



# **OCL ATTENDANCE**

**Last Updated: 23/09/19**

# Document Control

## Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	18 <sup>th</sup> July 2018	Chris Chamberlain	All OCL Principals	Updated legislation
1.1	23 <sup>rd</sup> September	Chris Chamberlain	All OCL Principals	Updated legislation

## Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
John Murphy	CEO, OCL	20 <sup>th</sup> July 2018	1.0
John Murphy	CEO, OCL	23 <sup>rd</sup> Sept 2019	1.1

## National/Local Policy

- This policy must be localised (see instructions in Appendix)  
 This policy must not be changed, it is a National Policy.

## Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement?

- Yes  
 No

If yes, the policy status is:

- Consulted and Approved  
 Consulted and Not Approved  
 Awaiting Consultation

## Distribution

This document has been distributed to: OCL Academy Leaders, National Education Team

Name	Position	Date	Version
All OCL Principals	Principal	23 <sup>rd</sup> Sept 2019	1.1



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## 1. Aims

Oasis Community Learning is committed to developing the character and competence of every student and believes that all students should receive an exceptional education. To attain this level of education children and young people must have high levels of attendance. OCL aims to ensure that attendance of pupils, both in the primary and secondary phase, is at least in line with the national average. It is clear that for students and young people to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' well-being. Academies must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

The Trust has a robust, clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with the Trust's funding agreement and articles of association.



### 3. Academy procedures

#### 3.1 Attendance register

By law, all Academies are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student 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

***See Appendix A for the DfE attendance codes.***

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

Each Academy will have a localised attendance policy that includes details including:

- Student's expected arrival time in the Academy
- The time that the register for the first session will be taken and will be kept open until.
- The time that the register for the second session will be taken after the lunch break

#### 3.2 Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by a time set out by each Academy or as soon as practically possible (see also section 6).

Local Academy attendance policies will make reporting systems and procedures clear to parents. These will be available on academy websites.

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The academy may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.



If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

### **3.3 Medical or dental appointments**

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

We encourage parents and carers 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. We also encourage parents and carers to ensure that pupils are in the Academy to be marked as attending, before they leave for a medical or dental appointment. Students are expected to catch-up with any work missed through absence. Teachers will help students achieve this.

Each Academy will have its own processes and systems detailing how parents and carers can notify the Academy in advance of a medical or dental appointment. These will be available on the academy website

Applications for other types of absence in term time must also be made in advance. Information relating to whether the Academy can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Academies will have systems in place for improving student punctuality. Best practice is shared across each region and nationally through SOL Consulting, the Best Practice Directory, Regional and National Conferences.

### **3.5 Following up absence**

Academies will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Details of each Academy's approach to this will be in their localised Attendance Policy, available on the academy website.

### **3.6 Children unexpectedly absent**

If a child is unexpectedly absent all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the child's whereabouts. Principals must not accept anything short of a definitive confirmation of the child's whereabouts. The DfE guidance, 'Keeping children safe in education' has been updated from September 2018 as follows: 'Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or



student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

### 3.7 Reporting to parents and carers

Academies will report student attendance to parents and carers at least once each academic year. This is typically included with the students' annual report.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Principals (or Executive and Lead Principals) may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

Each Academy will have their own list of exceptional circumstances due to the needs of the community. However, the exceptional circumstances are likely to include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement

The Principal 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 Principal's discretion.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision
- Part timetables agreed between the Academy and parents or carers
- Study leave for Year 11 students



## 4.2 Legal sanctions

There are two options:

1. A Penalty Notice
2. Prosecution

### Penalty Notice

Academies will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, 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 rolling academic year
- 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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

### Prosecution

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information.

## 5. Strategies for promoting attendance

Each Academy will have a clear strategy to promote attendance which will include rewards, sanctions, assemblies, and meetings with parents and carers. These will be in line with those recommended by SOL Consulting and OCL Best Practice. This will be in their localised Attendance Policy. The table below is a useful tool to share with staff and students because it clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48



## 6. Attendance monitoring

Academies will monitor student absence on a **daily basis**, scrutinising patterns on a **weekly** basis using the SOL Consulting / OCL Best Practice approaches to promoting attendance. However, where attendance is not yet in line with the national average then Academy leaders will scrutinise attendance **each day**.

Analysis of attendance data will include data for each group (e.g. boy, girl, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, sub groups within each year group (where this is statistically useful).

Particular weeks of the academic year should be analysed as well to identify sources of poor attendance (e.g. days close to periods of holidays or days of religious celebrations). Leaders must implement systems to reduce the impact of regular low points of attendance during the academic year. These could include rewards, alterations to term dates and targeted use of staff training days.

Academies will have clear systems in place for following up student absences. These must be included in the localised Attendance Policy.

Student-level absence data is regularly shared with the Regional Director, CEO and National Directors through the Monitoring and Standards Team. Academies whose attendance is below the previous year's national average for the phase must report their attendance to the Regional Director weekly. The Trust has the ability to monitor academy attendance nationally through its data management systems.

The CEO and RDs will regularly discuss academy attendance data through the OCL line management structure.

