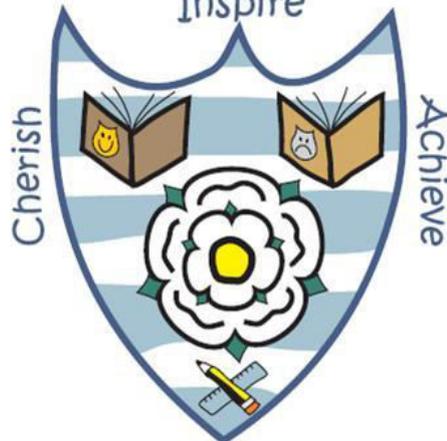


Birkwood Primary

Inspire



Cherish

Achieve

Together

School

ATTENDANCE POLICY

UPDATED SEPTEMBER 2015

Birkwood Primary School seeks to ensure that all its pupils receive an education which maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

Our aims to work in partnership with parents and other agencies to strive towards every child reaching 96%+ attendance to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupils at our school.

In Order to manage and promote regular attendance Birkwood Primary School will:

- Keep parents updated on attendance and the School calendar, via letters home, newsletters and the website.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parents' evenings.
- Monitor individual pupils' attendance in order to:
 - Celebrate good and improved school attendance and reward this through certificates and
 - Notify parents when we are worried about their child's attendance by following the procedure below:
 - A telephone call to parents/carers on the first day of absence.
 - If the absence continues and there has been no contact, a letter will be sent on the third day requesting parents/carers to notify the school as a matter of urgency with an explanation for the absence.
 - If the absence continues, the Education Welfare Officer will carry out a home visit
 - If the level of absence becomes a concern, medical evidence will be required in order to authorise the absence.
 - If medical evidence is not produced and absence continues, a referral will be made to the Education Welfare Officer who may impose a Fixed Penalty Fine.

In order to manage and promote the regular attendance of their children parents will:

- Impress to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact school on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours, where this is not possible, parents will ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.

In order to manage and promote regular school attendance the Education Welfare Service will:

- Visit school to monitor registers and identify children with attendance levels that cause concern.

- Attend meetings called by Mrs Booth to address with parents any worries the school and Education Welfare Service may have about a child's attendance.
- Support the school in promoting attendance by attending parents' evenings and events.
- Receive referrals from school to address matters of poor school attendance by:
 - a) Visiting parents' homes to undertake assessment of need, challenge and resolve matters of poor school attendance.
 - b) Involving other agencies where appropriate, such as the school nurses.

In situations where all other strategies have failed to improve school attendance, Education Welfare Service will enforce the law; this may result in fines up to £2,500, a custodial sentence and/or a Parenting Order.

Guidance Notes for Birkwood Primary School staff and parents

Registration

Morning and Afternoon electronic registers should be completed by staff members. Any pupils arriving after 9.00am should report to reception so that they can be given a late mark.

Absences

Parents are expected to inform school of the reason for absences, however, it is school who make the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Re-occurring unauthorised absence will be referred to the Education Welfare Service and this may result in a fine.

Request for leave of absence in term time

Birkwood Primary School have adopted the LA policy in respect of Leave of absence in term time. In instances where parents do not complete a leave of absence form, the absence will automatically be unauthorised.

Absence for participation in a performance

In these instances the school will follow Local Authorities guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The following policies all link into our Safeguarding policy to ensure that we are working together to safeguard children:-

Attendance

Behaviour

Anti-Bullying

Health and Safety

We have also adopted the LA policies on Children Missing Education, Elective home Education and leave of absence during in term time.

All these policies have been endorsed by our governing body, who support the school in all attempts to improve the attendance and safeguarding agenda.

Education Welfare Service – Functions and Roles

- The Local Authority has a duty to bring prosecutions against the parents of pupils with poor school attendance records, to apply for Parenting or Education Supervision Orders in appropriate circumstances and to provide support for schools, parents and pupils on matters relating to pupil attendance and welfare.
- The Education Welfare Service is the agency through which the Local Authority discharges these responsibilities within the context of a socially inclusive education system.
- Refer to the '*Traded Services Brochure January 2015*' for additional functions to be purchased.

Competences and Practices

In order to ensure the effective discharge of its responsibilities, Education Welfare Service staff are expected to demonstrate the following core competencies and practices:

- The ability to communicate and engage with children, young people, parents and carers, schools and colleagues from statutory and voluntary agencies. To promote education through regular and meaningful attendance at school or otherwise.
- To develop knowledge and skills to enable them to respond effectively to addressing attendance problems in an organised and considered way.
- Be able to promote school attendance and support parents / carers to meet their responsibilities in securing regular school attendance.
- Be able to plan appropriate responses and interventions and evaluate outcomes.
- To maintain appropriate case recording in line with the minimum standards of the case file audit protocol.
- Be able to take advantage of supervision to enable further development of professional competencies.
- The ability to manage and prioritise workloads.
- To have the necessary knowledge and skills to protect young people from abuse and exploitation.
- To take advantage of training opportunities to enhance and develop their knowledge and skills.
- To attend Education Welfare Service development events/training.

Training and Development

The Education Welfare Service is committed to providing a quality service. Training is seen to be a significant element in this process and we fully implement the LA's Performance and Development Review processes.

