



Revised Attendance and Punctuality Procedures

Addendum for Covid-19
Autumn Term 2020

HORSFORTH SCHOOL

Attendance and Punctuality Policy

1. Aims and Context

For the Autumn Term, as a temporary measure we have revised the Attendance Policy to include relevant public health and clinical advice regarding Covid-19, including the latest DfE guidance around the recording of attendance and absence for September 2020 onwards and subsequent advice from the Leeds Schools Attendance Service, July 2020.

Attendance: September 2020

- **The DfE's expectation is that attendance at school is mandatory for all students at the start of the academic year. Therefore we expect all students in Years 7-13 to return to school the week commencing 7th September.**
- **All previous duties and expectations on school attendance prior to Covid-19 will now apply.**

In March when the coronavirus (COVID-19) outbreak was increasing, the DfE made it clear no parent/carer would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks student's falling further behind. School attendance will therefore be mandatory again from the beginning of the Autumn term. This means from that point, the usual rules on school attendance will apply, including:

- It is a parents' duty to ensure that their child attends school where the child is a registered.
- The schools' legal responsibilities to record attendance and follow up absence will resume.
- The school will resume interventions to support students who are struggling with attendance, but will also issue relevant sanctions to students for poor attendance and punctuality.
- The school will use and issue sanctions to parents/carers including fixed penalty notices in line with the Leeds Local Authority code of conduct.
- We therefore, will continue to work towards a set school target of 96% or above for attendance for all students in Years 7-11 for 2020-21.

Reducing absence and persistent absence is a vital and integral part of the schools work to:

- Bridge the learning gap.
- Reintegrate students and promote social skills.
- Promote safeguarding.
- Promote student welfare, wellbeing, social and emotional development.
- Ensure every student has access to a full time education.
- Ensure that all students succeed by being exposed to a wide range of opportunities.
- Ensure all students reach their full potential.

Attendance is a whole school matter and all members of staff have a responsibility to carry out their duties as outlined in this policy. Parents/carers must carry out their duty and ensure that children attend school every day, on time. This is a parental responsibility and forms part of our home/school agreement.

The school works with a variety of external agencies including the Targeted Service Attendance Team at Leeds City Council and Horsforth Children's Services. This policy is written to reflect their guidance and that from the DfE: School Attendance and the Checklist for School Leaders, July 2020 and the guidance from the Leeds Schools Attendance Team, July 2020.

2. Evaluation

This policy will be evaluated at the end of Term 1 2020. Guidance and circumstance may require more frequent modification to specific procedures.

3. Authors

This policy is written by Sarah Nowell, Pastoral Deputy Headteacher, August 2020. It takes into account the DfE Checklist for School Leaders for Attendance, July 2020 and advice from the Leeds Schools Attendance Team, July 2020.

4. Procedures

All procedures to support this policy are appended:

Appendix 1	Monitoring of Attendance and Punctuality
Appendix 2	Procedures for Parents/Carers
Appendix 3	Attendance Codes
Appendix 4	Horsforth School Staged Attendance Procedures
Appendix 5	General Attendance Procedures for Staff
Appendix 6a	Lateness to School Procedures
Appendix 6b	Lateness to School Consequences
Appendix 7	School Support
Appendix 8	Further Information for Parents/Carers
Appendix 9	Application for Exceptional Leave of Absence
Appendix 10	Onset of illness and Emergencies

Appendix I: Monitoring of Attendance and Punctuality

Ongoing:

Form Tutors review and monitor absence of students on weekly /daily basis. Tutors report any concerns either directly to home or to the Pastoral Behaviour officer (PBO). Early interventions will be initiated.

The Leadership Team, Pastoral Team and Attendance Strategy Lead (ASL) will monitor and challenge students who are late to school and for their bubble opening time. Consequences are actioned.

The Attendance Admin Team will alert parents of absence and lateness to school via texts.

Fortnightly:

The Pastoral Behaviour officer For each year group meets with the Attendance Strategy Lead (ASL) to review the attendance and punctuality of the cohort and individual students and key groups with employment of the actions on the staged approaches.

The Attendance Strategy Lead (ASL) meets with the Deputy Headteacher to monitor and review whole tracking and to discuss emerging issues and actions, with particular focus on students who are classed as Persistent Absentees and for those on a white punctuality report.

Monthly:

The Pastoral Behaviour officer (PBO) and Year Co-ordinator (YC) for each year group meet with the Deputy Headteacher to discuss key students that are a concern and subsequent actions.

