

Holidays in Term Time

There is no entitlement in law for pupils to take time off during the term to go on holiday. The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

At Templars Academy 'exceptional circumstances' will be interpreted as:
... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time and cannot be taken outside of term time.
It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

The Department for Education has introduced a new statutory National Framework, that all schools in England must follow.

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.
- If a Penalty Notice is issued for an offence of unauthorised absence, the first offence will attract a fine of up to £160 per parent per child (£80 if paid within 21 days);
- A second offence in three years will attract a fine of £160 per parent per child.
- Schools cannot issue a third penalty notice in 3 years, and must consider other sanctions, which may include prosecution.

Please speak to the school if you need more information about the new rules.

Attendance Procedures

If you know your child is going to be absent from school, you are asked to contact the school office by telephone or in person **by 9:00am**, giving the reason for the absence. We ask that you phone school on **EACH DAY** of your child's absence, not just the first day. If no call is received, school will make contact with you to establish the reason for their absence. This will allow us to mark your child's absence on the register as 'authorised' or 'unauthorised'. If no contact can be made, our 'Missing children from education' process begins in line with our safeguarding policy. Home visits will be carried out in some circumstances if we cannot get hold of you.

Thank you for taking the time to read our attendance policy summary. For more detailed information please see our full attendance policy on the school website.

<https://www.templarsacademy.com/attendance/>



Templars Academy Attendance Policy



(Summary for parents/ carers)



Attendance and punctuality matters. Every day counts!

Please remember: we are here to support you! If you are concerned about your child's attendance, have concerns about your child or need wider family support then please reach out to us.

Mr Nick Hancock (Headteacher/ Attendance lead)

nttem@inspiresmat.co.uk

School office staff (day-to-day attendance monitoring and support)

admintem@inspiresmat.co.uk

Faye Welscher (Family Liaison/ Safeguarding):

Fayewelscher@inspiresmat.co.uk

Or call us on 01376 513477

Your email may be redirected to the relevant person to provide you with prompt advice/ support.

The Importance of Good Attendance



At Templars Academy, we promote the view that regular attendance is of the highest importance, in ensuring the best possible learning outcomes for all of our children.

Statistics show a direct link between under-achievement and poor attendance.

Children with good attendance:

- make better progress, both socially and academically
- find school routines and school work better to cope with
- have an easier transition between key points in their education

Attendance		
Excellent	Attendance is 99% or higher. Always in school on time.	No concerns from the school. You will continue to receive regular attendance reports. Ongoing school-level monitoring of attendance continues.
Good	Attendance is 96% or higher.	
Cause for Concern	Attendance falls below 96% or is occasionally late to school.	If your child's attendance falls into this category, you will first receive a phone call from a member of SLT to discuss the reasons for your child's increased absence (and any support the school can offer you). Your child's attendance will be closely monitored. If attendance does not improve, you will receive communication through a written letter and may be invited to meet with us at the school to discuss support that the school can offer and next steps. This is a supportive process. Your child will be considered at risk of becoming a 'persistent absentee'.
Persistent absence	Attendance is below 90% or is frequently late to school.	Absence at this level will cause considerable damage to your child's education. Children with attendance below 90% will receive additional targeted support from the school alongside wider agencies where appropriate.

At Templars Academy, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day-to-day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Understanding types of absence

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school without a good reason creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Types of Absence (lists are not exhaustive):

Authorised	Unauthorised
-Genuine illness -Medical appointments which cannot be made outside of school hours -A day set aside for religious observance -Approved sporting events -Absence due to exceptional circumstances (see attendance policy)	-Unauthorised holidays -Children who arrive too late to be registered -Going for a family day out -Sibling or parent illness -A child or family members birthday -Going shopping -Overslept or had a late night the night before -Visiting friends or relatives -Tiredness/ needing a 'rest day'

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.