The *Service Development Plan* and *Team Action Plan* are reviewed and updated on an annual basis to include key priorities for the service and the Peoples' Directorate.

The Education Welfare Service has in place mechanisms through which good practice in the improvement of pupil attendance may be collected and disseminated. We shall work together with schools and LA support services to offer advice and guidance on the development of School Attendance Policies and the promotion of regular attendance..

The Promotion of Regular School Attendance

The Education Welfare Service will focus on achieving the targets for school attendance. It will do this through working in partnership with schools, parents and carers, pupils and other agencies as appropriate.

Legislation and Guidance

- Anti Social Behaviour Act 2003
- Education Act 1996
- The Education (Pupil Registration) Regulations 1995
- The Education (Pupil Registration) (England) Regulations 2006
- Crime and Disorder Act 1998
- Working Together to Safeguard Children 2015

Partnership Working Criteria

- There is a need for early identification of poor school attendance. There is an expectation that schools will follow their policy on attendance and punctuality prior to referral to the Education Welfare Service.
- Early years – Nursery settings are expected to have measures in place to address and develop good patterns of attendance.
- Robust service level agreements made with individual Schools/Academies where additional services are purchased. Schools/Academies that choose not to purchase additional services will receive statutory and core functions outlined in the Traded Services Brochure.
- Appropriate use of School Attendance Panels, FPN's and the Court System will be considered jointly by Education Welfare Officer, Senior EWS staff and schools where cases of non attendance at school is persistent.

Pupil Welfare

The Education Welfare Service maintains practices and procedures designed to ensure the effective discharge of the Local Education Authority's responsibilities in relation to all aspects of pupil welfare. These include matters relating to child employment, Performance Licenses, child protection and the exclusions of pupils from schools.

- The Education Welfare Service offers a range of support to ensure children thrive and meet their potential. It supports the work of 'Barnsley's early help' offer for early identification of children and families requiring support.
- The Education Welfare Service can advise and support parents, young people and schools on matters such as children missing education and elective home education.

Safeguarding

- Schools in Barnsley operate according to the Policy and Procedures set down by the Barnsley Safeguarding Children's Board. Clear referral routes are set down and must be adhered to.
- The Service Manager of the Education Welfare Service is the Service's designated officer for safeguarding. The Education Welfare Management Team are able to provide a consultative service should schools wish to discuss issues prior to referral.
- The Education Welfare Officer and schools' pastoral staff should share information on child protection matters.
- All allegations against school staff should be reported to the Local Authority Designated Officer in accordance with the LA Procedure.
- Education Welfare Service will provide single agency Safeguarding training under the remit of The Education Act 2002 Section 157 and 175

Legislation and Guidance relating to Safeguarding

- Children Act 1989 and 2004.
- Children and Young Persons Act 1933 (amended) Children (Protection at Work) Regulations 1998
- Framework for the assessment of children in need and their families DOH 2000
- Barnsley Safeguarding Children Board and Local Authority procedures in relation to safeguarding
- Crime and Disorder Act 1998
- Criminal Justice and Court Service Act 2000
- Working Together to Safeguard Children 2015

Service Commitment

- Partnership working with all schools and academies
- Clear referral process and procedures
- Appropriate referrals
- Robust assessment
- Timely action and feedback
- Provision of an Education Welfare Service to parents, pupils, schools and academies.
- Pupil attendance and associated responsibilities.
- Administration of and advice on Child Employment and Performance Licensing.
- Guidance and support on safeguarding matters.
- Responsible for managing CME/EHE arrangements.
- Management Arrangements for issuing Fixed Penalty Notices (FPN's)
- Duty to enforce attendance through the Courts when necessary or the seeking of a School Attendance Order, Education Supervision Order or Parenting Orders.
- The local Authority, through the Education Welfare Service, has a statutory responsibility to ensure that all school-aged children in part time employment are properly licensed. This is to regulate employment and safeguard the wellbeing of young people.
- The Business Manager/Senior EWO manages child employment, although schools should refer enquiries and concerns to their own Education Welfare Officer.
- The Senior EWO based in the Youth Offending Team supports young people in the criminal justice system, to ensure maximum school attendance is achieved by working closely with schools, partner agencies and young people in custody or remand.
- The Service is committed to partnership working with statutory and non statutory agencies in order to safeguard children and promote school attendance.

Performance Review, Evaluation and Target Setting

- Education Welfare Officers will receive informal on-going supervision alongside structured formal supervision on a half termly basis. Managers will ensure that case recording and delivery of service is at the appropriate level and standards as agreed and ratified by the Local Safeguarding Board. To ensure that the quality and frequency of the Service is meeting agreed standards there will be half termly monitoring of the work undertaken by Education Welfare Officers, through supervision. Where problems are encountered relating to Education Welfare Service delivery or school responsiveness they will be resolved quickly via the respective complaints procedures.
- The Education Welfare Service provides all staff with quality Performance and Development Reviews to ensure quality service delivery.
- The Education Welfare Service undertakes regular case file audits to ensure consistent and good quality case recording is maintained.
- As good practice, attendance targets continue to be agreed in partnership with schools, academies and the Education Welfare Service.

