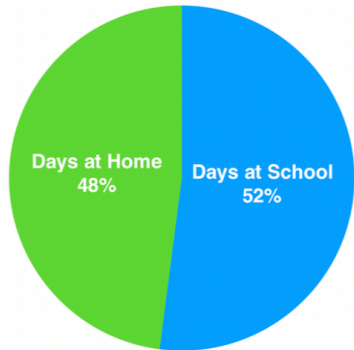


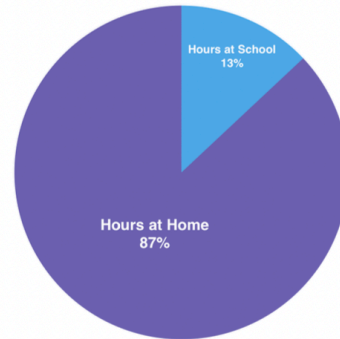
The school expects attendance of at least 96% for each child.



Days spent at Home and at School in a Year



Hours spent at Home and School a Year



Alverton Primary School



Medical / Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Applications for other types of absence in term time must also be made in advance.

Term-Time Absence

Parent Guide

Granting Approval for Term-Time Absence

With effect from September 2013, headteachers may no longer grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

Guiding Principles for Term-Time Absence Approval

It is not possible to write a definitive list of occasions which may be classed as 'exceptional circumstances'. However, these may include religious observance, attendance at a funeral or to visit a seriously ill family member.

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Headteacher will rightly prioritise attendance, and it is unlikely that holidays taken in term time will be deemed to fall into the definition of being 'exceptional circumstances', and are therefore likely to be classed as unauthorised.

The default school policy should be that absences will not be granted during term-time and will only be authorised in exceptional circumstances.

The decision to authorise a pupil's absence is wholly at the headteacher's discretion based on their assessment of the merits of each request.

If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Should parents be considering a holiday during term time, a leave of absence request form must be completed by all adults with parental responsibility **BEFORE** the holiday is booked.

Where a holiday is not authorised, consideration will be given to requesting a penalty notice from the Local Authority for this period of absence if a child's attendance is deemed as 'not regular'. This is defined by our school as falling below the threshold of 98%. In the Autumn term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year. Holiday requests fall under Stage 4 of our response to pupil absence.

Stage 4 (for persistent absentees and/or term time holidays)

This stage moves on to statutory intervention through the local authority.

- 1. The Headteacher / Senior Attendance Officer makes a referral to the LA for Statutory Intervention.*
- 2. The school liaises with the LA in addressing the concerns with parents / carers.*

If a child is absent from school without authorisation, a parent will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.