



OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

With delegated responsibility from the
Edith Stein Catholic Academy Trust

ATTENDANCE AND REGISTRATION POLICY

APPROVED BY TEACHING & LEARNING COMMITTEE	October 2022
SCRUTINISED BY SENIOR LEADERSHIP TEAM	September 2022
DATE LAST REVIEWED	September 2022
MEMBER OF STAFF RESPONSIBLE	Deputy Head
STATUTORY / NON-STATUTORY	Non-Statutory



Community

Unity

Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
September 2022	2.2 / Page 2	New sentence – 90% attendance
	4.2 / Page 3	Third bullet point – updated procedure
	5.4 / Page 3	Replace 'reward' with 'encourage'
	5.6 / Page 3	Replace 85% with 90%
	8.1 / Page 4	Attendance Manager and Officer Responsibilities
	10.1 / Page 5	Additional bullet point re 'late to school'
	12.4 / Page 6	Addition of school website for LOA forms
	14.1 / Page 6	Close family
	14.2 / Page 6	Replace Headteacher with Attendance Manager
	15.0 / Page 7	Addition of ClassCharts
	19.2 / Page 8	Change from 30 minutes late to 60 minutes
	19.3 / Page 8	Procedures for students arriving between 9-9.20am
	19.4 / Page 8	Addition of 'may'
	20.3 / Page 8	Twenty sessions / Ten days' absence
	20.4 / Page 9	Increase to four weeks/80 sessions Additional sentence regarding FPN and ALP
	22.1 / Page 9	Change from SLT to Attendance Manager
	22.2 / Page 9	Removal of Epraise Points
	22.3 / Page 9	Clarification of those parents receiving letters
	22.4 / Page 9	Change to procedure for students with less than 85%
	23.3 / Page 10	Change to close of register to 10.00am. Re-wording of early school day procedures

1.0 Principles

- 1.1 The mission of Oaklands Catholic School is to provide “Community, Unity and Opportunity” for all our students to help each person achieve their potential. As a school dedicated to inclusivity, we wish to ensure that every child receives his/her full entitlement and that no-one is disadvantaged. In order to accomplish this mission, we recognise that it is vital that children attend school at all times, unless there is a serious reason which prevents them. The principles and fundamentals of the school’s Attendance and Registration Policy are built on this fundamental vision. We recognise that for the majority of our students, good attendance is a well-established habit; however, it is crucial that parents understand clearly their responsibilities for their child’s attendance. Oaklands works in partnership with parents/carers and in promoting and encouraging 100% attendance and punctuality.

2.0 Aims and Rationale

- 2.1 The aim of this policy is to enable maximum student attendance, to encourage our students to take full advantage of their educational opportunity and to recognise the external factors which influence student attendance.
- 2.2 Good attendance is essential to success in school. Even having attendance of 90% can lead to significant gaps in learning.

90% attendance	=	½ day missed each week
1 year at 90%	=	4 whole weeks of missed lessons
90% attendance over 5 years	=	half a school year missed

3.0 Department for Education Guidance *School attendance* (2014)

- 3.1 Schools should:
- ❖ Promote good attendance and reduce absence, including persistent absence
 - ❖ Ensure every child has access to full-time education
 - ❖ Act early to address patterns of absence.
- 3.2 Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly.
- 3.3 All pupils must be punctual to their lessons.
- 3.4 School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This attendance policy is also consistent with the following school policies:
- Admissions
 - Anti-bullying
 - Child Protection
 - Behaviour
 - Safeguarding
 - Inclusion and SEN
 - Teaching and Learning

3.5 The level of attendance and punctuality expected from all our pupils is included in our school's Home School Agreement, which parents must sign following their child's admission to a school. It is very important, therefore, that children attend school regularly and this policy sets out how together this can be achieved.