- Annual performance reports are provided to all schools based on statistical first release data, with national, regional statistical comparisons;
- The Service Manager attends the Behaviour and Attendance Partnership forum to share good practice around attendance and behaviour strategies.

Complaints Procedure

It is important that any expressed concerns or complaints about service delivery or Education Welfare Officers are dealt with fairly and quickly. The aim of this procedure is to:

- Continue to provide an efficient service
- Maintain productive working relationships
- Ensure that Education Welfare Officers are supported

If the school finds it necessary to question the service delivery or the actions of an Education Welfare Officer the designated member of staff will:

- Speak to the Education Welfare Officer about the issue.

If unresolved:

- Consult with the immediate line manager who, with the designated member of staff, will keep a written record of the outcome and period over which the matter will be dealt with

If there are continuing concerns:

- Send a written referral to the Service Manager who will identify an appropriate person to carry out an investigation and a written response will be provided within an agreed timescale.

This procedure will also apply to complaints from parents, governors and other services and agencies.

Cover and Emergency Cover Arrangements

If the allocated Education Welfare Officer is absent then the following will apply:

Cover for up to ten school days absence

- School will be notified at the earliest opportunity of the Education Welfare Officer absence and likely duration.
- Telephone consultation with Senior Management in order to negotiate the appropriate level of support.

Cover for more than ten school days absence

- The Education Welfare Service will offer up to 50% of the school's allocated time subject to availability.

Education Welfare Service Level Agreement and Birkwood Primary School

Dates from April 2015 to April 2016

The Education Welfare service will provide Birkwood Primary School with a statutory service which consists of:

- tracking cases where children are missing from education
- the management and tracking of children whose parents choose to electively home educate
- the management of Fixed Penalty Notice arrangements
- Pursuing of cases through the legal framework in line with current legislation when early intervention fails to improve attendance, including School Attendance Panel and the submission of written evidence to court.
- Child employment and performance licenses.

The school has agreed to purchase additional EWO provision. This provision will consist of interventions to improve individual pupil attendance, including:

- Meeting with designated school staff to monitor individual pupil attendance.
- Advice and guidance on appropriate intervention to raise individual pupil attendance.
- Partnership working to identify students who require home visits or meeting in school to address attendance.
- Contribution to team around the family meetings where attendance is a cause for concern.
- One-off visits to families to raise awareness on the importance of attendance when school attendance is below the school target.
- Identifying and receiving referrals where individual pupil attendance is a cause for concern.
- Undertaking home visits to address and challenge matters of poor school attendance.
- Complete assessments with parents where attendance is a cause for concern and identifying action from the assessment to address attendance issues taking into account the need to involve other agencies.
- To attend multi-agency meetings to share and receive information on individual pupils and community issues.
- Regular attendance sweeps to raise awareness on the importance of good school attendance.
- Regular Internal Panel meeting to address matters of poor school attendance.
- Providing advice, guidance and support to parents.
- Direct work with young people in relation to improving school attendance. EWOs will take part in training, supervision and performance development to ensure their practice up to date and quality assured
- EWOs will take part in training supervision and performance development to ensure that practice is up to date and quality assured.

Whole school attendance

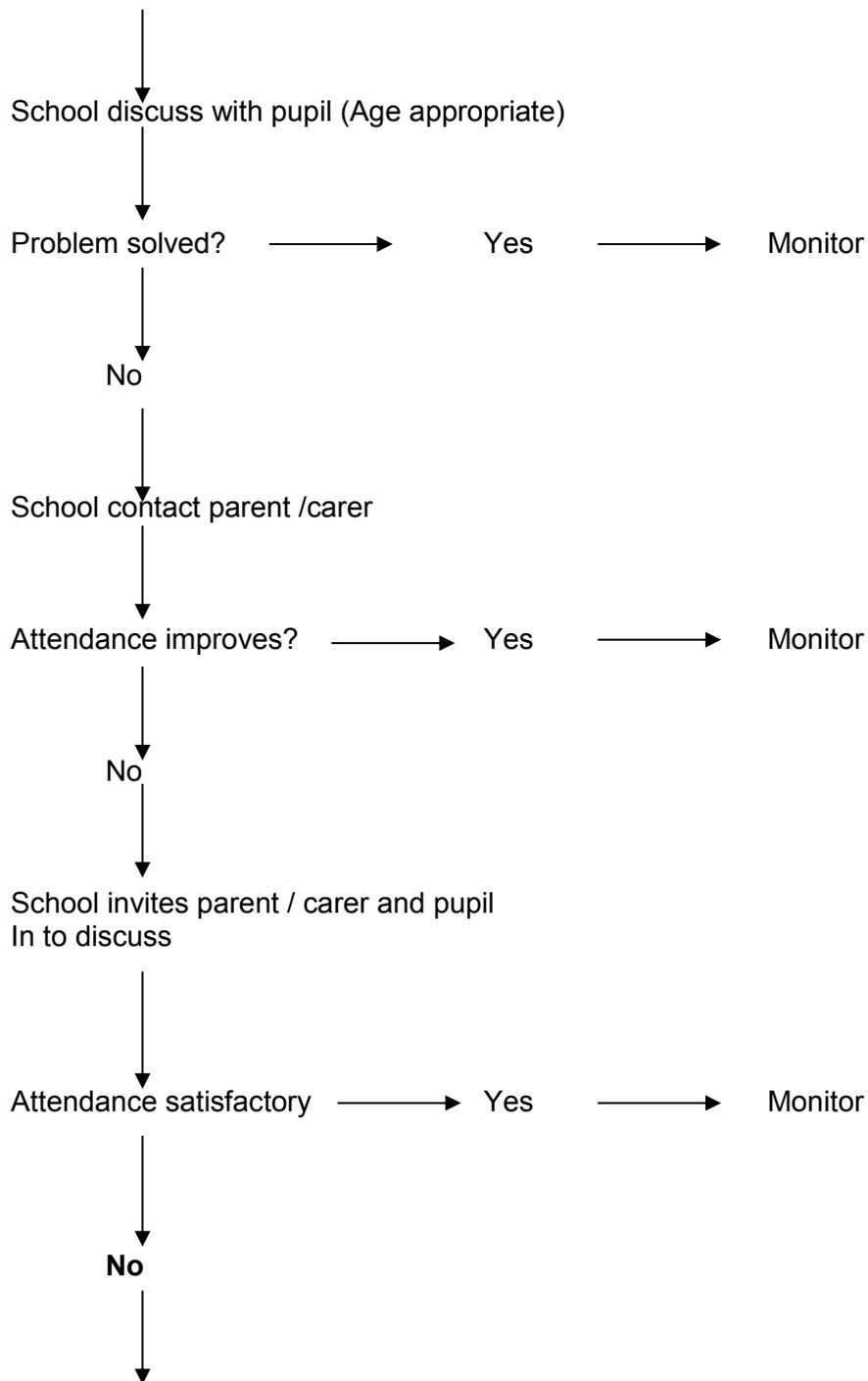
- Being present at induction meetings and parents' evenings to raise the attendance agenda.
- Promoting attendance through attendance assemblies.
- Advice and guidance to school on the promotion of attendance to the school community.
- EWS will provide regular and timely feedback to key members of staff on the impact of interventions.