## 7. Children at Risk of Missing Education

All Academies must inform the local authority (LA) of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders should ensure that regular follow up contact is made with the LA if the whereabouts of the student is not known or communicated to the Academy. If a vulnerable child cannot be contacted on the first day of absence a home visit should be completed, a non-vulnerable by the third day of absence. This should continue until the information has been secured. Leaders should follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education>



## 8. Students leaving the academy and off-rolling

The OCL vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each academy.

Academy leaders must ensure that detailed records are kept for students who stop attending the academy and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- the student's reason for leaving,
- their destination and the destination's educational provision (e.g. name of school, home-schooling arrangements)
- group (disadvantaged, SEND, EAL, gender)
- ethnicity

Where a student moves abroad, leaders must take all reasonable steps to assure themselves that the student is moving to another school. This may include support from the Hub. This is to ensure that all students are safe and in full time education as necessary.

The Principal must meet with the student and their family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the student and family as well as ensuring that the destination of the student is known.

Leaders must ensure that students are only removed from the academy's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as describe in the Department for Education's guidance <https://www.gov.uk/government/publications/school-attendance>).

Leaders should inform their Regional Director and follow their local authority's procedures for off-rolling a student, which will always involve officially notifying the local authority of the reasoning and intention to do so.

On receipt of written notification to **home educate**, Academies must inform the Regional Director and the student's Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

See **Appendix** for the OCL Off Rolling form to be used to record and monitor off rolling.



## **9. Roles and responsibilities**

### **9.1 The Regional Director**

The Regional Director is responsible for monitoring attendance figures for the whole school on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average. The RD also holds the Principal to account for the implementation of this policy.

### **9.2 The Principal or Executive Principal**

The Principal (or Lead / Executive Principal) is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy-level absence data and reporting it as required.

The Principal also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

The Principal will decide which member of staff will fulfill the role of Attendance lead in the Academy.

### **9.3 The Academy Attendance Lead**

The attendance lead:

- Monitors attendance data at the school and individual student level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Principal and Regional Director (if conditions in section 6 apply)
- Follows the Academy Attendance Policy to follow up with families where attendance drops or is not yet high enough, working with relevant academy staff and external agencies

### **9.4 All staff**

All staff are responsible for promoting good attendance. Class Teachers/Form Tutors/Teaching Assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information. They will also follow the Academy Attendance Policy and work with students where there are concerns about their attendance. Academy leaders should ensure that suitable training is in place for all adults taking the register.

### **9.5 Office/Reception staff**

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also adhere to the Academy Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.



## 9.6 Parents

Parents are responsible (<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>) for ensuring that children of statutory school age receive their entitlement to full-time education. Academies will work with parents to support this responsibility.

## 10. Monitoring of this policy

This policy will be reviewed regularly by the National Education Team (NET). The localised attendance policy should be updated annually to ensure changes in practice have been recorded in the document.

## 11. Links with other policies

This policy is linked to our Child Protection and Safeguarding policy.



## Appendix A: Attendance Codes

CODE	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
/	Present AM	Present	In for the whole session
\	Present PM	Present	In for the whole session
B	Educated Elsewhere (Not dual registered)	Approved Educational Activity (AEA)	Out for the whole session
C	Other Authorised Circumstances	Authorised Absence	Out for the whole session
D	Dual registered	Attendance Not Required	Out for the whole session
E	Excluded (No alternative provision arranged)	Authorised Absence	Out for the whole session
G	Leave not agreed or days in excess	Unauthorised Absence	Out for the whole session
H	Exceptional Leave	Authorised Absence	Out for the whole session
I	Illness (not medical or dental)	Authorised Absence	Out for the whole session
J	Interview	Approved Educational Activity (AEA)	Out for the whole session
L	Late (Before register closes)	Present	Late for the session
M	Medical/Dental appointments	Authorised Absence	Out for the whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for the whole session
O	Unauthorised absence (not covered by any other code)	Unauthorised Absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity (AEA)	Out for the whole session
R	Religious Observance	Authorised Absence	Out for the whole session
S	Study Leave	Authorised Absence	Out for the whole session
T	Traveller Absence	Authorised Absence	Out for the whole session
U	Late (After register closed)	Unauthorised Absence	Late for the session
V	Education visit or trip	Approved Educational Activity (AEA)	Out for the whole session
W	Work Experience	Approved Educational Activity (AEA)	Out for the whole session
#	School closed to pupils and staff	Attendance Not Required	Out for the whole session
Y	Enforced closure	Attendance Not Required	Out for the whole session
X	Non compulsory School Age absence	Attendance Not Required	Out for the whole session
Z	Pupil not on roll	Attendance Not Required	Out for the whole session



## **Appendix B: Localised Attendance Policy**

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## Appendix C: 4 staged attendance letters to parents / carers

### Letter 1:

Parent / Carer of.....  
Address

Date of Printing

Dear Parent / Carer of .....

Re: Forename Surname Reg – Attendance .....%

At ..... Academy we encourage pupils to strive for excellence. For a pupil to achieve their full academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year).