3.6 **Good attendance is important because:**

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

4.0 Parents/Carers' Responsibilities

4.1 Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

4.2 Parents will:

- inform the school on the first day of absence
- make sure that any absence is clearly accounted for by telephone, email or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- inform the attendance officer of any planned absences well in advance by submitting a Leave of Absence form, available on the school website
- support the school with their child in aiming for 100% attendance each year
- ensure that their children arrive at school in time for 9.00 am Registration, properly dressed and equipped ready to learn.
- provide adequate reason/proof if their child has been absent (either via note/text/email)
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

5.0 School's Responsibilities

5.1 To alert parents/carers if a child is not present at morning or period 1 registration

5.2 To inform parents/carers of their child's percentage attendance on all reports

5.3 To inform parents/carers if their child's attendance is a cause for concern and to provide support and intervention

5.4 To encourage good attendance

5.5 Only the school may decide whether an absence is authorised or unauthorised

5.6 Students who have persistently poor attendance (below 90%), or who are consistently late arriving to school or lessons throughout the school day, may be asked to sign an Attendance and Punctuality contract. They may be referred to the Local Governing Body's Discipline Committee if there is no pastoral or medical reason for their poor attendance/punctuality and they have not engaged with the school's Attendance strategies. The school may also refer cases to the Attendance Legal Panel. This may in turn lead to a Fixed Notice Penalty if there is no significant improvement.

6.0 The Local Governing Body's Responsibilities

- 6.1 To have overall responsibility for attendance.
- 6.2 To be familiar with current legislation and Government policy.
- 6.3 To have a nominated Governor responsible for attendance.
- 6.4 To promote the importance of excellent attendance within the school community.
- 6.5 To ensure that the school has a nominated member of the Senior Leadership Team who leads on attendance and punctuality matters.
- 6.6 To be acquainted with the registration systems and practice in school
- 6.7 To monitor the effectiveness of this policy by receiving regular reports on attendance and punctuality.

7.0 Senior Leadership Team Responsibilities

- 7.1 The responsible member of SLT ensures that:
 - Specific guidelines for dealing with attendance issues are adhered to by staff.
 - Accurate and detailed information is recorded by the necessary parties
 - Parents are contacted by letter/email or text regarding poor attendance, punctuality or LOA issues
 - Information is disseminated to all stakeholders
 - Persistent Absenteeism is monitored and actioned
 - Pupil Premium attendance is tracked and actioned and stakeholders informed
 - Punctuality to school and lessons is monitored and actioned
 - Reports to the SLT and The Local Governing Body on Attendance and Punctuality are given twice a year.
 - The policy is reviewed and updated in accordance with the cycle of renewal
 - Annual attendance targets are set

8.0 Attendance Manager and Officer Responsibilities

- 8.1 The Attendance Officers ensure that:
 - First day absence calls/text messages are sent home when absence is unexplained
 - Generates detailed reports, analysis and tracking of students' attendance and punctuality, including specific reports on Persistent Absenteeism
 - Ensures registers are taken and facilitates dissemination of information to the relevant parties
 - Meets with SLT to analyse and action the Pupil Premium attendance data
 - Students are monitored signing in and out of school during the school day
 - Students are monitored signing in due to late arrival

9.0 Heads of Year Responsibilities

9.1 Heads of Year ensure that:

- They promote high standards of attendance within their Year Group and follow up any attendance concerns with individual students.
- They monitor the 90% (or less) attendance figures and punctuality statistics on a fortnightly basis with SLT.
- They send letters, make phone calls or meet with parents, when necessary, to improve attendance and punctuality.
- They attend Attendance Planning Meetings when necessary.
- The subject of attendance has a high profile through recognition in assemblies and rewarding high attendance
- Students on fixed term exclusion are supported
- Students with long term medical problems are identified and the necessary strategies are implemented to support their learning and progress

10.0 Form Tutor Responsibilities

10.1 Form Tutors ensure that:

- Daily registers are accurately taken for their tutor group within the agreed time frame (between 0900 – 0920)
- They are alert to patterns of attendance during the school day and follow up any unexplained absence during the school day
- They contact parents and intervene early on if they have concerns
- They meet with parents, should the need arise, to discuss attendance or punctuality concerns
- Set 'late to school' detentions where students arrive late to school without a satisfactory reason

11.0 Teacher Responsibilities

11.1 All teachers ensure that:

- They register the class accurately, within the first 15 minutes of a lesson
- They inform Student Services if a student on the vulnerables list is missing from their lesson.
- They liaise with the form tutor / Head of Year if a student has been missing from their lessons (truancy) on the suitable follow up

12.0 Extended Leave of Absence from School

12.1 Headteachers are no longer able to grant leave of absence for the purpose of a holiday in term time unless there are exceptional circumstances. The cultural advantages of a holiday are not a criteria for exceptional circumstances.

12.2 "Leave" in relation to a school means leave granted by any person authorised to do so by our governing body. A request by parents for extended Leave of Absence should be exceptional.