PLEASE ENSURE ATTENDANCE PRINTOUT IS ATTACHED

Criteria for Referral

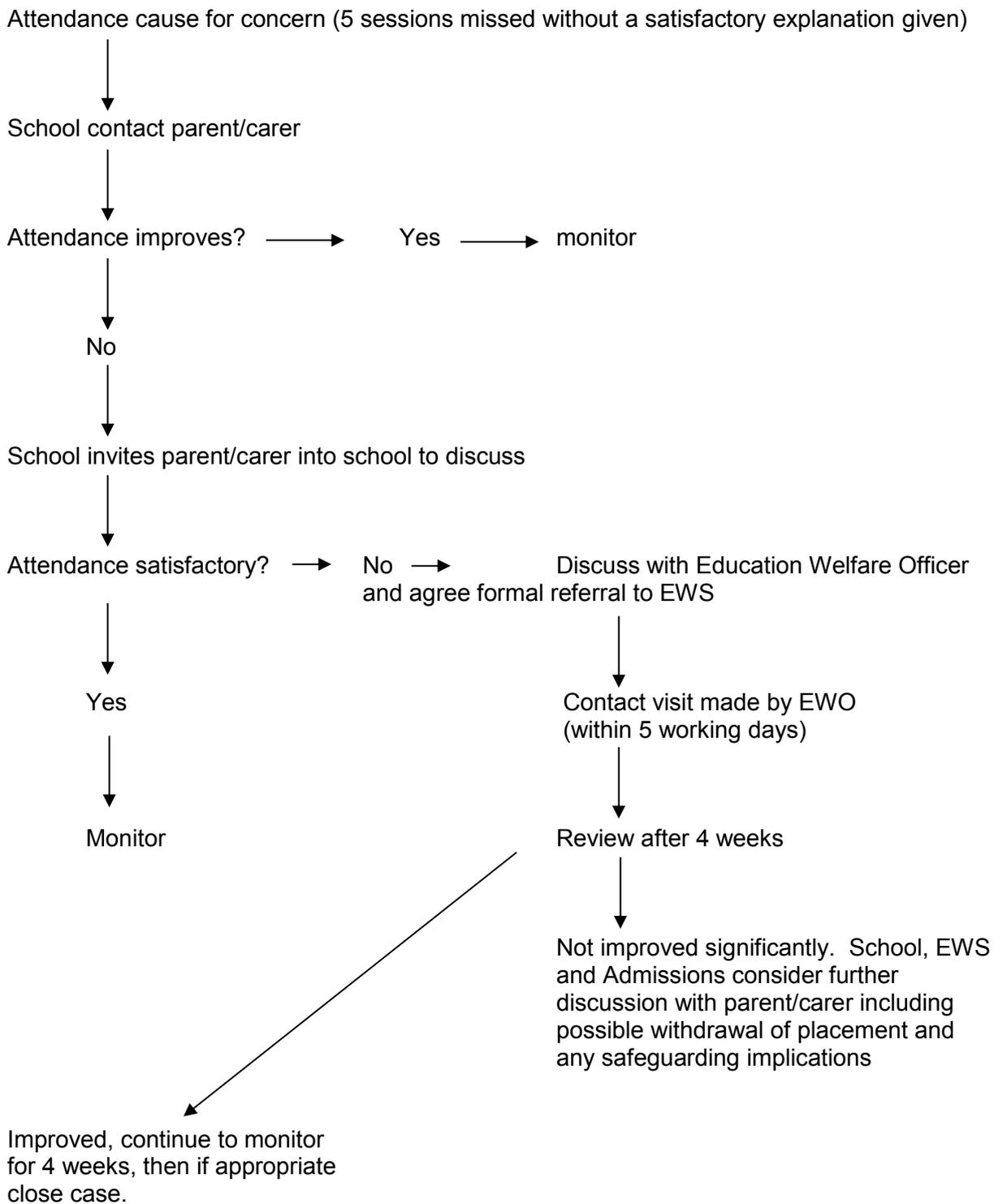
An Education Welfare Officer will accept a referral once the following criteria have been met:

Attendance cause for concern



**Discuss with EWO
And agree referral to EWS**

Criteria for Referral in Nursery Settings (non compulsory school age children)

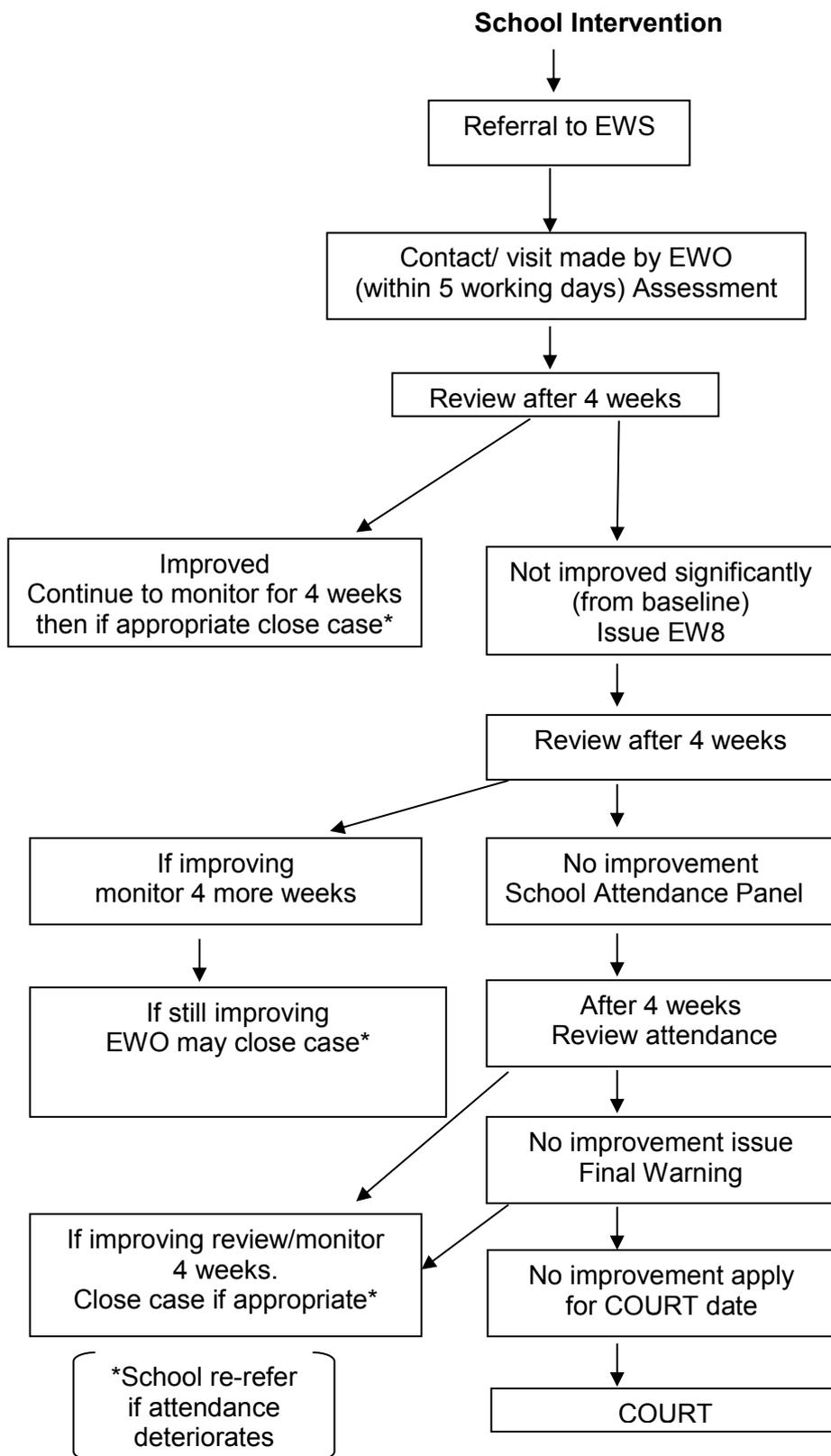


Points to be included in the Policy for Nursery Settings in Respect of Procedures to be implemented when Non Compulsory School Age Children are Absent.