.....'s current level of attendance is..... which is below the Academy's target.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

We understand that there have been occasions this year when ..... has been absent as a result of illness but due to ..... 's level of absence we wanted to make you aware of the amount of learning that he/she is missing. We would like to work with you to support ..... to improve his/her attendance. If you would like to discuss this letter further, please do not hesitate to contact me or ..... 's Head of Teacher .

All pupils have the opportunity to build on their attendance between now and the end of this academic year and we will discuss your son / daughter's attendance target with them regularly.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at ..... Academy.

Yours sincerely

Attendance Lead



**Letter 2:**

Date:

Parent / Carer of.....

Address

Dear Parent / Carer of .....

As you are aware, we have been closely monitoring .....’s attendance to school. At ..... Academy we expect all pupils to have a minimum of 97% attendance in order for them to achieve their full academic potential. .... attendance is .....% which is well below the Academy’s target.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

Due to the amount of learning that ..... has now missed we would like to meet with you to discuss this. I have reserved an appointment for you to meet with .....’s Head of Year/Class Teacher to discuss the reasons for absence and how we can work together to improve his/her attendance.

The meeting is scheduled for:

Date of Meeting:.....

Time of Meeting:.....

Due to .....’s level of absence, further absences may not be authorised without medical evidence. This can be in the form of an appointment card, prescription or letter from the hospital. If you are unable to attend this meeting, please contact us so that we can arrange another mutually convenient time. Thank you for working in partnership with us to ensure that ..... achieves his/her full academic potential.

Yours sincerely

Attendance Lead



**Letter 3:**

Date:

Parent / Carer of.....  
Address

RE: Forename Surname Reg. Attendance: .....%

I am writing to express further concerns for «forename»'s attendance to ..... Academy. Since our meeting, attendance has not improved and ..... 's is continuing to miss a high level of learning which will impact on his/her academic progress. In view of this, I have scheduled an appointment on the date below with ..... to discuss «forename»'s attendance and how we can move forward.

Date of Meeting:                      Time of Meeting:

Following this meeting «forename»'s attendance will be closely monitored. If attendance does not improve during this monitoring period, legal action may be taken. Therefore, I must make you aware of your legal duties. You have a legal responsibility to ensure that «forename» attends .....Academy on a regular and punctual basis.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

**It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I would like reaffirm that we have ..... 's best interests at heart and believe that working together offers the best chance of success. As always, if you have any questions about this, please do not hesitate to contact me.

Yours sincerely

Attendance Lead



**Letter 4:**

Date:

Parent / Carer of.....  
Address

RE: Forename Surname Reg. Attendance: .....%

I am writing to express further concerns for «forename»’s attendance to .....Academy. Despite, which is extremely concerning. I enclose a registration certificate for your information.

Since September, «forename»’s attendance level has deteriorated, without any improvement. .... Has had.... unauthorised session absences. Therefore, I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The school is not aware that you are making any alternative provision for «forename»’s education nor of any other lawful reason why <<forename>> is not attending regularly as required.

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

**It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates’ court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I therefore now write to advise you that unless there is an immediate and sustained improvement in «forename»’s attendance to .....Academy, the matter will be referred to the Education Welfare Service who may initiate legal proceedings.

Yours sincerely,

Attendance Lead



## Appendix D: OFF ROLLING A PUPIL PROCEDURE

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place. **The Principal must authorise any off rolling.**

If the pupil is missing please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.

Detailed DFE guidance: <https://www.gov.uk/government/publications/pupilren-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

**See form below:**



## REQUEST TO REMOVE A PUPIL FROM ROLL

<b>NAME:</b>	<b>YEAR GROUP:</b>
<b>DATE OF BIRTH:</b>	
<b>ADDRESS:</b>	

**This pupil has been removed from the roll because:**

<p><b>The pupil has moved to another school.</b></p> <p>New school details:</p>	
<p><b>Other reason for roll removal:</b></p> <p>Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)</p>	
<p><b>The pupil has been permanently excluded.</b></p> <p>Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)</p>	
<p><b>The pupil's whereabouts are unknown.</b></p> <p>Date home visit completed: Date CME completed: Date pupil details uploaded to S2S:</p>	



(If there are safeguarding concerns, date matter referred to the DSL)	
---	--

**Member of staff requesting removal from the roll:** \_\_\_\_\_

**Confirmation there are no safeguarding concerns:** \_\_\_\_\_

**Permission granted to remove the pupil from the roll** **YES / NO**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(This must be the Principal)**

**DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY:** \_\_\_\_\_



## Appendix D: APPLICATION FOR STUDENT LEAVE OF ABSENCE

*The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.*

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Principal will take into account a student's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the Academy is at the discretion of the Principal. If the leave is taken without the authorisation of the Principal, a Penalty Notice will be issued.

**THE ACADEMY EXPECTS EVERY STUDENT TO  
ACHIEVE AT LEAST 96% ATTENDANCE**

**Full name of student:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for the application:** \_\_\_\_\_  
\_\_\_\_\_

**Proposed dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Recommendation of the Senior Attendance Lead**

Authorise the Leave

Unauthorise the Leave

Signature: \_\_\_\_\_ **(Principal)**