12.3 **Permission will not be granted after the absence has been taken.**

- 12.4 All requests should be made either in writing by using the designated school standard Leave of Absence form obtained from the school website, the Attendance Officer or a Head of Year, or preferably via the online form available on the school website. All decisions are recorded and parents/carers informed immediately. The school is committed to a policy to minimise unavoidable absence from school during term time.

13.0 Fixed Penalty Notice

- 13.1 When a parent takes a child out of school and the absence is unauthorised, the school can issue a fixed penalty notice.
- 13.2 The current guidance is contained in the link below:
<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidancefor-parents.htm>

14.0 Exceptional Circumstances and Special Considerations

- 14.1 The Governing body provides within this policy a guide to parents/guardians by which the school may use its discretion:
- Close family bereavement. To be agreed with by the Headteacher.
 - Wedding of father, mother or sibling.
 - Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
 - If a parent or sibling is suffering from a terminal or critical illness.
 - Armed Forces personnel who are unable to take leave at another time
 - Out of school programmes such as music, arts or sports operating at a high standard of achievement.
 - Time off relating to Children Entertainment Performances, which is subject to a licence being issued by the school.
 - Other circumstances may include a child being involved in Licensed Child Entertainment Performances
 - Religious observations.
- 14.2 If a parent believes it is necessary to take leave for exceptional circumstances for a situation for other than bereavement they must book an appointment to see the Attendance Manager or designated member of SLT. In all circumstances, other than bereavement, failure to have an appropriate discussion with the school will result in the absence being unauthorised.
- 14.3 In cases where leave is taken without permission or when the school is informed after the event, the absence will be recorded as **unauthorised absence**.
- 14.4 The Headteacher will not authorise any leave of absence unless there are exceptional circumstances; in addition to this, factors such as previous attendance records (95% or higher), limited authorised absences and proximity to exams will be considered.
- 14.5 LOA is not permitted during Challenge Week.
- 14.6 Education (Pupil Registration) (England) Regulations 2006 Regulation 7

15.0 Absence Procedures

- 15.1 On the first day of absence, the parent/carer should inform the Attendance Officer of the reason for absence and estimated duration. This may be done by telephone, text, email **or** through ClassCharts.
- 15.2 A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.
- 15.3 In the event of a missing child, as soon as the registers are processed the following steps are carried out by the Attendance Officer:
- (a) cross reference the register with holidays, exclusions, illness phone calls/emails archive and "Late book"
 - (b) send a text/email immediately
 - (c) check if there is a pattern in the register
 - (d) if no reply, follow up with a telephone call to both (if necessary) parents
 - (e) check with Head of Year/ Tutor if there are any relevant issues of which to be aware
 - (f) if still no reply, we begin the process of calling the other contacts listed on the child's file. Parents must provide the school with at least two named contacts, preferably the parent themselves and one other contact who is local to the family home.

16.0 Absence due to Ill Health

- 16.1 Any absence relating to illness must be evidenced by parents. Any absence of 5 days or more **must** be supported by medical evidence (eg: letter from GP or Consultant; prescription; named and dated medicine etc).

17.0 Authorised Absence

- 17.1 Authorised absence is defined as:
- When a pupil is absent as a result of illness and an acceptable explanation has been received.
 - Religious observation (as defined in the exemption list)
 - Where a child has been temporarily excluded from school
 - Medical/dental appointments (include cards) must be supported by a note from the parent/guardian (Appointments are to be made outside of school hours wherever possible and the minimum amount of time should be taken)
 - Exceptional circumstances (unavoidable absence) such as bereavement etc.

18.0 Punctuality – Legal Context

- 18.1 Persistent lateness does not constitute as full school attendance at school (Education Act, 1996)

19.0 School Lateness Policy

- 19.1 Poor punctuality is not acceptable as it forms bad habits for working life and disadvantages students. If a student is late for Registration, tutors will record the number of minutes late in Lesson Monitor.
- 19.2 Pupils arriving up to ~~30~~ 60 minutes late will receive a 'L' (late) code. Pupils arriving an hour or more after the school day begins, once the AM register closes at 10.00am will receive an unauthorised absence 'U' coding.
- 19.3 Students arriving between 0900-0920 should report to their tutor base/assembly where their tutor will mark them as late 'L'. Students arriving after 0920 should report to Student Services to sign in using InVentry with the time and reason for their late arrival to school. Any genuine reason for lateness must be supported by a parental note, text or email. Students who are late to school / for lessons will receive a same day lunchtime detention. If lateness is persistent they will be set an after school detention and their punctuality will be closely monitored by the Tutor, HOY and SLT.
- 19.4 The same also applies to arrival at lessons throughout the school day. Students who are persistently late for school and lessons are deemed to be in breach of school rules and may therefore be required to appear before the Governors' Disciplinary Panel.
- 19.5 Parents of children who are persistently late for school could receive a fixed penalty notice.

