

Parents should know

- Head Teachers are no longer able to authorise absence for holidays during term time. Holidays must be booked during school holiday periods. Absence during term time is unauthorised and used as evidence in cases of prosecutions due to non-attendance. If over 5 days we will submit a fine into the LA which is £80 per parent living in the same house. Any fines not paid after 21 days is £160 per parent living in the same house.
- Persistent poor punctuality can affect attendance and provide evidence for cases for prosecution.
- If a student is excluded, they should remain at home during the school day until a return meeting is set up.
- Local authorities may prosecute parents of students found in a public place during school hours after being excluded from school. **The fine is up to £1,000.**

Punctuality

- Students are required to be in form class at 8:45am.
- Any students who arrive after 8:47am (without medical evidence of an appointment) will be marked as late on the register.
- If a student arrives late into school they will be asked to attend a lunch time detention on that same day.
- If a student fails to attend the lunch time

Leave of absence requests

Parents **do not** have a right to take their children on holiday during term time, and maybe fined for taking holidays without schools consent.

Any request for holiday/leave of absence should be completed in writing on a leave of absence request form which can be collected from the school office. This request should be made **at least** 10 days before the first day of absence.

Leave will only be authorised in exceptional circumstances. At the headteacher discretion.

Exceptional circumstances **do not include** family holidays, visiting relatives or friends, attending sporting activities, looking after family members, birthdays, shopping etc.

Useful information

For further guidance relating to attendance issues;

[Www.sandwell.gov.uk/schools-education/school-attendance](http://www.sandwell.gov.uk/schools-education/school-attendance)

For information about Holly Lodge High School;

[Www.holly-lodge.org/attendance-2](http://www.holly-lodge.org/attendance-2)

If you have any issues or concerns regarding your child's attendance, please contact Mr Burke or Mr Robinson on 0121 558 0691

School Attendance



Ambition
Opportunity
Community

Holly Lodge High School

Holly Lane, Smethwick, B67 7JG
Tel: 0121 558 0691
Website: www.holly-lodge.org



Legislation and Guidance

The Department for Education states that:

Parents of compulsory school age children have a legal duty to ensure their children receive a suitable education.

A parent who knows that their child is failing to attend school regularly and fails to cause the child to do so, is guilty of an offence.

(Education Act 1996, s444)

Costs of non-attendance

A parent who fails without reasonable justification to ensure their child attends school can be taken to court and prosecuted.

The parent will receive a fine for each sibling at the school, 5 days off consecutively would result in a £80 fine for each child and each parent in the house. If not paid after 21 days it will rise to £160 and a second offence is £160 with no reduction. The third time will result in a penalty notice fine being issued and could be up to £2500 per parent per child. Please see our website for information.

As a school we expect parents to:

- Ensure their children attend school on time every day;
- Telephone school on the first day of absence;
- Try and make medical or dental appointments outside of school hours;
- Not take children out of school during term time for holidays or visits;
- Notify school if problems arise with attendance;
- Encourage children to report any issues to staff immediately;
- Encourage children to attend and engage with school and make the most of their educational opportunities.

As a school we expect students to:

- Arrive in school in time for registration - before 8.45;
- Be on time for all lessons;
- Bring in a note from parent or carer to explain absences;
- Report any problems with attending school to a member of staff - Form Tutor, Head of Year, Student Support Manager, Attendance Manager, - who can offer them support.

As a school, parents and students can expect us to:

- Support students and parents to encourage good levels of attendance;
- Promptly resolve any issues or problems that may arise and affect attendance;
- Regularly praise high levels of attendance through form groups and assemblies;
- Offer a prize draw reward at the end of each year for excellent attendance.

Holly Lodge High School

College of Science

Attendance

Minimum expectation for attendance is 95%

Persistent absence (below 90%) parents could be at risk of fines which can be £80, £160 and up to £2500

90% Attendance over 1 school year is a total of 16 days or over 3 weeks missed learning.

Why should you attend school regularly?

- Achievement is seriously affected by poor attendance. Of students who miss between 10% and 20% of school, only 35% achieve a grade 5 to 9 at GCSE.
- To start building good habits of reliability and timekeeping needed for future study and employment.
- Parents have a legal responsibility to ensure their child attends school.
- Holly Lodge refers parents to the local authority attendance and prosecution service if they fail to ensure their child attends school regularly.

What absences will school authorise?

- Genuine illness (you may be asked to provide medical evidence).
- Medical/dental appointments. Evidence will be required in order to authorise the absence.
- Interviews.
- One day for religious observance.
- Court Appearances.

'Regular attendance at school is crucial in ensuring that every child can meet their full potential'