- 1 Primary/nursery settings should continue to use the Good Practice Guidance issued by the Education Welfare Service when dealing with all attendance issues.
- 2 This guidance should form the basis of your attendance policy which should now be amended to include children in nursery settings of a non compulsory school age.
- 3 In particular nursery settings should:
 - Undertake first day absence calls in respect of any non compulsory school age child where the parent/carer has not contacted nursery with a reason for absence.
 - Include in their prospectus/information for parents leaflet, the need for the parent/carer to contact nursery with a reason for absence when the child is unable to attend.
 - Accurately record all information on reasons for absence, both that which is provided by parents, contact in school and the information gathered when making first day absence calls on the individual pupil file.
- 4 The criteria for the referral to the Education Welfare Officer for non compulsory school age children is outlined in the Good Practice Guidance document appendix 2.
- 5 The amendments to your Attendance Policy regarding non compulsory school age children should be adopted by bringing this to the attention of your Governing Body as an agenda item. The Governor with responsibility for attendance should also be made aware of the amendments.

EDUCATION WELFARE SERVICE REFERRAL FLOWCHART

Not applicable in nursery settings for children of non-compulsory school age



Where a case deteriorates: If there is a lapse of more than 12 months from the date of the original School Attendance Panel (SAP) a further SAP appointment would be required.

Education Welfare Service Referral Form

All sections must be completed by school.

Information on this referral will be shared with parents and carers

PLEASE ENSURE ATTENDANCE PRINTOUT AND CURRENT TIMETABLE IS ATTACHED

Name of Referrer:	Date Referral Received by EWO
Details of child/young person Name: _____ DOB: _____ Year Group: _____ Attendance: _____ SEND/EHCP Status: _____ Eligibility Free School Meals: _____	
Address:	Gender: <input type="checkbox"/> <input type="checkbox"/> M <input type="checkbox"/> F
	Ethnicity: EAL Y/N Interpreter required Y/N GP:
Telephone No: Email address All additional contact details held	Names of parents/carers (please identify relationship if not parent) please include all parents Please indicate has day to day care and who has parental responsibility
Any known siblings School: Attendance: Have they been referred to EWS?	
Looked After Child: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the Child subject to a Child Protection Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Social Worker Child in Need Name of Social Worker	Is the pupil dual registered? Referral to FAP? Outcome

CAF/EHA Yes <input type="checkbox"/> No <input type="checkbox"/> Please attach a copy	Has a SWAP been used or considered
---	------------------------------------

Reason for Referral to EWS, please tell us why you are making this referral, include all relevant information you hold about the child and their family. Include any safeguarding, bullying or medical issues that are impacting on the child's attendance and how this is affecting their attainment. Tell us if you have referred the child and family to any other agencies and if they have engaged. It is also important to include any know risk factors.

Attendance and Punctuality letters- dates sent

Meetings with parents and child to discuss attendance – dates and outcome, please include comments made by parents/Child regarding referral to EWS

Referral to school nurse - dates and outcome

Signature of referrer _____ Date _____

**Education Welfare Service
Assessment Form
To be completed by EWS**

People present at Assessment and their relationship to the child.

Family structure- to include parents not living in the household and extended family members. Include any other adults or young people living in the household.

Name	DOB	Relationship to Subject	Occupation/School	Attendance/EWO Involved

Assessment.

Consider the strengths and presenting difficulties and how they impact on the child.
 Include the following:
 Family and environment including housing and financial
 Anti-Social behaviour/substance misuse/risk of sexual exploitation
 Health issue including medical and mental health concerns
 Family dynamics/relationships

Actions and Outcomes
Please detail who is responsible for these and timescales involved.

Any other Agencies involved - Contact names and numbers

Parent/Carers Views/comments

Child/Young Person's views/comments (age appropriate) * to be recorded on capita

Consent for information storage and information sharing

I understand that the information that is recorded on this form will be stored and used for the purpose of providing services to:

- Me
- This infant, child or young person for whom I am a parent
- This infant, child or young person for whom I am a carer

I have had the reasons for information sharing explained to me, and I understand those reasons
I consent to the sharing of information between agencies Yes No

If relevant I give consent for EWS to share and receive information from health and GP services in respect of my child's health (delete as appropriate)

Signature of Parent or Carer (Please indicate if parent/Carer refuses to sign)
Name Date

Signature of Officer completing assessment
Name Date

**Education Welfare Service Initial Assessment Form
Additional Information Sheet**

Young Person Details:

Date of Assessment:



Peoples Directorate for Children and Family Social Care - Education Welfare
Children Missing Education Form (CME)

PLEASE TRY TO COMPLETE ALL SECTIONS OF THIS FORM			
Date referral made:			
Pupil Surname:		Pupil First Name :	
Alias:		Pupil Middle Name:	
Date of Birth:		UPN No :	
Address: Current / Last Known		Names of parents / guardians (full names please) DOB if known 1. 2. Relationship to child:	
Post code :		Contact No Home:	
		Contact No Mobile:	
		Any Other Contact No's:	
Are there any known concerns related to staff safety in visiting this family/address: YES / NO Please enter any details over the page			
Ethnicity / EAL:		Gender:	Year Group:
Name of School:			
Contact name in school:			
On Roll: YES / NO		If not on roll please enter last known school or reason why	
Date last attended school:			
Is this child / young person currently: please tick all applicable			
Looked After		A Refugee/ Asylum Seeker	
Subject to a Child Protection plan		From a Travelling Family	
In Temporary Accommodation		Subject to a CAF / EHA	
Are any of the following agencies known to be currently involved with this child / family please tick if known and provide any contact names and telephone numbers on the additional comments box overleaf			
Social Care		Education Psychology	
Education Welfare		School Health / Nurse	
CAMHS		Youth Offending Team	
Statement of SEND / EHC Plan			
Any Additional Information or Service			

