



Attendance and Punctuality Procedures

Last Reviewed	July 2021
Next Review Date	November 2025
Ratified by the Headteacher	November 2022

1. Aims and Context

At Horsforth School we are highly focused on the pursuit of excellent student attendance and punctuality. Everyday a child is absent is a lost opportunity. We expect all students to attend every day and on time. We know that excellent attendance is vitally important for attainment, life chances and employment prospects. We therefore, work towards a set school target of 96% or above for attendance for all students.

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

- Promote safeguarding
- Promote student welfare, 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

DFE research illustrates there is direct link between attendance and attainment. Specifically, students with no absence are 2.8 more times likely to achieve 5+ CSE's 5-9 or equivalent including Maths and English, than students missing 15-20% of Key Stage 4 lessons.

The school will use every opportunity to convey to students and their parents/carers the importance of regular and punctual attendance.

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 Department for Education: School Attendance.

At Horsforth School we aim to:

- To maintain the overall percentage attendance of our students to above 96%
- Highlight the importance of punctual attendance to all members of the school community
- Work within a set of staged and consistent protocols for all year groups 7-11, so as to support attendance intervention at every level
- Employ systems which raise awareness, challenge, intervene and support students with low attendance or poor punctuality
- Employ sympathetic systems for students with long term absence
- Employ systems to reward and praise excellent attendance
- Work in partnership with parents/carers and/or external agencies to prevent low or non-attendance and to support or promote excellent attendance.

2. Evaluation

This policy/procedure will be evaluated every three years by the Headteacher to ensure it is still fit for purpose. Circumstances may require more frequent modifications. On 8th May 2019, the Trustee Board delegated responsibility to evaluate and ratify this policy/procedure to the Headteacher.

3. Authors

This policy is written and reviewed by Sarah Nowell, Pastoral Deputy Headteacher and Attendance Strategy Leader, Mike Casey. It was reviewed and updated June 2021.

4. Procedures

All procedures to support this policy are appended:

- Appendix 1 Responsibilities linked to attendance
- Appendix 2 Attendance Matters
- Appendix 3 Procedures for Parents/Carers
- Appendix 4 Monitoring of Attendance and Punctuality
- Appendix 5 Horsforth School Staged Attendance Procedures
- Appendix 6 General Attendance Procedures for Staff
- Appendix 7 Lateness to School Procedures and Consequences
- Appendix 8 School Support
- Appendix 9 Further Information for Parents/Carers
- Appendix 10 Application for Exceptional Leave of Absence
- Appendix 11 Onset of illness and Emergencies - Staff Guide
- Appendix 12 Procedures for Students Missing
- Appendix 13: Student procedures for First aid

Appendix I: Responsibilities linked to Attendance/Punctuality

The role of the Trustees

Trustees have a responsibility to support, challenge and monitor all aspects of the schools work on attendance. Specifically they will:

- Monitor the schools attendance data
- Hold those to account for management of procedures and interventions
- Will be available to attend an Attendance Panel meeting with parents/carers as appropriate

The role of the Headteacher

The Headteacher will provide:

- A safe environment that encourages good attendance
- A varied, broad, motivating and inclusive curriculum for all students
- School systems that meet statutory requirements

The role of the Deputy Headteacher: Pastoral - DHTP

The Deputy Headteacher is the designated member for the Leadership Team who has specific responsibility to lead and oversee attendance. Specifically:

- Lead and support the implantation of this policy and all procedures within it
- Line manage the Attendance Strategy Leader (ASL)
- Hold those to account for management of procedures and interventions
- Monitor and evaluate the effectiveness of procedures
- Produce, analyse and track attendance data and reports

The role of the Attendance Strategy Leader- ASL

The ASL has specific oversight and responsibility for attendance and punctuality. Specifically:

- Ensure attendance is a high priority for all members of the school community
- Track, monitor and evaluate the schools attendance and punctuality data – report to DHTP
- Fortnightly intervention and data tracking meetings with the Pastoral and Behaviour Officers (PBO) for each group, Y7-11
- Coordinate interventions for students at Persistent Absentee level - liaison with home and home visits
- Lead on the white punctuality report
- Liaise with external agencies including the Leeds City Council Targeted Services Attendance Team

The role of the Pastoral and Behaviour Officers: PBO's y7-11

Each year group's attendance and welfare is managed by a Pastoral and Behaviour Officer (PBO)

Specifically they will:

- Monitor and act upon attendance and punctuality data of their year group
- lead on interventions for their year group, liaise with students and home
- Action letters, hold parent meetings and liaise with Form Tutors and subject staff
- Prepare a support package on a student's return from long term absence

The role of the Year Co-ordinator -YC y7-11

Each year group's academic progress is overseen by a Year Coordinator (YC).