Half Termly:

Attendance Committee Meeting: Deputy Headteacher, ASL, PBOs and Admin Team.

This meeting is designed to bring everyone involved in attendance together to share information, best practise, key data with priorities and concerns. It is at this meeting we will quality assure our procedures and suggest ways in which keep attendance at the forefront of practice.

Appendix 2: Parent/Carer Absence Procedures

Do not send your child to school if:

Your child or a member of the household has Covid-19 symptoms:

- A new continuous cough
- High temperature
- Loss or change in taste or smell

Or, if they have come into close contact with someone who has confirmed Covid-19

If this is the case and your child will be absent you must:

Begin the 10 day period of self-isolation, and arrange a test for your child as soon as possible through the **NHS website or via phone: 119**. Other members of the same household, including siblings, should also self-isolate for 14 days from when the symptomatic person first had symptoms.

It is vital you also get a test to confirm whether you have COVID-19. This can be arranged easily through this website: <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

Contact the school on the **first day** of self-isolation and absence, and each subsequent day before 8.50am.

Call the main switchboard 0113 2265454 and dial 2 for the absence line; leave a message or speak directly to a receptionist.

Please be ready to explain precise details and dates for the self-isolation, expected time back, with test dates and expected results. You must then follow up with updates and the results of the test. This is so we can work out the exact period of absence and arrange work if it is appropriate to do.

You may be asked to send in evidence of the absence, such as a doctor's note, appointment of travel documents for quarantine, test results for Covid-19 etc. Ideally this will be sent via email to info@horsforthschool.org.

It is vital that absences are reported; unreported absences are classified as unauthorised and will affect overall attendance targets and may trigger a home visit.

Parents must understand and be willing to:

- Book a test if a child is displaying symptoms. (Children aged 11 and under will need help if using a test at home.)
- Communicate with school regularly and on each subsequent day of absence.
- Provide details for a track and trace NHS test if necessary.

If a test is Negative:

Parents must let school know school as soon as possible. The child can stop self-isolating and attend school the next day. If symptoms are no longer present it is possible they have another virus such as Flu so we suggest you do not send in your child if they are not well enough even if COVID free.

If a test is Positive:

Continue to self-isolate for the 10 day period which begins from day one of the onset of symptoms. Inform school of the end date for the isolation period and expected date back at school. School will track and monitor this.

For all other reasons that your child is absent from school you must:

Contact the school on the first day of absence and each subsequent day before 8.50am

Call the main switchboard 0113 2265454 and dial 2 for the absence line; leave a message or speak directly to a receptionist.

You must be ready to explain precise details of the absence and give an estimate of how long the absence will be and expected date back.

You may be asked to send in evidence of the absence, such as a doctor's note, appointment card etc. Ideally this will be sent via email to info@horsforthschool.org.

It is vital that absences are reported; unreported absences are classified as unauthorised and will affect overall attendance targets and may trigger a home visit.

If your child is absent school will:

Offer support and advice for the first transitional week back in September on our return.

Work with families to secure regular attendance, to support long term absence and reintegration.

Telephone or text you, every day of absence if we have not heard from you. We may do a home visit if we have not heard from you by the day 3 of the absence.

Depending on the nature of the absence, you will be contacted by school to discuss your child's attendance if it falls below 97%, the school will apply its interventions and staged procedures thereafter.

If there are concerns, absence may not be authorised without relevant or medical evidence (for example, a medical appointment card or information from your practitioner).

If your child is late to school you must:

Contact the school on the main switchboard and leave a message immediately that morning.

Due to the need for staggered start times and different entrances to school for all year groups, it is essential that your child is on time for their Bubble opening. Lateness to school endangers the safety of others and undermines the principles of our Bubbles. It cannot be tolerated and sanctions will be given.

If your child is late to school we will:

We will text you to notify you that your child was late. Issue a **Late to School** stamp in the student planner. Set the **after school detention in accordance to policy**.