Please provide details of any siblings below (if known)

<u>Name</u>	<u>DOB</u>	<u>School</u>

ADDITIONAL CONCERNS / COMMENTS: - Please add more info on an additional sheet if required

Details of recent action taken by school/ referrer

	<u>YES</u>	<u>NO</u>	<u>Dates / Details</u>
Telephone calls made			
Letters sent (please attach copies)			
Home visits made			
Name of referrer :	Service :		Contact no :

Signed Date

Please send this referral form to: Diane Richardson SEWO/CME Officer by E-mail to dianerichardson2@barnsley.gov.uk

Address: Barnsley Metropolitan Borough Council, Corporate Mailroom, PO Box 634, Barnsley S70 9GG. Telephone number 01226 773545



ELECTIVE HOME EDUCATION NOTIFICATION (EHE1)

SCHOOL : Please insert school name

Date notification received by school Please attach notification to this form			
Date Pupil deleted from the schools admission register			
Pupil Surname:		Pupil First Name :	
Alias:		Pupil Middle Name:	
Date of Birth:		UPN No :	
Year Group :		Gender : M / F Ethnicity:	
Address: Current <input type="checkbox"/>		Names of parents /Carer with whom the pupil resides (full names please with DOB if known)	
Contact No Home:		1. DOB Relationship to child	
Mobile:		2. DOB Relationship to child:	
Any Other Contact No's:			
Is this child / young person currently: (please indicate)			
Looked After	<input type="checkbox"/>	A Refugee / Asylum Seeker	<input type="checkbox"/>
Subject to a Child Protection plan	<input type="checkbox"/>	From a Travelling Family	<input type="checkbox"/>
In Temporary Accommodation	<input type="checkbox"/>	CAF/EHA + Ref Number	<input type="checkbox"/>
Statement of SEN / EHCP	<input type="checkbox"/>	Private Foster Arrangement	<input type="checkbox"/>
Are any of the following agencies known to be currently involved with this child / family (please indicate and provide contact names if known)			
Social Care (Social Services)	<input type="checkbox"/>	Education Psychology	<input type="checkbox"/>
Education Welfare	<input type="checkbox"/>	School Nurse	<input type="checkbox"/>
Inclusion service	<input type="checkbox"/>	Youth Offending Team	<input type="checkbox"/>
CAMHS	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>

Headteacher's Name:

Signature:

Date

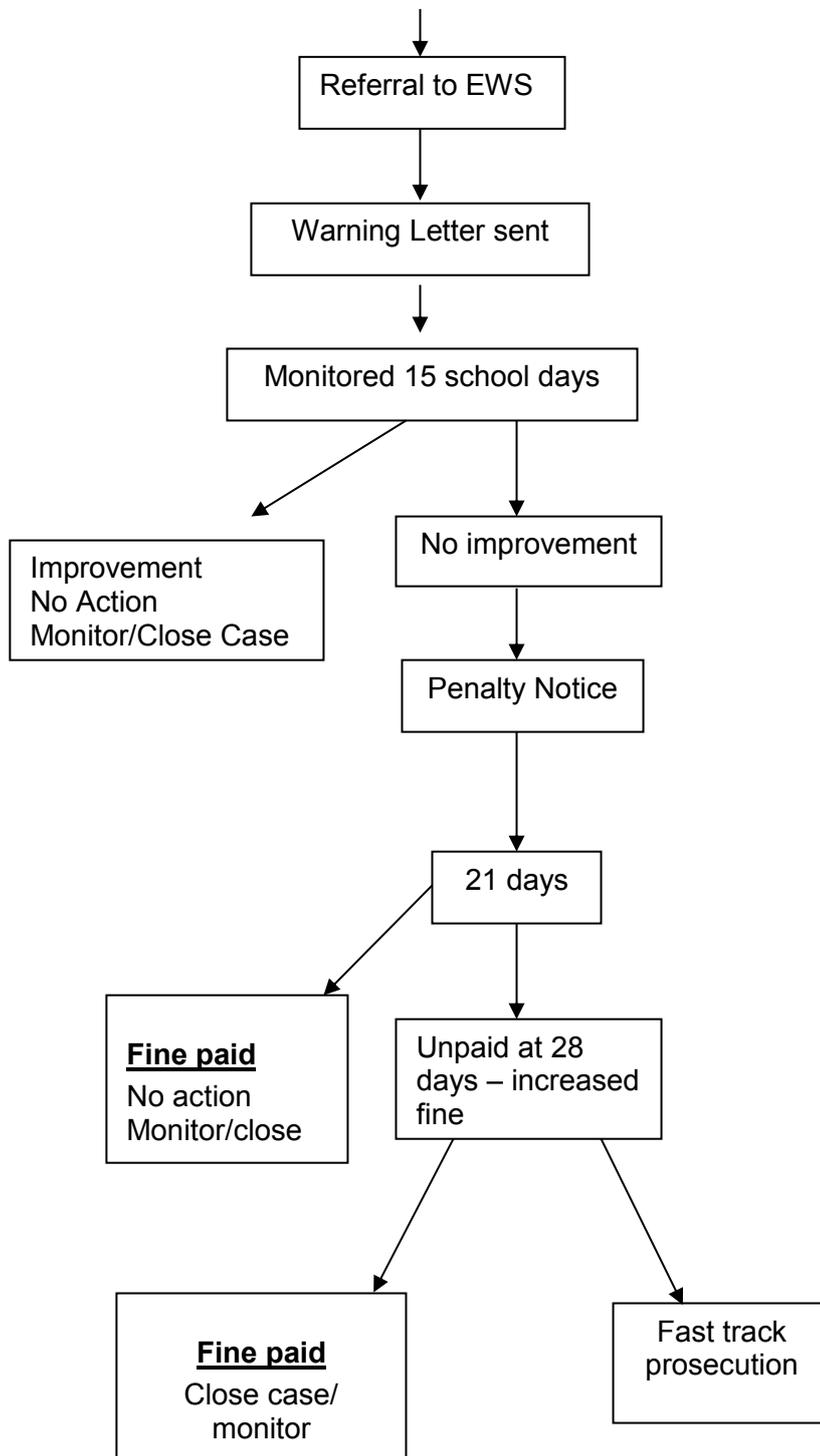
Please send the notification for Elective Home Education and EHE1 form to :

