

**Bowden House School**

**Secondary School  
Attendance and Absence  
Policy**

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Date policy last reviewed: 21 June 2022

Signed by:

_____	Executive Headteacher	Date: _____
_____	Chair of Governors	Date: _____

**Review date: June 2025**

## Statement of Intent

Bowden House School believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with students and parents/carers.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support and the effective use of resources such as Pupil Premium – can have on improving student attendance.

We are committed to:

- promoting and modelling high attendance and its benefits
- ensuring equality and fairness for all
- intervening early and working with other agencies to ensure the health and safety of our students
- building strong relationships with families/carers to overcome barriers to attendance
- working collaboratively with other agencies
- ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age shall cause them to receive efficient, full-time education suitable to their age, ability and aptitude and to any SEND they may have, either by regular attendance at school or otherwise
- ensuring our attendance policy is clear and easily understood by all staff, parents/carers and students
- regularly monitoring and analysing attendance and absence data to identify students or cohorts that require more support.

The school's attendance officer is Esme Anderton, Student & Family Co-ordinator and she can be contacted via email address [eanderton@bowdenhouse.towerhamlets.sch.uk](mailto:eanderton@bowdenhouse.towerhamlets.sch.uk). Staff, parents/carers and students will be expected to contact the Student & Family Co-ordinator (attendance officer) or a member of the admin. team for queries or concerns about attendance.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- DfE 'Working together to improve school attendance', 2022
- DfE 'Children missing education', 2016
- DfE 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Students with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

## 2. Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

- arrival at school after the register has closed – 15 minutes after the close of registration is classed as 'late' – after that time, students are classed as 'unauthorised absence'
- not attending school for any reason

### **Authorised absence:**

- an absence for sickness for which the school has granted leave
- medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- religious or cultural observances for which the school has granted leave
- an absence due to a family emergency

### **Unauthorised absence:**

- parents/carers/carers keeping children off school unnecessarily or without reason
- truancy before or during the school day
- absences which have never been properly explained
- arrival at school more than 15 minutes after the register has closed
- absence due to shopping, looking after other children or birthdays
- absence due to day trips and holidays in term-time which have not been agreed
- leaving school for no reason during the day

### **Persistent absence (PA):**

- Missing 10% or more of schooling across the year for any reason

### **3. Roles and responsibilities**

The Governing Body has overall responsibility for:

- monitoring the implementation of this policy and all relevant procedures across the school
- promoting the importance of good attendance through the school's ethos and policies
- working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals
- ensuring that this policy, as written, does not discriminate on any grounds including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy
- having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children
- ensuring there is a Children Missing Education Policy (in Bowden House School, this policy is entitled 'Absconding Procedures & RMFHC protocols) in place and that this is regularly reviewed and updated.

The Executive Headteacher is responsible for:

- the day-to-day implementation and management of this policy and all relevant procedures across the school
- appointing a member of the SLT to the attendance officer role
- ensuring all parents/carers are aware of the school's attendance expectations and procedures – [see Holidays and Leave in Term Time – advice to parents/carers attached to this policy](#)
- ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- following this policy and ensuring students do so, too
- ensuring this policy is implemented fairly and consistently
- modelling good attendance behaviour
- using their professional judgement and knowledge of individual students to inform decisions as to whether any welfare concerns should be escalated
- where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- the overall strategic approach to attendance in school

- developing a clear vision for improving attendance
- monitoring attendance and the impact of interventions
- analysing attendance data and identifying areas of intervention and improvement
- communicating with students and parents/carers with regard to attendance
- following up on incidents of persistent poor attendance
- informing the LA of any student being deleted from the admission and attendance registers – this would only be following a permanent exclusion or meetings have been held with parents/carers and the student to identify alternative provision.

Parents/carers are responsible for:

- providing accurate and up-to-date contact details
- providing the school with more than one emergency contact number
- updating the school if their details change
- the attendance of their children at school
- promoting good attendance with their children.

Students are responsible for:

- attending their lessons and any agreed activities when at school
- arriving punctually to lessons when at school.

#### **4. Attendance expectations**

The school has high expectations for students' attendance and punctuality and ensures that these expectations are communicated regularly to parents/carers and students.

Students will be expected to:

- attend school every day they are required to be at school, for the full day
- attend school punctually
- attend every timetabled lesson.

The school day starts at **9:15am**, and students will be in their classroom, ready to begin lessons at this time; therefore, students will be expected to be on the school site by **9:00am**. Students will have a morning break at **11:00am**, which will last until **11:20am**, and a lunch break at **13:00pm**, which will last until **1:45pm** – students will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- the morning register will be marked by **9:00am**. Students will receive a late mark if they are not in their classroom by **9:15am**. Students attending after this time will receive a mark to show that they were on site but this will count as a late mark
- The morning register will close at **9:15am**. Students will receive a mark of absence if they do not attend school by **9:30am**
- The afternoon register will be marked by **12:00pm**. Students will receive a late mark if they are not in their classroom by this time

- The afternoon register will close at **12.15pm**. Students will receive a mark of absence if they are not on the school site by this time ready for the afternoon lessons.