Appendix 3: Attendance Codes and Codes for Covid-19

Code	Reason
Present in school / = am \ = pm	Students receive 2 official present codes, for being present in both the morning and afternoon registration. If a student is late to school and misses registration, they receive a Code L or Code U depending on the amount of time late.
I	Illness. Authorised by school if there is a genuine concern for the veracity of the illness. Schools can request medical evidence to support this. This could be an appointment card, prescription or GP note. <i>*School can record as unauthorised – Code O, if we are not satisfied with the authentic of the illness.</i>
M	Medical or Dental appointments. Missing part of a day for an appointment is an authorised absence, but the child should not miss all day. Parents must try to arrange appointments out of school hours.
	No reason provided for the absence from parents as yet. School will record as unauthorised – Code O, if we do not receive a timely explanation.
O	Absent from school and school do not authorise this.
U	Arrived in school after the first register has closed (30 minutes from Bubble start time). This is classed an unauthorised absence. The child loses the attendance mark for the first half the day.
C	Authorised leave of absence for exceptional circumstances agreed by the Deputy Headteacher and Headteacher only
X	<p>New code from the DfE for the Academic year 2020-21 for Covid-19 related absences.</p> <p>In line with the Secretary of State’s expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.</p> <p>Code X will be used in the following circumstances in line with DfE and Public Health England guidance:</p> <ol style="list-style-type: none"> I. From the first school day missed due to self-isolation because they or a member of their household has symptoms or confirmed Covid-19. Code X will be given each day until the tests results. If the test is negative, and the child is symptom free, they can return to school.

	<p>If the test is negative, but the child is unwell, Code I (Illness) will be used until the return to school. If the test is positive, Code I (Illness) will be used until the return to school.</p> <ol style="list-style-type: none"> 2. From the first school day missed due to self-isolation and for the entire period of isolation because the child has had <u>close</u> contact with someone who has confirmed Covid-19 (this could also be due to school asking students not to attend due to a closed Bubble). The child needs to self-isolate for a period of 14 days or the prescribed number of days from PHE advice. 3. Pupils who needs to self- isolate due to a period of quarantine. 4. Pupils who are clinically extremely vulnerable in a future local lockdown scenario only. Children will receive another shielding letter if this is the case. 5. Future local lockdown, whereby students are asked by school to not attend.
E	Excluded from school. No alternative provision made. Authorised.
L	Late arrival before the register has closed. Authorised.

Appendix 4: Horsforth School Stages of Attendance and Procedures

Attendance Stage	Action	Who	What this means
1. 100%	Form Tutor Verbal Praise Text home – ask KE/AMO Attendance e-certificates Prize draws / assembly recognition	Tutor YC	Praise is essential to our PB policy and school ethos. Rewards motivate and encourage students.
2. 100-97%	Form Tutor Verbal Praise Form Tutor monitors fluctuation Tutor talks with student and/or contacts home Tutor logs intervention on SIMs Attendance award for best form Fortnightly monitoring of data <i>*This attendance target at the end of the year means a student qualifies for Rewards Day or Prom</i>	Tutor YC PBO	Early tracking and intervention is carried out by the Tutor and PBO as a preventative measure to identify early concerns and to make students and/or parents aware of attendance targets
3. 97%	Letter 1- Parent Notification issued by PBO Tutor to check and action fortnightly email from PBO: monitor and counsel student, call or contact home.	PBO Tutor	Early warning letter. Informal reminder. Parents are made aware that attendance is close to or at the minimum target expected of school which is 96%.
Every student has an attendance target of 96% or above			
4. <95%	Letter 2- Parent Notification issued by PBO PBO to monitor/ counsel student. Contact home- request meeting where appropriate. Tutor supports daily welfare.	PBO Tutor	If attendance continues to decline, letter 2 is issued - the first formal letter. Parents are advised that school will no longer authorise any absence unless the relevant medical evidence is provided.
5. 92%	Letter 3- Parent Notification issued by PBO PBO to monitor/ counsel student. Contact home- request meeting Tutor supports daily welfare.	PBO Tutor	At 92%, letter 3 is issued – stating that the student is close to <u>Persistent Absenteeism</u> . School will no longer authorise any absence unless the relevant medical evidence is provided. That subsequent absence may result in legal action being taken by the Local Education Authority through the Magistrates Court.
The DFE directs schools to class attendance at 90% or below as Persistent Absenteeism			
6. < 90%	Parenting Contract Parents must attend a meeting at school, issues are addressed and the ASL will issue a Parenting Contract. Tutor/PBO wellbeing checks.	ASL Tutor	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child.
7. < 85%	Attendance Panel Meetings Parents must attend a meeting at school. Issues will be addressed. Tutor/PBO wellbeing checks.	ASL PBO	A wider team meeting with parents in which where targets are given. 20 Day Fast Track maybe initiated. Non-compliance will be recorded by the school or local authority as it may be used as evidence in a legal attendance case.
8. <72%	Possible Case Transfer for fixed Penalty Notice /Prosecution Contact with home	ASL	The school will refer to Local Authority for possible Legal Intervention
Major cause for concern	Student supported at school by PBO	PBO	

*Parents/Carers may receive repeated notifications as attendance fluctuates through the year.

