

Rodings Primary School

Attendance – including Leave of Absence



- ✓ New Department of Education regulations regarding attendance come into force from August 2024
- ✓ Increase in fines for parents taking their children on term time holiday
- ✓ Additional support for those struggling with school attendance

Who

If you have concerns about attendance contact the following staff:

Attendance Officer: Ms Wardle – in the first instance for day to day support and notification of absence

Senior Attendance Champion: Mr Raraty – strategic lead and next level of advice and support

[Click for Leave of Absence form](#)



Gates Open: 8:30am

Registers taken: 8:40am

Register closes: 8:45am – arrival after this time will be classified as late

Unauthorised Late from 9:15am

Holiday requests – Exceptional Circumstances at Rodings is interpreted as:

*...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are **"rare, significant, unavoidable and short"**.*

By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

Terminology

Authorised absence – A morning or afternoon session away from school for a genuine reason e.g. illness, medical or dental appointments that can not be made outside of school hours.

Unauthorised Absence – A morning or afternoon session away from school for lateness, unexplained reasons, holidays in term time, shopping trips, birthday celebrations. It is the school's decision as to what is deemed authorised or unauthorised.

Persistent Absenteeism – A child that misses more than 10% of schooling whether this is authorised or unauthorised

Severe Absenteeism – A child that has missed 50% of schooling.

Fines for holidays taken in term time.

Fines are increasing from August:

Fine 1: £80 increasing to £160 if not paid within 21 days

Fine 2: £160 flat rate

Fines could apply for 10 unauthorised sessions in a rolling 10 week period.

Full attendance policy can be found on our website by following [this link](#)

Support and Help

We are here to help you if you are struggling with school attendance. Please don't hesitate to get in touch. Support may include:

- Attendance plans – home/school engagement
- Learning Mentors
- Mental Health Support
- School Nursing Team support