Students will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## **5. Absence procedures**

Parents/carers will be required to contact the school office or the Student & Family Co-ordinator via phone or text before 8:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimate of how long the absence will last, e.g. one school day, etc.

Where a student is absent and their parent/carer has not contacted the school by the close of the morning register to report the absence, administrative staff or the Student & Family Co-ordinator will contact the parent/carer via phone call or text as soon as is practicable on the first day that the student does not attend school.

The school will always follow up any absences in order to:

- ascertain the reason for the absence
- ensure the proper safeguarding action is being taken, if applicable
- identify whether the absence is authorised or not
- identify the correct code to use to enter the data onto the school census system.

Where a student is absent for more than 3 school days in a row or more than 10 school days in one term, the student's parents/carers will be expected to provide an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a student is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents/carers to speak to the attendance officer. The school will inform the Attendance & Welfare Officer of the LA, on a termly basis, of the details of students who fail to attend regularly or who have missed 10 school days or more without authorisation.

If a student's attendance drops below 85%, the Student & Family Co-ordinator (attendance officer) with the assistance of the Executive Headteacher or designate, will arrange a formal meeting with the student and their parents/carers.

Where a student has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will contact the LA if it has failed to establish the whereabouts of the student after making reasonable enquiries. At Bowden House School, the staff work closely with the Attendance & Welfare Officer in all cases where there are irregular or prolonged absences.

## 6. Attendance register

The school uses SIMs to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

A member of the admin. team will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether students are:

- present
- absent
- attending an approved educational activity
- unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- Y = Exceptional circumstances
- Z = Student not on admission register

When the school has planned, in advance, to be fully or partially closed, the code '#' will be used for the relevant students who are absent.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.



## **7. Authorising parental absence requests**

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the Executive Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Executive Headteacher, taking the best interests of the student and the impact on his education into account. The Executive Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a student a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the Executive Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Where the absence is granted, the Executive Headteacher will determine the length of time that the student can be away from school. The school is not likely to grant leave of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- during Year 7 when a student is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- immediately before and during assessment periods
- when a student's attendance record shows any unauthorised absence
- where a student's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance, will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents/carers will be expected to make medical or dental appointments outside of school hours, wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

It has not been and is unlikely to be a situation where student/pupils who would come under this section.

However, for the purposes of this policy, Child Entertainment & Performance Activities are managed by the LBTH Education Safeguarding Team.

### **Religious observance**

Parents/carers will be expected to request absence for religious observance at least two weeks in advance.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the student's parents/carers would be expected by an established religious body, to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a student's parents/carers belong to a community covered by this code and is travelling for occupational purposes, the parents/carers will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for students from these communities under this code for reasons other than travel for occupational purposes.

## **8. SEND- and health-related absences**

Bowden House is a special school and therefore recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers and will incorporate robust procedures to support students who find attending school difficult.

In line with the SEND Policy and Supporting Students with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled students to reduce barriers to attendance, in line with any EHC Plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding concern, they will inform the DSL and the Safeguarding & Child Protection procedures will be followed. All students will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a student is unable to attend school for long periods of time due to their health, the school will:

- inform the Attendance & Welfare Officer of the LA if a student is likely to be away from the school for more than 15 school days.
- provide the Attendance & Welfare Officer of the LA with information about the student's needs, capabilities and programme of work
- all staff of Bowden House School will help any student reintegrate back into school, when they return
- make sure the student is kept informed about school events and clubs

The school will incorporate an action plan to help any students with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the student is attending school as normal and there has been signs of significant improvement.

To support the attendance of students with SEND and/or health issues, the school will consider:

- holding termly meetings to evaluate any implemented reasonable adjustments
- incorporating a pastoral support plan
- identifying students' unmet needs through the Common Assessment Framework
- using an internal or external specialist
- enabling a student to have a reduced timetable
- ensuring a student can have somewhere quiet to spend lunch and breaktimes, if required
- implementing a system whereby students can request to leave a classroom if they feel they need time out
- temporary late starts or early finishes.
- phased returns to school where there has been a long absence.
- one-to-one lessons.
- tailored support to meet their individual needs.

## **9. Absence in exceptional circumstances**

Exceptional circumstances will include when a student is unable to attend because:

- transport provided by the school, LA or parent/carer is not available and the student's home is not within walking distance
- there has been widespread disruption to travel services which has prevented the student from attending
- the student is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

## **10. Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students and understand the importance of continuity in each student's learning.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected, the Executive Headteacher is notified and he will contact the parent/carer in order to assess the reasons behind the student not attending school.

