



NATIONAL
CHURCH OF ENGLAND
ACADEMY

Appendix to Attendance Policy

September 2019

Office use

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Associated documents:			
NCEA climate for learning policy Guidance on school attendance July 2019			
Links to:			
The Education Act 2002 DALP Attendance Policy			



Diverse Academies
Learning Partnership

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1 Policy statement and introduction

1.1 The NCEA follows all aspects set out in the DALP policy.

2 Scope and purpose

2.1 Home visits may be carried out by the EWO, Sandhya Vaishampayan, or the Attendance Officer, Kirstine Black.

3 Responsibility for implementing the policy

3.1 The NCEA follows all aspects set out in the DALP policy.

4 School holidays

4.1 Academy policy stipulates that holidays may be authorised:

- where families are service personnel
- where family needs to spend time together to support each other during/after a crisis
- other compassionate circumstances confidentially shared with the academy

Parents/ guardians are not entitled to remove children from the academy for holidays or for any other reason as a right. Moreover, the academy will not automatically authorise holidays simply on the grounds of a parent/guardian being unable to take time off from their employment during the academy's holidays.

The National Academy will not authorise absence during term time unless there are exceptional circumstances. These circumstances are:

- where families are service personnel;
- where a family needs to spend time together to support each other during/after a crisis;
- other compassionate circumstances confidentially shared with the academy;
- where a student has been offered an exceptional opportunity outside of school.

Parents/guardians may apply for exceptional leave of absence by writing to the Principal at least four weeks before the planned absence (including before the planned holiday is booked). Holidays will not be granted retrospectively, based on an existing booking. The application letter must outline precisely what the exceptional circumstances are.

5 Support

5.2 The designated person responsible for writing a termly report is David Llewellyn (Assistant Principal)

5.3 Pastoral team will liaise with Kirstine Black (Attendance Officer)

5.6 David Llewellyn is the Assistant Principal who will determine whether an absence may be authorised.

6 Monitoring of the policy

6.1 The NCEA follows all aspects set out in the DALP policy.

7 Review of the policy

7.1 The NCEA follows all aspects set out in the DALP policy.