

We have recently reviewed our “Attendance Policy” and “Behaviour Policy” in consultation with the Local Authority and as you are aware we are constantly striving to improve our overall attendance rate. We would value your support in introducing some amendments to the Policy and would like to take this opportunity to bring to your attention the following changes as from: **September 2015**

SCHOOL ATTENDANCE PARENTAL RESPONSIBILITY MEASURES 2015

Parenting contracts, parenting orders and penalty notices are interventions available to promote better school attendance and behaviour.

All parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education.

Dudley’s Code of Conduct, (which is published on the Local Authority’s website), states that irregular attendance at school which includes: taking leave of absence without the consent of the head teacher: an excluded child found in a public place during school hours without a justifiable reason; unauthorised absence, could result in Parents, (or any person who has care of a child), being issued with a penalty notice.

LEAVE OF ABSENCE DURING TERM TIME

Due to The Education (Pupil Registration 2006) (England) (Amendment) Regulations 2013 that came into force on 1st September 2013, ‘Leave of Absence’ shall not be granted unless: (a) an application is made in advance to the school, and (b) the Head Teacher considers the request to have exceptional circumstances relating to that application.

If ‘Leave of Absence’ is taken after the Head Teacher has considered it and deemed it NOT to be for exceptional circumstances, or you do not make an application in advance, then the absence will be recorded as unauthorised absence and may be referred to the Education Investigation Service. This might mean that you could be subject to: a warning notice being issued; a Fixed Penalty Notice being issued; Legal action; the possible loss of your child’s school place.

We welcome your full co-operation in implementing the above and look forward to working with you all to achieve our attendance target of 95% and above. To view the complete “Attendance Policy” & “Behaviour Policy” please see the School’s web site. Alternatively you can request a copy from the School reception.

These changes will be implemented following the Summer 2015 break and will commence on the first day of term 3rd September 2015.