Specifically they will:

- Quality assure the early intervention of Tutors and to hold Tutors to account
- Work closely with the PBO and ASL, sharing information and concerns

- Liaise with Tutors and subject staff where long term absence occurs; liaise with home over appropriate work, send work home and be part of a reintegration process

The role of Form Tutors Y7-11

Tutors see their form group daily. They are ideally placed to assess a student's immediate wellbeing. They will analyse weekly attendance data, pick up early concerns and initiate early intervention. Specifically they will:

- Use the SIMs register procedures with accuracy
- Monitor the individuals in their form and any attendance patterns that occur – liaise with PBO
- Have discussions with students in their form about attendance at every level
- Using the 1 hour non-contact time to Initiate early interventions (see staged attendance procedures appendix 5)

The role of Teachers and Associate Staff

- Be a positive role model in his/her own attendance and punctuality
- Create a safe and purposeful learning environment
- Report concerns to the Pastoral Team, liaise with PBOs, send work on request to YC
- Inform the data team of any class or set changes
- Follow urgent student missing protocols for safeguarding purposes
- Ensure correct red flagging procedures have been carried out for trips, activities and interventions

The role of Parents/Carers

Students are able to achieve success when parents /carers work in partnership with the school.

We specifically ask that you:

- Ensure your child is fully prepared for school each morning and has packed their bag the night before – this avoids unnecessary stress and lateness
- Ensure your child is in the building by 8.20am, moving on time to first lesson at 8.25am.
- Follow up late to school texts with your child. Check your child planner for late to school detentions.
- Do not allow your child to be absent from school for trivial reasons.
- Contact school on the first day of absence and any subsequent day of absence.
- Provide notes for absence and medical evidence of appointments and illnesses.
- Liaise with the relevant PBO if you have concerns or need support.
- Attend meetings and respond to letters or calls.

The role of students.

Students must:

- Aim for 100% attendance; only be absent through genuine illness
- Arrive at school no later than 8.20am, fully prepared and in correct uniform
- Pack school bags the night before
- Sign in at the late desk or main reception if late to school.
- Speak to their Tutor or PBO if they are worried, stressed and have concerns.
- Must not phone or text parent/carers if they are ill. They should go to the medical room where school staff will contact parents/carers if appropriate.
- Never leave the school premises without permission.

Appendix 2: **Attendance Matters**

Promoting attendance is part of our commitment to raising high levels of achievement. Every lesson does count for your child; children fall behind quickly even if one day is missed. Good attendance at school is linked to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle.

Some Key Facts:

- 90% Attendance seems to be pretty good, however what that actually means is that a student is absent from school for the equivalent of **one half-day every week**. If a student continues to attend for only 90% of the time, then over five years they will miss the equivalent of **one half of a school year**.

- 80% Attendance again seems very good, however what that actually means is that a student is absent from school for the equivalent of **one day every week**. If a student continues to attend for only 80% of the time, then over five years they will miss the equivalent of **one school year**.

- For every 10% drop in attendance, a student is likely to achieve 1 less GCSE

- At 95% attendance, student has 80% chance of achieving 5 GCSEs grade 5-9

- At 90% attendance, student has 60% chance of achieving 5 GCSEs

- At 85% attendance, student has 42% chance of achieving 5 GCSEs

- At 80% attendance, student has 24% chance of achieving 5 GCSEs

- Students have 13 weeks of school holidays. Please do not request exceptional leave of absence for a family holiday in term time. This will not be authorised.

Appendix 3: 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 PBO. Early interventions will be initiated (See appendix 5)

The ASL monitors and challenges students who are late to school on a daily basis. Consequences are actioned that day

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

Fortnightly:

The PBO for each year group meets with the ASL to review the attendance and punctuality of the cohort and individual students and key groups. Discussion and employment of the actions on the staged approaches (See appendix 5)

The 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 PBO and YC for each year group meet with the Deputy Headteacher to discuss key students that are a concern and subsequent actions.

Half Termly:

The 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.

Termly:

The ASL and Deputy Headteacher prepare data, analyse trends and emerging issues for presentation to the Trustees Board Meeting.

