

Leave of Absence

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, prohibits Headteachers granting leave of absence to a pupil. An application may be approved if the application is made in advance, and the Headteacher considers that there are exceptional circumstances relating to the application, e.g. (i) for service personnel and other employees who are prevented from taking leave of absence outside term time at any point in the academic year; (ii) the terminal illness or bereavement of a parent or sibling.

If the absence is not authorised and the leave of absence is taken, the case could be referred to the Education Welfare Service. The Education Welfare Service may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Leave of absence taken in the month of September, during tests or if the pupil is in Year 6, is particularly detrimental to your child's education and usually results in a penalty notice being issued.

Medical Appointments

Non-urgent medical appointments should not be made during the school day. If the appointment needs to be during school hours, please provide the school with an appointment card or a hospital letter. A copy may be taken for the school's records.

What should I do if my child is absent?

By law, schools must record absences and the reasons given. You should contact your child's school by 9.00am on the day of absence and provide a reason for non-attendance. If no reason is recorded your child will receive an unauthorised attendance mark.



Attendance Procedures

Southbroom St James Academy does not authorise absences without good reason. If your child is absent and the school has not been provided with a reason for the absence, we will attempt to contact you. If we have not received a reason by the end of the first day of absence, it will be recorded as unauthorised. We monitor attendance carefully and will write to you if your child's attendance falls below 95%. If attendance problems continue, we will ask you to meet with us to discuss the way forward and possibly ask you to provide medical evidence before we authorise any further absences.

If all measures fail to lead to an improvement in attendance, your child will be referred to the Education Welfare Service.

If you have a concern or there is an issue regarding attendance, please contact Southbroom St James Academy. There is advice and support available for children and their families.

Punctuality

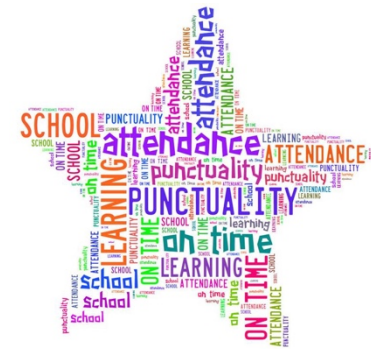
If your child arrives late at school, he/she misses the teacher's instructions and the introduction to the lesson. Children may feel embarrassed at having to enter the classroom late. Punctuality is important for children to start their day off well.

Do you know how much learning late arrivals miss out on?

Minutes late per day	Equivalent days per year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

How can you help?

- Ensure your child arrives in time: The school gate opens at 8:35 am and registration is at 8:50 am
- Prepare packed lunches, school bags and breakfast items the night before
- Make sure the alarm clock is set at a reasonable time for getting everyone up and ready



Good Attendance

- 100% = 0 weeks of learning missed
- 95% = 1 week & 4 days of learning missed

This is the expected level of absence that should be the aim.

Poor Attendance

- 90% = 3 weeks & 4 days of learning missed

At this level of absence your child would be classed as a persistent absentee.

- 85% = 5 weeks & 3 days of learning missed

At this level the Education Welfare Service could become involved.

Very Poor Attendance

- 80% = 7 weeks & 3 days

How can you support your child?

Being at school is a very important part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills to prepare them for adult life. School and parents/carers are partners in helping to ensure this is a success. As parents or carers, it is your legal responsibility to ensure that your child makes the most of this opportunity by attending regularly and aiming for at least 95% attendance.

If you need further information or support, please contact your child's school:

Southbroom St James Academy
Nursteed Road
Devizes
Wiltshire
SN10 3AH

Tel: 01380 723232

✉ admin@southbroomstjames.dsat.org.uk



Southbroom
St James Academy

A Parent/Carer's Guide to School Attendance



November 2021

'We belong, we believe, we flourish'