



Absences from School for Exceptional Circumstances Procedures

**Primary Behaviour &
Attendance Partnership**

**Secondary Behaviour & Attendance
Partnership**

East Riding of Yorkshire Council

June 2013

Procedures

The school will retain a supply of 'Absence from School Request Forms' and give to parents, together with the Information for Parents, as required. The policy, information on absence from school and request forms will also be available on the Council's website.

Parents must return the absence request form, in reasonable time prior to the planned absence, to the Headteacher or to the senior member of school staff who has delegated responsibility for this decision making. If an absence is required at short notice the parent must make every effort to contact the Headteacher to discuss the planned absence.

Where children are absent from school without a prior request being made to the Headteacher the absence when it occurs cannot be authorised. The law now clearly states that no absence shall be retrospectively authorised.

If siblings or other children living in the same household (of compulsory school age) are known and identified on the 'Absence from School Request Form' and attend an East Riding of Yorkshire school, the Headteachers from both schools must reach a joint decision regarding the parent's request, preferably within five school days of receiving the absence request form. This will ensure a consistent approach across the East Riding of Yorkshire.

The Headteacher will decide if the request should be authorised or unauthorised using the 'Absence from School Decision Making Flowchart' and the principles within the absence from school for exceptional circumstances policy.

Absences taken during term time for the purpose of these procedures will be marked as follows:

1. 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. **The Headteacher depending on the families' plans (how they will spend their time together) will utilise the appropriate attendance code.**
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue. **The Headteacher depending on the families' plans (how they will spend their time together) will utilise the appropriate attendance code.**
3. The death or terminal illness of a person close to the family. **The Headteacher depending on the families' plans (how they will spend their time together) will utilise the appropriate attendance code.**
4. To attend a wedding or funeral of a person close to the family. **If the Headteacher believes the purpose of the unauthorised absence is due to a family holiday Attendance Code G should be applied and the reason for using this code should be clearly stated on the PN referral form.**

Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school. **The Headteacher and the principal education welfare officer will agree the most appropriate absence code to be applied.**

Absence from School Request Forms

The parent wishing to remove the child from school should be the parent who completes the 'Absence from School Request Form'. Any disagreement between estranged parents should be resolved prior to submitting the request.

Authorised Absence Requests

The Headteacher will write to the parent who has made the request, informing them of the decision, the date of the child's last school day before the absence and the date the school expect the child to return to school. Within the letter it will be clear how the absence will be marked on the child's attendance certificate. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Unauthorised Absence Requests

The Headteacher will write to the parent who has made the request, informing them of the reason why this decision was made. The letter will clearly highlight that if the parent decides to go ahead with the absence it will be unauthorised and a penalty notice, per child, may be issued to each parent with day to day care and responsibility. An absence from school leaflet will be enclosed with the letter. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Actions Following Return from the Requested Absence

The school may take reasonable steps to ensure that the child catches up with missed work where appropriate.

Delayed Return Following Authorised Absence

If the child does not return to school on the agreed date following their absence, the school will investigate this considering the East Riding of Yorkshire Council's Children Missing Education Policy. It is important to follow this policy to safeguard children, for example from a forced marriage.

If a child returns to school later than the agreed date and the parent claims their return was unavoidably delayed, this absence must be investigated and the most appropriate code used. Advice on this can be sought from the Education Welfare Service.

Penalty Notice Referral Due To Unauthorised Absence from School

Once the unauthorised absence has been taken and the child has returned, the school will complete a penalty notice referral form and email it to education.welfare@eastriding.gov.uk, together with a copy of the 'Absence from School Request Form', the letter sent by the Headteacher to the parent and a copy of the child's up to date attendance record. During an academic year two penalty notices can be issued to any one parent with respect to each child.

If procedures have been followed correctly and the case meets the penalty notice criteria the education welfare service will issue a penalty notice.

Parent Pays Penalty Notice

The case is closed and the period of time that the parent received the penalty notice for will not be used in any further proceedings.

Parent Does Not Pay Penalty Notice

If after 28 days the penalty notice remains unpaid, the education welfare service will liaise with the local authority Legal Services for consideration of it being dealt with in the Magistrates' Court. The school will be required to provide a Headteacher's certificate. The education welfare service will keep the school informed of the proceedings upon request.

Publicity and Awareness Raising

The local authority will publicise the cross phase agreement to parents through the media and the publication of leaflets.

The school will produce leaflets and include information in newsletters etc, as agreed by the partnership.

Useful Documents and Contacts

Useful sites - National

Keeping Pupil registers 'Guidance on applying the Education Pupil Registration Regulations (2008)'

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/b0010008/pupil-registration-regulations-and-guidance>

Absence and Attendance Codes 'Guidance for Schools and Local Authorities' (January 2009)

<http://media.education.gov.uk/assets/files/doc/a/aa-ac/absence%20and%20attendance%20codes.doc>

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance?page=1>

The above three sites are currently being checked by EWS and will be updated in September's document

Useful sites – East Riding – the following links can also be found on the Intranet Children Missing Education Policy

Schools intranet:

<http://unixinet/schools/> follow the LL admin tab, the document can be found in the Education Welfare Service Folder

Council intranet:

http://unixinet.eastriding.gov.uk/pls/intranet/docs/FOLDER/ROOTFOLDER/DIRECTORATES2005/CFAS/INCLUSION_SERVICES/ELLRESOURCES/ELL_EDUCATION_WELFARE_SERVICE/CME+PROCEDURES+%26+GUIDANCE+2008.DOC

Term Time Holiday Request Form & Information for Parents (Appendix 1)

<http://www.eriding.gov.uk>

Term Time Holiday Decision Making Flowchart (Appendix 2)

<http://www.eriding.gov.uk>

EWS Penalty Notice Referral Form (Appendix 3)

<http://www.eriding.gov.uk>

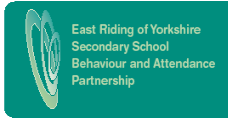
Looked After Children & Term Time Holidays – Advice to Headteachers (Appendix 4)

<http://www.eriding.gov.uk>

The above four documents have been removed from the intranet for refreshing in accordance to the new policy and procedure, they will be back on before we launch the policy and procedures in September 2013

Contacts

Education Welfare Service
County Hall
Beverley
East Riding of Yorkshire
HU17 9BA



EAST RIDING
OF YORKSHIRE COUNCIL



education.welfare@eastriding.gov.uk
(01482) 392146

DCSF school attendance team
school.attendance@dscf.gsi.gov.uk

The above route is being checked and will be updated in the September 2013 document