*Attendance tracking starts week 4 in September to allow for the transition back into school.

REWARDS

Bonus Credits (Tutor and PBO)	Pastoral staff may choose to award electronic bonus credits for excellent attendance or most improved attendance
Tutor Praise PBO Praise	Tutors and PBO's will praise individuals in Form time, small groups or in assembly
Congratulatory Text home	These are to be decided by each PBO and YC Sent to praise 100% attendance or most improved
Best Form attendance	Year Coordinators will award prizes to the best form attendance in each year group – on going ASL celebrates all form groups attendance on display wall
100% Attendance	Celebrated in Achievement Assemblies Students entered into prize drawer Students with 96%+ attendance attend Rewards Day or Prom

SIMS Registers



First 5 minutes	All staff to take registers within the first 5 minutes for safeguarding reasons.
Codes Teachers and Tutors only use 3 codes: N / L	Student present: code with / Student late to lesson 1: check student has a LTS stamp for that day in their planner. If not, code with L , email the ASL: M Casey asap. Code with L even if they have the LTS stamp. Student late to periods 2-5 and pm reg: code with L and issue late comment in planner. Student absent: code with N
No missing marks	Do not leave any missing marks
Save and close register	Ensure you save and close the SIMs page within 5 minutes
Student Missing	If a student is not with you and was marked present in previous lessons, immediately email the URGENT STUDENT MISSING team. Give full name of student and your location.

Red Flag



Students absent from timetabled lessons or off site	English, Maths, Science, Drama, Music names/reasons to L Squire for red flagging on SIMs.
	All other departments, including the Pastoral Team, names/reasons to K Evans or A Morris for red flagging on SIMs.

Appendix 6a: Lateness to School

Due to the need for staggered start times and different entrances to school for all year groups, it is essential that your child is on time for their Bubble opening.

Lateness to school endangers the safety of others by undermining the safe principles of our Bubbles and morning protocols.

Excellent punctuality is vital in a child's education. This sets the tone for the day and prepares students effectively for their day ahead, including their first lesson. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities. It also disrupts the teaching and learning of an entire class.

Bubble Start times with Entrance Opening / Closing times

Year group	Lesson Start time	Entrance Opening Time	Bubble Entrance	Entrance Closing Time
7	8.10am	7.50am	Front Gate by Lee Lane East and into school by the E Corridor	8.05am
8	9.30am	9.10am	Back Gate by St Margaret's Church and into school by the E corridor	9.25am
9	9.30am	9.10am	Front Gate by Lee Lane East and into school by the original front student entrance	9.25am
10	8.10am	7.50am	Back Gate by St Margaret's Church and into school by the DS2 entrance	8.05am
11	8.30am	8.10am	Back Gate by St Margaret's Church and into school by the PE doors	8.25am
12	8.30am	8.10am	Back Gate by St Margaret's Church and into school by the H Block or Sci 6	8.25am
13	8.30am	8.10am	Front Gate by Lee Lane East and into school by the main visitor reception	8.25am

If a student is late 10 minutes each day, this equates to nearly 7 full days of absence over a school year!

The school recognises that there will be “one off” occasions where lateness to school was beyond student or parent/carer control and the following policy allows for this. However, persistent lateness will not be tolerated and it will be sanctioned in accordance to this policy.

