

### Religious observance

We recognise that there may be times where children and their families of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times. These must be set by the religious body.

### Unauthorised Absence

A pupil's absence will be unauthorised when the school have not received an appropriate reason for the absence, or the absence was not granted prior to it occurring.

### Persistent and severely absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

### Severely absent

A pupil becomes a 'severely absent' when they are absent for 50% or more from school across the school year for whatever reason.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

### Term Time Leave of Absence

Parents should make every effort to ensure that term time and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave must be made in writing and ahead of any leave.

Retrospective applications will not be considered and the period of leave will be unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Headteacher's decision is final on whether the request is approved and the length of absence approved.

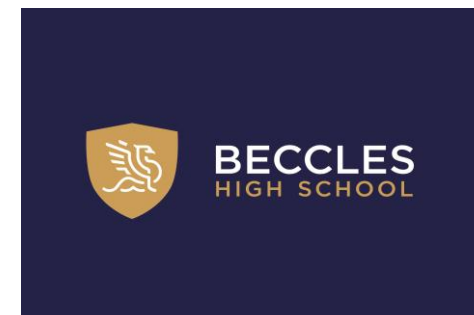
All requests for authorised absence will be responded to in writing, and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Headteacher's decision whether to authorise any request for absence during term time.

We will not agree any absence during term time under the following circumstances:

- At any time in September. This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- During assessment and test periods in the school's calendar affecting your child.
- When a pupil's attendance record already includes any level of unauthorised absence, or they have already been granted authorised leave within that academic year.

Any period of leave taken without the agreement of the school will be classed as unauthorised and may result in a fixed penalty notice being issued.



### Attendance and Punctuality The Role of Parents/Carers

***There is a clear link between high levels of attendance and academic progress. We believe that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them. All pupils are expected to attend school every day that the school is open. Better than 96% attendance is considered good attendance.***

### Why is good attendance and punctuality important?

Attendance at school is essential to a pupils attainment, wellbeing and wider life chances. Education lays the vital foundations of a child's life.

### What does good attendance look like?

Pupils are expected to attend school every day that the school is open except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Attendance	Description	Approx. days (sessions) lost per year	Approx. weeks lost school per year
100%	Perfect	0	0
96%	Good	7.5 (15 sessions)	1 week
95%	Nearly there	9.5 (19 sessions)	1-2 weeks
94%	Need to improve	12.5 (25 sessions)	2-3 weeks
90%	Persistent Absence – very concerning	19.5 (39 sessions)	3-4 weeks
50% or more	Severely absent - very concerning	95+ days (190+ sessions)	19 or more weeks

### It's your responsibility

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience.

Failure to do so is an offence under section 444(1) of the Education Act 1996.

Parents are defined as

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person;
- Any person who has care of a child or young person (i.e., lives with and looks after the child)

Parents and Carers should:

- Ensure that their children arrive at school on time, properly dressed and ready to learn;
- Instil in their children an appreciation of the importance of attending school regularly;
- Impress upon their children the need to observe the school's code of conduct and Behaviour Policy;
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings;
- Work in partnership with Beccles High school to resolve issues which may lead to non-attendance;
- Notify Beccles High school if their child is absent. This should be done by 9:00am on the first day of absence and each subsequent day. This can be done by calling the main office on 01502 718850 and leaving a voicemail on option number 1 or leaving a message on our system 'My child at school'.
- Provide medical evidence when requested;
- Avoid arranging medical/dental appointments during school hours;
- Not book holidays during term time.

### Punctuality

Persistent lateness disadvantages children, as they miss out on valuable teaching and learning time; lateness is also disruptive to pupils already involved in lessons.

Gates open at 8:20am and the register is taken at 8:45am.

If children arrive after 8:45am, they are late and must sign in at the school office. They will be marked as late (L code).

If a child arrives after the close of registers at 9am will receive a U code which can affect your child's attendance.

### Understanding Types of Absence

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED.

### Authorised Absence

There may be some exceptional circumstances where the school will authorise absence such as:

- The pupil is absent with leave as authorised by the Headteacher;
- The pupil is ill (medical evidence may be requested)
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs;
- Transport provided by the school or local authority is not available and the pupil's home is not within safe walking distance
- The school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend.
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return;

### Illness

Most cases of absence due to illness are short term, but parents/carers will need to contact the school on each day of absence. In some cases, the school will require medical evidence such as an appointment card or a prescription paper.

### Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, children should attend school for as much of the appointment day as possible.