Annually:

The Deputy Headteacher will prepare an annual report for Trustees and for the School Evaluation Process. Whole School Attendance Targets are set for the following year.

Appendix 4: **Parent/Carer Absence Procedures**

If your child is absent 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.

Please explain the reason for absence and give an estimate of how long the absence will be.

Send a note or medical evidence in on the first day your child returns to school to explain the absence or see one of our receptionists in person to do this. You must do this even if you have telephoned.

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:

Telephone or text you, every day of absence if we have not heard from you.

We may do a home visit where appropriate.

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).

Work with you and your child to support long term absence and reintegration into school.

If your child is late to school you must:

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

If your child is late to school we will:

Text you to notify you that your child was late and to notify you of any same day detention.

Issue a Late to School stamp in the student planner.

Call you to discuss further consequences (as per late to school policy).



Horsforth School Staged Attendance Procedures

Attendance Stage	Action	Who	What this means
1. 100%	Form Tutor Verbal Praise Text home – ask KE/AMO Attendance 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 and action starts in week 4 of the Autumn Term.



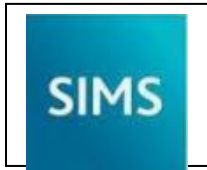
General Attendance Procedures - Staff

Appendix 6

REWARDS

Bonus Credits (Tutor and PBO)	Pastoral staff may choose to award bonus points 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, PE, Creative Studies, Music and Geography names/reasons to D Baker by Tues each week for red flagging on SIMs. L Squire as a reserve.
	All other departments, including the Pastoral Team names/reasons to K Evans or A Morris for red flagging on SIMs.
Trips	Before leaving school, register students using a paper register and ensure these go to L Squire for either am or pm reg.

Late to School Procedures

Excellent Punctuality is vital in a child's education. This sets the tone for the day and prepares students for the world of work. Being on time is a basic expectation of all students. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities and it disrupts the teaching and learning of an entire class.

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.

Parents/Carers have a responsibility to ensure that their child is punctual to school and we expect parents/carers to support this policy by working in partnership with the school if their child is late.

8.20am	Students should be in the building at 8.20am . A movement bell sounds to signal to staff and students they should be moving to lesson 1
8.25am	Lesson 1 starts (a second bell sounds). Teachers are opening the registers
8.25am - 8.45am Late to School (LTS)	Students who arrive <u>either</u> at the front student entrance or back gate at 8.25am or after are Late to School (LTS) Students must sign in at the LTS desk at the student entrance. Students will be issued a LTS stamp in their planner. Students who fail to sign in will be issued a full day in inclusion. Lesson 1 staff must: check the student's planner on arrival to class to check the LTS stamp or note from staff. If there is no LTS stamp or staff note, code SIMs as L for late and email ASL: M Casey who will investigate.
8.45am	At 8.45am our morning registers close. This means that any student arriving after this time loses their authorised morning attendance mark. They are coded a U - unauthorised absence . This means that students miss a half day authorised attendance mark and this will affect overall attendance targets.
8.45am onwards	The LTS desk is closed and students must sign into school at the main reception . Students will be issued a LTS stamp in their planner. Students who fail to sign in will be issued a full day in inclusion. *Where students are late due to medical appointments – codes are changed to reflect this. Please bring evidence medical appointments.
Late To Lesson (LTL) Periods 2-5	Class teachers will code SIMs with L for late to lesson and issue a comment in the student planner. Whole school behaviour Detentions are issued for 5 written comments in one week.

Consequences – Lateness to School

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
1 st Late	<p>1st LTS stamp recorded in planner by day of late Text home – parent notification</p>
2 nd Late	<p>2nd LTS stamp recorded in planner by day of late Warning given by Attendance Strategy Leader at LTS desk or at reception if after 8.45am. Text home – parent notification</p>
3 rd Late and any other subsequent late in that half term	<p>Same Day Detention 35 minute detention after school. 2.50- 3.25pm with Pastoral staff.</p> <p>Schools can issue no notice detentions and are no longer required to give notice of detentions of this length. Please note however, parents/carers will receive a same day text which notifies of the detention.</p> <p>3rd and subsequent LTS stamps recorded in student planner with detention date. Text home – parent notification of LTS and same day detention. <i>*students who do not attend this detention will be sanctioned with a Headteacher detention</i></p>
Persistent Lateness to School	<p>Parents/carers will be contacted by school to explain the White Punctuality Report.</p> <p>Students will be on report to the ASL for an agreed set of time, this will be reviewed and the next stage maybe initiated if no improvement</p>
Unsatisfactory White Report	<p>Parent Meeting at school with ASL and Deputy Headteacher to address concerns and agree action.</p> <p>Possible referral to external agencies including Horsforth Children’s Services and NWAIP for family support or Early Help.</p>

Appendix 8: **Student 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 and improve attendance.

