



Attendance Policy 2022-23

Attendance at Morley Place Academy

School has a statutory duty to keep your child safe which includes knowing where they are if they are not in school. We appreciate that children are sometimes genuinely ill. If your child is going to be absent due to illness, Parents/carers are requested to telephone on the first day of absence before 9:00am. If you leave a message on the answerphone service before 8:00am, please give your child's name, class and reason for absence and then each morning, if appropriate, for the duration of the absence. If you do not contact the office, school will ring and/or text you, followed by every contact number we hold for your child until we speak to somebody. If your child is absent for two consecutive days and we are unable to contact anybody, we will visit the family home to ensure that your child/children are safe and well. If we are still unable to contact a named contact, then we may call 101 to seek police assistance in locating the family.

Rewards for Good Attendance and Punctuality

At Morley Place, we recognise the importance of good attendance and punctuality and as a result we reward the children in the following ways:

- Weekly mention to the 3 classes with the best attendance and punctuality in the celebration assembly. These classes will be awarded with 'Morley Place Attendance Malcolm the Moose' and trophy
- Half termly rewards for children's whose attendance is at least 96%
- Children who manage to achieve 100% for the school year, will each receive a celebratory reward

Morley Place Academy Attendance Procedures

If your child's attendance drops below 96%, you will receive letter 1 informing you that we are concerned.

If there are further absences, letter 2 will be sent.

Following letter 1 and letter 2, if there is no improvement in your child's attendance, then the following actions may be taken:

- Home visit from the Attendance Officer or Head of Academy
- Education Penalty Notice warning letter
- Invite to Attendance Support Plan meeting
- Voice of the Child
- Education Penalty Notice
- Court proceedings

Punctuality – Arriving and Leaving School on Time

School opens its gates at 8:25am and closes them at 8:35am.

Registration begins at 8:30am and ends at 8:35am. If a pupil arrives after this time, they should enter school through the office and will be marked as L in the register, which means they are late.

If they arrive after 9:00am, they will be recorded as U and this will result in an unauthorised absence for the morning, which affects your child's attendance.

You will receive a letter, a home visit and be invited to a support meeting if we are concerned about the number of Lates your child has.

Morley Place has a breakfast club and all pupils are welcome. The breakfast club opens at 7:30am and provides your child with a healthy breakfast and the opportunity to develop their social skills. You may find that regular attendance at breakfast club may help improve your child's punctuality.

Please be prompt when collecting your children from school at 2:50pm.

Unavoidable Medical Appointments

We appreciate that some children have unavoidable medical appointments during term time such as speech and language or hospital appointments. All we ask is that you provide a copy of the appointment letter. If it is necessary for a child to be out of school for this reason, the child should come to school before the appointment if it is after 9:00am and be returned to school directly after the appointment.

Electronic registration is used in all year groups and taken twice per day at 8.30am, and 12:30pm or 12:45pm. A school day counts as 2 marks of attendance.

Although we cannot mark a child present who is attending an unavoidable medical appointment, if these are their only absences, half termly rewards will not be affected.

Holidays During Term Time

Holidays during term time will not be authorised unless there are exceptional circumstances, and an Education Penalty Notice will be requested from the local authority. If you are planning to remove your child from school to take them on holiday, please complete a Leave of Absence form, available from the office or below. Please be aware that if you do not complete a Leave of Absence form or inform school that you are taking your child on holiday, but school has good reason to believe they are absent due to holiday, then an Education Penalty notice will still be requested.

The Penalty is £60 per parent per pupil and if not paid within 21 days, this will increase to £120. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court



**APPLICATION FOR LEAVE OF ABSENCE FOR THE ACADEMIC
YEAR 2022-2023**

Please read the notes attached before completing this form

Any leave of absence taken in term time, whether authorised or not, will be recorded as an absence from the academy and will affect your child's attendance.

Name of pupil	Class/Tutor group	Attendance 2019/2020	Attendance 2020/2021

Name of any Sibling(s)	Which school(s) do they attend

Parent(s) Full Name	DOB	Address & Contact Number

REQUEST FOR LEAVE OF ABSENCE

Date of first day of holiday	
Date of last day of holiday	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for the request
Signature: _____ Date: _____
Parent/Guardian

Has a leave of absence been taken before?	YES <input type="checkbox"/>	(Please tick)
	NO <input type="checkbox"/>	
Reason for previous leave of absence	YES <input type="checkbox"/>	(Please tick)
	NO <input type="checkbox"/>	

FOR OFFICE USE ONLY

Authorised	
Not Authorised	

Date Received Date Processed

Print Name Signature

Notes for Parents

Application for Leave of Absence 2022 - 2023

Please complete the Form overleaf and return it to the Head of Academy for any application for leave of absence for the Academic year commencing 1st September 2022 – 31st July 2023. The decision will be based on the [Education \(Pupil Registration England\) Regulations 2006 \(Amended September 2013\)](#). The Head of Academy should determine the number of school days a child can be away from school **IF** leave is granted, and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

*If a Fixed Penalty Notice is issued, the penalty is **£60 per Parent per Child** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days**, this will increase to **£120 per Parent per Child**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court, you may receive a Fine of up to **£1000**.*

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.