Procedures

<p>If a student arrives after their Bubble entrance has closed</p>	<p>Students will have to enter the building via the main school reception. No other entrance will be open. They will need to report to main reception and sign in.</p> <p><i>*Students who fail to do this will be removed to the inclusion room for the duration of that day.</i></p>
<p>Late to School (LTS) Students</p>	<p>Students who report to main reception will sign in as late. They will be given a Late to School (LTS) stamp in their planner. Students will be issued a sanction for 3rd and subsequent lates. Parents will receive a text or call.</p> <p>*Students will need to sit in the inclusion room until a member of duty staff is free to escort them safely to their Bubble.</p>
<p>Late to School (LTS) Staff Check</p>	<p>Lesson 1 staff must: check the student’s planner (from a distance) on arrival to class to check the LTS stamp is present. If there is no LTS stamp, code SIMs as L for late and email ASL: M Casey who will investigate.</p>
<p>Arriving over 30 minutes late</p>	<p>Morning registers will close after 30 minutes of the relevant Bubble closing time for your child.</p> <p>This means that any student arriving after this time loses their authorised morning attendance mark. They will be coded a U - unauthorised absence.</p> <p>This means that students miss a half day authorised attendance mark and this will affect overall attendance targets.</p> <p><i>*Where students are late due to medical appointments – codes are changed to reflect this. Please email medical appointments or notes as evidence, or show at the reception glass window.</i></p>
<p>Late To Lesson (LTL) Periods 2-5</p>	<p>Class teachers will code SIMs with L for late to lesson and issue an electronic L comment on SIMs.</p>

Appendix 6b: Consequences – Lateness to School

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
1 st Late	<p>1st LTS stamp/sticker recorded in planner by day of late. Student may have to wait in the inclusion room until staff can escort the student to their Bubble.</p> <p>Text home – parent/carer notification</p>
2 nd Late	<p>2nd LTS stamp/sticker recorded in planner by day of late. Student may have to wait in the inclusion room until staff can escort the student to their Bubble.</p> <p>Text home and phone call to parent/carer</p>
3 rd Late	<p>3rd LTS stamp/sticker recorded in planner by day of late.</p> <p>Student may have to wait in the inclusion room until staff can escort the student to their Bubble.</p> <p>This is a now a concern, lateness jeopardises the safety running of our Bubbles.</p> <p>Phone call to parent/carer</p> <p>After School Detention – 60 minutes (Wednesday or Friday)</p>
4 th late Persistent Lateness to School	<p>4th LTS stamp/sticker recorded in planner by day of late.</p> <p>Student may have to wait in the inclusion room until staff can escort the student to their Bubble.</p> <p>This is a now a serious concern, persistent lateness jeopardises the safety running of our Bubbles.</p> <p>Phone call to parent/carer from attendance team</p> <p>After School Detention- – 60 minutes (Wednesday or Friday)</p>
5 th late and any subsequent late: Major concern- Persistent Lateness to School	<p>5th LTS and any subsequent late - stamp/sticker recorded in planner by day of late.</p> <p>This is a now a serious concern, persistent lateness jeopardises the safety running of our Bubbles.</p> <p>On site/remote meeting required with the Deputy Headteacher, Pastoral and Behaviour Officer and Attendance Strategy Lead. Family/Parent support offered.</p> <p>Headteacher’s Detention – 90 minutes (Friday)</p>

Appendix 7: Student and Family Support

Parents/Carers are encouraged to contact the Form Tutor or PBO at school as soon as possible if they have concerns about their child's welfare.

Within school, a range of support strategies are utilised to remove barriers to learning ease the transition back to school and improve overall attendance.

This list is not exhaustive but may include:

- Full details about the re-opening and Bubble information sent to students and parents prior to the re-opening
- Policies sent out prior to the re-opening
- A welcome ethos and a school which is safe and secure
- A sensitive approach to individual needs of our students
- Reintegration calls and meetings (on site, at home, remote)
- Reintegration support plan
- Attendance challenge groups
- Personalised timetables
- Twilight sessions
- In-school support from a variety of staff
- Small staff briefing
- Regular parent meeting/update
- Referrals for counselling
- PDP sessions
- Time out pass
- Medical pass / toilet pass
- Mentoring
- Peer Buddy
- Close working relationships with a range of external agencies such as Horsforth Children's Services
- Meeting with SENDCo if appropriate
- Learning Passport
- Referral to LINK room as respite/ catch up/1:1
- Medical Care Plan for school
- Management of medicines in school
- Risk Assessment
- Safety Plan
- Referral to alternative provision

Appendix 8: Further Information for Parents and Carers

Regular Attendance and Punctuality is important for Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

Attendance
Punctuality
Behaviour Management
Health and Safety
Access to the Curriculum
Anti-bullying

Failing to attend school on a regular basis will be considered as a safeguarding concern.

The Law Relating to Attendance:

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-

- (a) to age, ability and aptitude and
 - (b) to any special educational needs he / she may have
- Either by regular attendance at school or otherwise'

The Law relating to Safeguarding:

Keeping Children Safe in Education and preceding legislation places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to legal proceedings, and include:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- looking after other children, shopping or birthdays
- day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their

absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more time across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need the fullest support and co-operation of parents / carers to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this.