The following procedures will be taken in the event of a truancy:

- in the first instance, a letter of warning will be sent to the parents/carers of the student informing them of the truancy and stating that any future occurrences could result in further action being taken
- if any further truancy occurs, then the school will consider issuing a penalty notice.
- a penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

## **11. Missing children**

Students will not be permitted to leave the school premises during the school day unless they have permission from the school or they are involved in an off-site activity with staff members. The school's Absconding Procedures and RMFHC protocols will be followed and will include the following:

- the member of staff who has noticed the missing student will inform the Executive Headteacher immediately
- the office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- a member of staff will stay with the rest of the class and all other available members of staff will conduct a thorough search of the school premises as directed by the Executive Headteacher.
- The following areas will be systematically searched:
  - all classrooms
  - all toilets
  - residential areas
  - the school grounds
  - any other likely area
- available staff will begin a search of the area immediately outside of the school premises; the local town and railway station and will take a mobile phone with them so they can be contacted
- if the student has not been found after 10 minutes, then the parents/carers of the student will be notified to see if they have received any communication from their son
- if the parents/carers have had no contact from the student and the emergency contacts list has been exhausted, the police will be contacted.
- if the missing student has an allocated social worker, is a looked-after child or has any SEND, then the appropriate personnel will be informed

- when the student has been located, members of staff will care for and talk to the student to ensure they are safe and well
- parents/carers and any other agencies will be informed immediately when the student has been located
- a report of the incident will be entered onto the BehaviourWatch system

The Executive Headteacher will take the appropriate action to ensure that students understand they must not leave the premises and sanctions might be applied, if necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy, if appropriate.

The Executive Headteacher or his designate, will carry out a full investigation and record the events and actions on BehaviourWatch and any other appropriate, school document.

## **12. Attendance intervention**

In order to ensure the school has effective procedures for managing absence, the Student & Family Co-ordinator (attendance officer), supported by the SLT, will:

- establish a range of specific, evidence-based interventions to address barriers to attendance
- monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- attend or lead attendance reviews in line with escalation procedures
- establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - sending letters to parents/carers or contacting them via phone/text or School Ping.
  - having a weekly tutor/mentor review
  - engaging with the Attendance & Welfare Officer of the LA
  - using fixed penalty notices

Bowden House School will comply with the DfE statutory guidance on 'Working Together to Improve Attendance, 2022' and will always consider the particular needs of its students.

Our school will aim to improve attendance in the overall school cohort by acknowledging good attendance and will award students for good and regular attendance

Our school will develop strategies for ensuring that students with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## **13. Working with parents/carers to improve attendance**

Bowden House School will continually work to cultivate strong, respectful relationships with parents/carers and work to build trust and engagement. Open and honest communication will be maintained with students and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The

school will liaise with other agencies working with students and their families to support attendance, e.g. Social Services.

[Holidays and Leave in Term Time – advice to parents/carers](#), is an additional document to this policy to help them understand their responsibility in ensuring good school attendance.

Our school has at least two means of contacting parents/carers to ensure staff have additional options for getting in touch with adults responsible for a student where the student is absent without notification or authorisation.

Our school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents/carers will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised in advance, by the Executive Headteacher. The school will regularly inform parents/carers about their child's levels of attendance, absence and punctuality and will ensure that parents/carers are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Student & Family Co-ordinator (attendance officer) will work collaboratively with the student and their parents/carers to improve attendance by addressing the specific barriers that prevent the student from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for student absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the student's experience in school, e.g. bullying, the Student & Family Co-ordinator (attendance officer) and any relevant school staff, e.g. the Executive Headteacher, Deputy Head and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the student's family, the Student & Family Co-ordinator (attendance officer) will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA and will encourage parents/carers to access support that they may need.

## **14. Persistent Absence – the DfE's definition of PA**

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with SEND
- Students who have faced bullying and/or discrimination

Our school will ensure it provides support to students at risk of PA, in conjunction with all relevant, external authorities, where necessary.

Our school will use a number of methods to help support students at risk of PA to attend school. These include:

- offering catch-up support to build confidence and bridge gaps in learning
- meeting with the student and their parents/carers to discuss patterns of absence, barriers to attendance and any other problems they may be having
- establishing plans to remove barriers and provide additional support
- leading weekly check-ins to review progress and assess the impact of support
- making regular contact with the student's parents/carers to discuss progress
- considering what other support mechanisms to aid re-engagement might be needed, including additional vulnerability.

Our school will focus particularly on students who have high of rates of absence and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

Where a student at risk of PA is also at increased risk of harm, our school will work in conjunction with all relevant authorities, e.g. social services, to support the student in line with the school's duty of care. Our school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect and will escalate any concerns in this regard in line with the school's Safeguarding & the Protection of Children Policy.