This list is not exhaustive but may include:

- A welcome ethos and a school which is safe and secure
- A sensitive approach to individual needs of our students
- Reintegration meetings
- Reintegration support plan
- 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 passes
- 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
- Library referral
- Medical Care Plan for school
- Management of medicines in school
- Risk Assessment
- Safety Plan
- Referral to alternative provision

Appendix 9:

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. Where we do not see students for a period of time and have not had any contact with families we will have to report and refer students to the LA as '**Children Missing Education**'.

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. Children with attendance issues can be (but are not always) at risk of concerns about safeguarding, health, domestic violence, forced marriage, child sexual exploitation, child criminal exploitation (County Lines) child trafficking, female genital mutilation, or behavioural issues.

Children Missing Education

The school will identify 'children missing education' to ensure that every child and young person has the opportunity to fulfil their potential. We also need to make sure that they stay safe from harm and do not 'slip through the net'. Children missing education can be (but are not always) at risk of concerns about safeguarding, health, domestic violence, forced marriage, child sexual exploitation, child trafficking, female genital mutilation, or behavioural issues.

The law requires us to know where our children are and ensure they attend. We will track and report if we suspect a child has left the country. We work with the local authority and report concerns to them. Clause 4 of the Education and Inspections Act 2006 places a duty on the local authority to identify children missing education and section 436A of the Education Act 1996 (school attendance) requires all local authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a 'suitable education'.

It is the responsibility of school to act when they are aware of or believe that a child is missing from education. Reasonable enquiries will be made in the first instance and as much basic information will be collated including names, addresses, contact details, emails, details of other family members, friends etc. before the Children Missing Education Team in the local authority is notified.

School will act quickly to make all reasonable enquiries to try and ascertain the child's whereabouts to prevent the child becoming CME. If the child's whereabouts are still unknown, the school will complete a child missing education referral form and email to the CME Team within four weeks of being aware that the child is missing from school. School will include information about any specific concerns they might have about the child.

Parents must tell the school if they no longer need the child's school place (whether leaving the school, local area or the UK), even if leaving for a short period of the time.

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 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, 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 10: 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

Procedures for staff

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, a First Aider should be alerted and 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

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

Our school's first aiders and the School's Appointed Person will be displayed prominently around the school.

The Medical Room

The Medical Room is at the back of Student Reception in order that students may easily contact an adult should the need arise.

The Medical Room is equipped with a bed/chair and basic emergency equipment with cleaning regularly taking place during the school day.

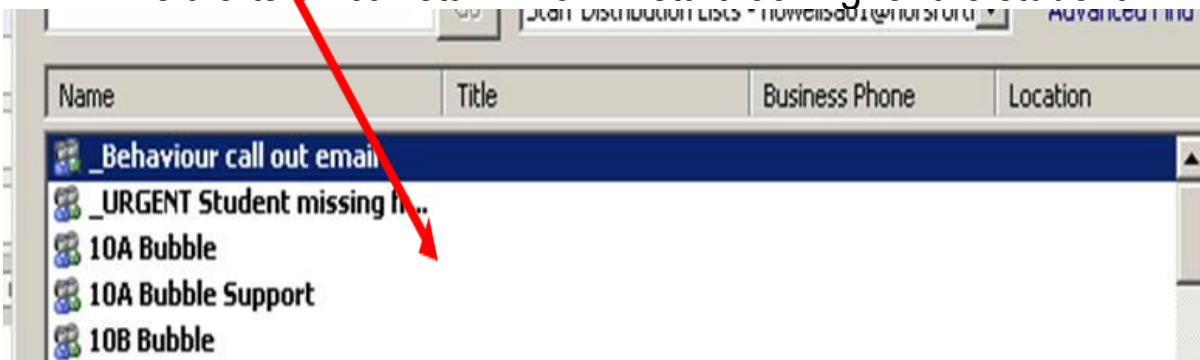
Students will be regularly monitored.