PA students are tracked and monitored carefully and we also combine this with academic mentoring where absence affects attainment.

All our PA students and their parents/carers are subject to our staged support, interventions/procedures.

The School Attendance Strategy Leader

Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the School's Attendance Strategy Leader. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, we will work with Leeds City Council and may use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

This may mean that you could face the possibility of a Penalty Notice if the problem persists.

Leave of Absence in Term Time

We expect parents/carers not to knowingly affect their child's progress by taking them out of school during term time. Please remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no** automatic entitlement in law to time off in school time to go on holiday/visit.

In a situation where taking your child out of school during term time is unavoidable, you must apply for Leave of Absence. All applications must be made in advance, using a standard form which can be obtained from Student Reception or on Horsforth School's web-site. At our discretion, leave of absence may be authorised in exceptional circumstances. In making these decisions, the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- Any time in September, when students are just starting the school or just starting in a New Year group. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during any assessment period.
- When a student's attendance record already includes any level of unauthorised absence.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will attract sanctions such as a Penalty Notice.

Appendix 9: Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave.

Parents / carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine. **The penalty is £60 If paid within 21 days, doubling to £120 if paid between 22 – 28 days and applies per parent per child for which permission has been refused or was not sought. If the fine is not paid, parents will be reported for prosecution.** All schools in the north-west of Leeds have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.

TO BE COMPLETED BY PARENT / CARER					
Surname of child:		First name:			
Year Group:		D.O.B.:			
Surname of parent / carer:		First name of parent / carer:			
Address of child:		Telephone number(s):			
Postcode:					
Please state the exceptional circumstances that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.					
Reason:			Information provided by parent / carer will be checked by school		
Would (s)he miss any national tests of examinations?			Yes	No	
Is her / his attendance already below 96%?			Yes	No	
Is the requested absence during the month of September?			Yes	No	
Would (s)he be absent for more than 10 school days?			Yes	No	
Has (s)he already had leave during term-time this academic year?			Yes	No	
Has your son/daughter already had a leave of absence request authorised this academic year?			Yes	No	
Does your child have any siblings at Horsforth School for which you are requesting leave of absence?			Yes	No	
Does your child have any siblings at another school for which you are requesting leave of absence?			Yes	No	
If you have answered 'yes' to the previous question, please state which school(s) your other children attend;.					
If this request is approved will his / her absence exceed 10 days in this school year?			Yes	No	
Is the request for a religious observance?			Yes	No	
Length of absence (school days):		From (date):	To (date):		
Parent / carer signature:					
TO BE COMPLETED BY SCHOOL					
Further information required:			Yes	No	
Headteacher's comment:					
Signed:	Name:	Designation:	Absence Approved:	Yes	No

Appendix 10: Onset of Student Illness or Emergencies During The School Day

Procedures

GENERAL MEDICAL EMERGENCIES OR IN CASES WHERE A STUDENT IS NOT WELL ENOUGH TO MAKE THEIR WAY TO STUDENT RECEPTION UNAIDED

- If the student is not well enough to go un-aided to the Medical Room, on call staff and First Aider should be alerted. They will attend to the student.
- The First Aider will assess the student's needs. If the student cannot be moved, further medical assistance will be sought and parents informed.
- In extreme circumstances an ambulance may be called and the student accompanied by a member of staff or parent/carer/nominated contact.
- Students will be regularly monitored whilst awaiting the arrival of the ambulance or the parent / carer / nominated contact.

WHEN A CHILD IS DISPLAYING COVID 19 SYMPTOMS

- Staff will alert the Bubble lead staff by using the emergency SIMs button. The child will be removed from class and escorted at a distance to the separate external space via the medical room.
- The first Aider will assess the student from a distance and call home. The child will need to go home, follow the 'stay at home guidance,' isolate and parents must arrange a test as soon as possible.
- ***Parents must ensure a named contact will be available to collect their child during the school day.***
- ***Parents must ensure that school has up to date contact information for at least 2 family members for this. Email the school with this.***

First Aiders will log all details in the medical register including date/time of arrival, nature of illness and action taken and/or accident form if appropriate.

Trained First Aiders are:-

Carolanne Robinson, Viv Kennedy, Ben Steele, Joe Fraser, Lee Bennett, Lauren Robinson, Emma Dowson, Caroline Sharland-Ott, John Strongman.