not fulfilling their responsibility, the Local Authority has a statutory duty to uphold the rights of children and young people to education. Where necessary, this may include taking legal action. In order to fulfil their duty to improve children and young people's regular attendance at school. Wakefield's Education Welfare Services will continue to issue Penalty Notices in respect of holidays/leave of absence in term time, in line with the DFE Pupil Registration (England) Regulations 2006. Penalty Notices give parents an opportunity to avoid prosecution. However, if a penalty notice goes unpaid the Local Authority will seek to invoke a parental prosecution.*

*Headteachers will only authorise holidays during term-time in exceptional circumstances; this will be agreed by the schools Governing body or EWO. A fine will be issued for unauthorised absence from school by issuing a Penalty Notice notification.*

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*There is no right to appeal against a Penalty Notice. If the Penalty Notice is not paid the Local Authority can proceed to prosecution. The Local Authority can also prosecute parents for non-attendance without issuing a Penalty Notice. Only the Local Authority can prosecute, and investigate in line with the Police and Criminal Evidence Act 1984 (PACE).*

*The offences are;*

- 1. Section 444 (1) Education Act 1996 – if the child is absent without authorisation then the parent is guilty of an offence. This is a liable offence in regard to lack of regular attendance. Sanction can include a fine up to £1,000.*
- 2. Section 444(1A) Education Act 1996 – an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.*

*Legal measures will only be considered when there is unauthorised absence and:*

- 1. The child or family do not require the support from any agency to improve the attendance.*
- 2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.*

*The following legal measures will be used for pupils of compulsory school age who are registered at a school:*

- Education Plan; these documents are usually developed and agreed at an Education Legal Planning Meetings which identifies how and what each party will do to support the young person's attendance.*
- Penalty Notices (see section 9.)*
- Education Supervision Orders; the Local Authority can apply for an Education Supervision Order via the Court, who will direct a young person to attend school.*
- Prosecution (see section 9.)*

*Where a child has unauthorised absence, the school must follow Wakefield Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools or follow its guidance on other legal measures for non-attendance. The Code of conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority.*

*Education Legal Planning Meetings are chaired by either a Senior Education Welfare Officer or an Education Welfare Officer, in attendance is a Legal Officer from Wakefield Council, a school representative, parents, potentially the young person and other relevant parties e.g. a Family Worker from the Children First Hub.*

### **9. Penalty Notices for non-attendance – Wakefield Council's Code of conduct**

*Wakefield Council's Code of conduct states that:*

*School will always endeavour to work with parents/guardians to improve attendance and punctuality but as a last resort parents/guardians should be aware that the school can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.*

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*Parents and carers will be warned by school of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, or through the leave of absence request form.*

*The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence, the school or Wakefield Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. NB: This could mean four Penalty Notices for a family with two siblings both with unauthorised absence, i.e. one Penalty Notice for each child to each parent.*

*The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:*

- *A number of unauthorised absences occurring within a term period.*
- *One-off instances of irregular attendance, such as holidays taken in term time without permission.*
- *Where an excluded pupil is found in a public place during school hours without a justifiable reason.*

*In accordance with the Education Act 1996 Section 444 The Education (Penalty Notices) (England) Regulations 2004, Wakefield Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:*

- *non-approval of a parent/carer's request for leave of absence that has been taken without permission for 10 or more half-day sessions (five school days) the unauthorised absence (coded O)*
- *If a child has 10 or more other types of unauthorised absence (coded O and U) within a 12 week period and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued*
- *persistently late (coded U) for up to 10 sessions (five days) after the register has closed*

*Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.*

*If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days of the Penalty Notice being posted. The payment must be made directly to the local authority. If the fine is not paid within 21 days the penalty is automatically increased to £120. If the fine remains unpaid Wakefield Council will consider whether to prosecute the parent or withdraw the notice if not deemed to be in the public interest.*

*If the schools seek the Local Authority to issue a Penalty Notice on their behalf the local authority will not withdraw the Penalty Notice without the school's request. This means that if you believe to have been issued a fine wrongfully you must speak to the school about withdrawal. Education Welfare Services will not withdraw a Penalty Notice without schools' permission unless it has been deemed that it is in breach of Wakefield Councils "Penalty Notice Code of Conduct".*

*Penalties are to be paid to Wakefield Council to which the payment methods are detailed on the Penalty Notices themselves. However, Education Welfare Services may seek to invoke a parental prosecution instead, if it is deemed that a Penalty Notice will not prevent further unnecessary absences from school or that the reason that the pupil has irregular absences is due to complex issues.*

*If this is your first offence in regards to school attendance it will be under the Education Act 1996 Section 444 (Section 1)*

- *Penalty – Fine not exceeding Level 3 on the Standard Scale (£1,000)*

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- *If you have previously been prosecuted under the Education Act 1996 Section 444 (Section 1) you will likely be taken to court under the Education Act 1996 Section 444 (Section 1A)*
- *Penalty – Fine not exceeding Level 4 on the Standard Scale (£2,500) OR Imprisonment for a term not exceeding Three Months OR both.*

*For further information parents/carers can request a leaflet from their school and should visit Wakefield Council's website.*

### **10. Absence through child participation in public performances, including theatre, film or television work and modelling**

*Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.*

*Performance licences are applied for from Education Welfare Service by the appropriate agency/company.*

### **11. Absence through competing at Sporting events**

*Parents of young people who are engaged in recognised sporting activities can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.*

*Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.*

### **12. Gypsy, Roma, Traveller and Showman families**

*Traveller pupils include Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.*

*Absence of a child from a Traveller community family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. Ideally this would be agreed with the school prior to the departure to travel for work purposes.*

*To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.*

*For further advice and guidance on attendance see Wakefield Council Gypsy, Roma, Traveller and Showman families Attendance Policy.*

### **13. Record Retention**

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*School registers are legal documents. To ensure compliance with attendance regulations schools/education school keep attendance records for at least three years.*

*Computer registers will be preserved as electronic back-ups or microfiche copies.*

*Approval Date: March 2022*

*Review Date: Jan 2025*