Children Missing Procedures: Staff

Students missing from a class

If a student is not in your class and has been marked present in a previous class, they could be missing or truanting in school. This is a safeguarding concern. You must follow this procedure:

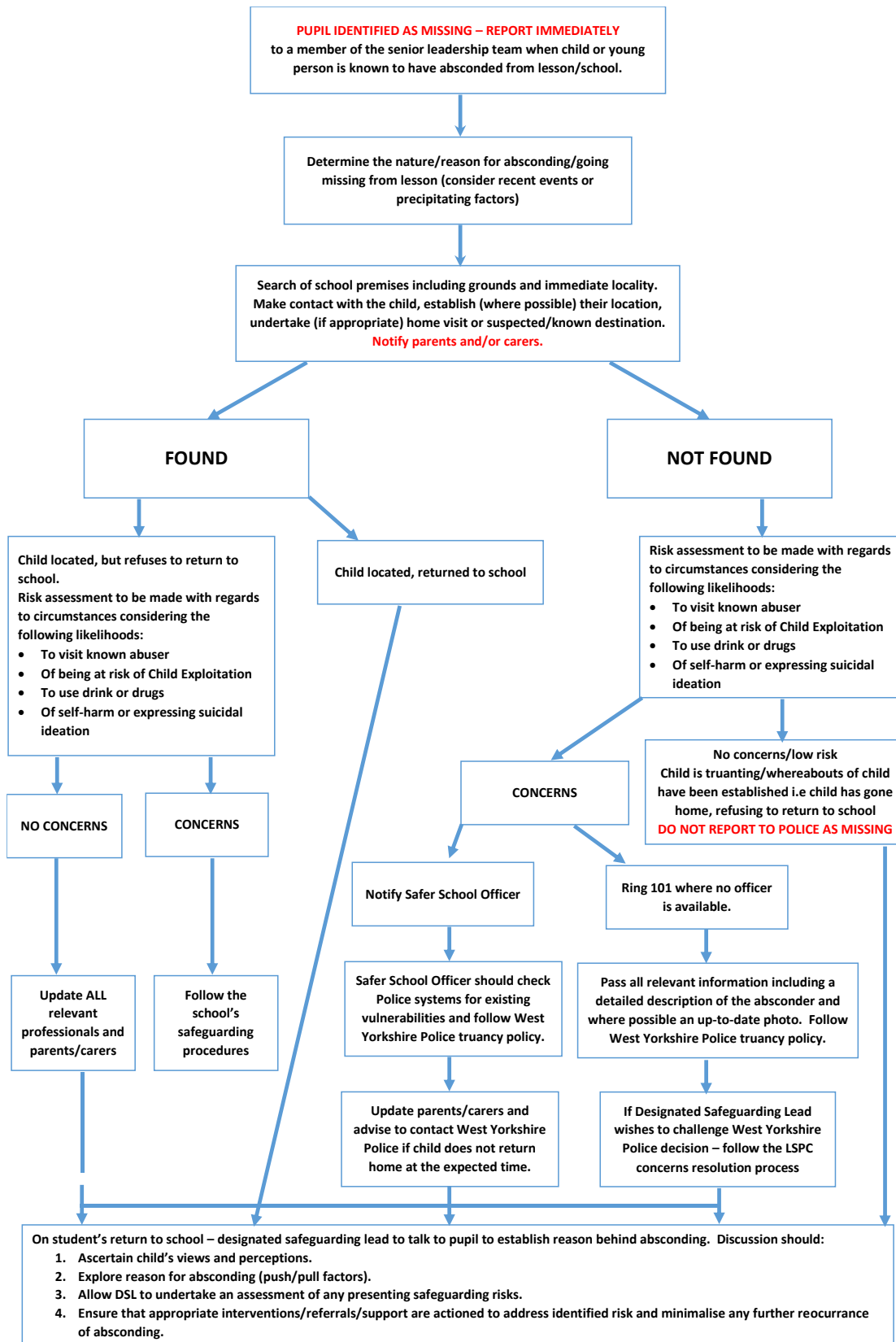
- Email the on call team by using the staff distribution list **urgent student missing**. Click in distribution list and it will appear at the top of your list. Click on this.
- Send student name and class missing from with room.
- This alerts on call staff who will start looking for the student



Students wondering corridors without permission

- Challenge students, escort to class
- Report on SIMs leave as unresolved
- Alert on call staff if student runs off or refuses to move

Student missing around school or from school site (For PBO, DSO, SLT, reception)



Appendix 14: Medical Procedures: Students