## **15. Legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve students' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the Student & Family Co-ordinator (attendance officer) will consider:

- holding a formal meeting with parents/carers and the Attendance & Welfare Officer for the LA
- working with the LA to put a parenting contract or an education supervision order in place
- engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Executive Headteacher will consider issuing a fixed penalty notice in line with the LA's code of conduct but this will only be considered after all other avenues of support have been exhausted

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

The measures detailed above will only be used in extreme cases with discussion including whether the school can no longer meet the student's needs and/or that he might be better placed in alternative provision.

## 16. Monitoring and analysing absence

The Student & Family Co-ordinator (attendance officer) will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence.

Our school will collect data regarding punctuality, truancy, authorised and unauthorised absence, for:

- the school cohort as a whole
- individual year groups
- individual students
- demographic groups, e.g. students from different ethnic groups or economic backgrounds
- students at risk of PA.

The Student & Family Co-ordinator (attendance officer) will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- patterns in uses of certain codes
- specific days of poor attendance
- subjects which have low lesson attendance
- historic trends of attendance and absence
- barriers to attendance.

The Student & Family Co-ordinator (attendance officer) will provide regular reports to members of the school's SLT and ELT so that they are aware of absences and the interventions in place to improve attendance.

The Governing Body will regularly review attendance data at their bi-termly meetings, including examination of recent and historic trends and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

## 18. Monitoring and review

Attendance will be monitored throughout the year as detailed in this policy.

This policy will be reviewed every **3 years** by the Executive Headteacher and the Governing Body. The next scheduled review date for this policy is June 2025.

Any changes made to this policy will be communicated to all relevant stakeholders.



# Bowden House School

## **HOLIDAYS AND LEAVE IN TERM TIME – ADVICE TO PARENTS/CARERS/CARERS**

The Department for Education's document on 'Working Together to Improve School Attendance, 2022' is aimed at schools, Local Authorities and parents/carers promoting good school attendance and reducing the incidents of school absence. The school defines absence as 'not attending school for any reason'.

**The parents/carers of the students of Bowden House School are responsible for their son's regular school attendance unless there is a very good reason why this may not be possible. If a student has been absent due to illness or a medical/dental appointment, parents/carers are responsible for the prompt return to school of their son and any delay to their return will be marked as unauthorised. The school will always consider assisting parents/carers in their son's return to school.**

**Any applications for holidays in term time will be refused by the Executive Headteacher unless there is evidence of very exceptional circumstances as to why the leave must be taken in term time instead of in the school holidays.**

### **Holidays in Term Time**

The guidance from the Department for Education states that applications from parents/carers for students to take leave in term time for the purpose of a holiday should not be authorised. Parents/carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted.

### **Leave in Term Time for Other Reasons**

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The school's Governing Body expects applications for leave in term time for other reasons, to be generally refused particularly if the student is new and settling into school life or the time requested is before or during assessment/exam periods. However, in exceptional circumstances, e.g. bereavement or serious illness, discretion may be appropriate and no more than 10 days will be agreed.

**Non-attendance for birthdays, shopping, day trips or looking after other children, etc., are not good reasons for non-attendance.**

**Applications for Leave in Term Time for other reasons:**

- must be submitted to the Executive Headteacher at least 10 days in advance
- all applications will be considered carefully including how the student's educational progress could be affected
- applications received during or after a student has been taken on leave during term time cannot be considered and the absence will be unauthorised

### **Taking of Unauthorised Holiday or Leave in Term Time**

Where parents/carers choose to take their child on an unauthorised holiday or leave in term time, the child will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address attendance-related concerns particularly if there is persistent absences.

A Penalty Notice and/or fine may be served on an individual parent/carer per individual student when the student has had 6 sessions (3 days) of unauthorised leave. There is no right of appeal.

The school defines **authorised absence** as inclusive of the following circumstances:

- sickness for which the school has granted leave
- medical or dental appointments which unavoidably fall during school time for which the school has granted leave
- religious or cultural observances for which the school has granted leave
- an absence due to a family emergency

The school defines **unauthorised absence** as inclusive of the following circumstances:

- parents/carers keeping their son away from school without sufficient reason
- truancy.

The school defines **persistent absence** as:

- missing 10% or more education for any reason, across the academic year

**I have read and understood the above.**

**Name of student** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Signature of parent/carer or guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**BOWDEN HOUSE SCHOOL**

**APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS**

Student's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parents/carers name(s) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Last day of expected attendance in school: \_\_\_\_\_

Date of expected return to school: \_\_\_\_\_

Please give details of the purpose and exceptional circumstances for this application for leave in term time and why the leave cannot be taken in school holiday time. Please attach any supporting evidence:

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.....  
.....  
.....

Please provide the address of where you and your son will be staying:

.....  
.....  
.....

e-mail address for contact: .....