Diane Richardson Senior Education Welfare CME / EHE Officer & Business Manager

**Children Young People and Families Education Welfare Service
Corporate Mailroom PO Box 634 Barnsley S70 9GG**

Telephone : 01226 773545 E-mail : dianerichardson2@barnsley.gov.uk

Flow diagram showing process for dealing with referrals for issue of Fixed Penalty Fines, School Intervention





Directorate for Children, Young People and Families

Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take leave of absence during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child /children	Name of School.....
.....
.....
.....
.....

Dates of requested Leave of Absence

From: /..... /..... To:...../...../ Number of school days missed

Reason for requesting leave of absence:

.....

.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.

Full name and address of parent applying for leave of absence:

.....dob.: __/__/__

Full name and address of parent /carer taking the child out of school (if different to the above):

.....dob.: __/__/__

SignedParent / Carer

Date of application/...../.....

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120

SCHOOL USE ONLY Date Application Received

Attendance at time of application = %

Leave of Absence in Term Time

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 Leave of absence cannot be authorised retrospectively.
- 5 The request for leave of absence **should** be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school, the full name and address of the parent /carer who is taking the child out of school **must** be provided on the form.
- 6 If the request for leave of absence in term-time is made because of the parent /carer’s workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time **must** be attached to this request form on proper letter- headed paper.
- 7 There is no requirement to authorise just because a request has been made.
The amendments * make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances
See Code of Conduct /Guidance relating to Leave of Absence
- 8 The circumstances of each individual request for leave of absence will be taken into account
- 9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / unauthorise absence.
- 10 There is no statutory threshold of ten days
- 11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

* The Education (Pupil Registration) (England) Regulations 2006

**If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120
Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.**

Further sources of information

Associated resources

- The Education Act 1996: <http://www.legislation.gov.uk/ukpga/1996/56/contents>
- The Children Act 1989: <http://www.legislation.gov.uk/ukpga/1989/41/contents>
- The Education (Pupil Registration) (England) Regulations 2006: <http://www.legislation.gov.uk/uksi/2006/1751/contents/made>
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010: <http://www.legislation.gov.uk/uksi/2010/1725/contents/made>
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011: <http://www.legislation.gov.uk/uksi/2011/1625/contents/made>
- The Education Act 2002: <http://www.legislation.gov.uk/ukpga/2002/32/contents>
- The Education (School Day and School Year) (England) Regulations 1999: <http://www.legislation.gov.uk/uksi/1999/3181/contents/made>
- The Changing of School Session Times (England) (Revocation) Regulations 2011: <http://www.legislation.gov.uk/uksi/2011/1954/made>
- Crime and Disorder Act 1998: <http://www.legislation.gov.uk/ukpga/1998/37/contents>
- The Anti-social Behaviour Act 2003: <http://www.legislation.gov.uk/ukpga/2003/38/contents>
- The Education Act 2005: <http://www.legislation.gov.uk/ukpga/2005/18/contents>
- The Education and Inspections Act 2006: <http://www.legislation.gov.uk/ukpga/2006/40/contents>
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007: <http://www.legislation.gov.uk/uksi/2007/1869/contents/made>
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007: <http://www.legislation.gov.uk/uksi/2007/2222/made>
- The Education (Penalty Notices) (England) Regulations 2007: <http://www.legislation.gov.uk/uksi/2007/1867/contents/made>
- The Education and Skills Act 2008: <http://www.legislation.gov.uk/ukpga/2008/25/contents>
- The Education (Penalty Notices) (England) (Amendment) Regulations 2012: <http://www.legislation.gov.uk/uksi/2012/1046/contents/made>
- Copy of Attorney General's Guidelines for Crown Prosecutors can be found at: <http://www.cps.gov.uk/publications/prosecution/index.html>
- Police and Criminal Evidence (PACE) Act 1984: <http://www.homeoffice.gov.uk/police/powers/pace-codes/>

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