20.0 Persistent Absenteeism (PA)

- 20.1 A student becomes a 'persistent absentee' when they fall below 90% attendance at any time in the school year for whatever reason. Absence at this level does considerable damage to any child's educational prospects and we need parents' fullest support and cooperation to tackle this. We monitor all absences thoroughly. Any case that is seen to have reached or is at risk of moving towards the PA mark is given priority. PA students are tracked and monitored carefully through our 'tracking procedure'. All PA cases are also automatically dealt with by SLT. Parents are expected to contact the school at an early stage if their child is experiencing difficulty in attending school and to work with the staff in resolving the problems together.
- 20.2 If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and if required, one of our pastoral staff undertaking a home visit
- 20.3 **Twenty Sessions / Ten Days' Absence**
We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number.

20.4 **Continued or ongoing absence**

If your child misses 10% (four weeks/80 sessions) or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you.

20.5 Persistent absentee pupils and their parents can be made subject to an Attendance Contract with the school and may, in time, become liable for the issuing of a Fixed Penalty Notice or referral to the Attendance Legal Panel.

21.0 Children Missing in Education

21.1 Oaklands complies with the procedures outlined by Hampshire 'Guidance for children on school roll but absent and at risk of missing in education' April 2016 Education (Pupil Registration)(England) Regulations 2006

21.2 Oaklands complies with Regulation 8 'Deletions from the admissions register'

22.0 Tracking Procedure

22.1 The HOY, in discussion with the Attendance Manager, monitors students' progress in attendance and the tracking procedure can be classified as follows:

Stage 1	Green:	96% and above
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Stage 2	Amber:	91%-95%
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Stage 3:	Red:	less than 90%
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22.2 Students who have achieved 100% attendance will receive a celebration letter at the end of the academic year from SLT.

22.3 A letter will be mailed home to all parents of students whose attendance is below 90% for the preceding half term. Parents will be advised on ways to help improve attendance and, if necessary, invited into school to discuss.

22.4 Every two weeks the attendance manager will email all parents of students who have had less than 85% attendance in the previous two-week period

22.5 Parents should be aware that failure to facilitate the regular attendance of their child could result in a Penalty Notice from the Local Authority.

22.6 SLT and Heads of Year meet regularly to review the pupil premium and persistent absentee tracker to ensure disadvantaged student attendance improves and action contact with parents. HOYs receive a copy of the tracker.

23.0 Registration

- 23.1 Adherence is kept to requirements set out in the documents Education Regulations 1993 (Pupils' Attendance Records) and School Attendance 5/94 (Policy and Practice on categorisation of Absence), the Education Act 2006 (School Attendance Orders), The Education (Pupil Registration) (England) Regulations 2008, the DfES Guidance /0432/(2002) Ensuring Regular School Attendance and Hampshire CC guidelines to schools 2003 (Achieving High Attendance).
- 23.2 The school uses the SIMS data system and Lesson Monitor which requires staff to register each lesson electronically so that there is a central point of reference.
- 23.3 Statutory Registration is taken electronically at the beginning of each morning session by the Form Tutor and at the end of the day by the subject teacher in Lesson 5. **The register closes at 10.00am, after this time absence is unauthorised.** The early part of the school day offers the opportunity for important messages to be communicated, for the school community to come together both in worship and for secular reasons, and is considered a vital part of life at Oaklands, one that underpins the school ethos.
- 23.4 Notes of guidance relating to registration procedures are published in both the staff handbook and a similar document designed to give guidance to temporary supply teachers.
- 23.5 The school uses the system of universal codes for the recording of student attendance and absence. (*See Appendix A*)

24.0 Sixth Form

- 24.1 The Sixth Form College has high standards for attendance.
- Year 12 students must register at 9.00am in tutor rooms
 - Year 13 students are required to attend a minimum of three of the five registrations during each week. This arrangement is made with their Form Tutor in September of their Year 13.
 - Students are required to attend all timetabled lessons including PRE course and enrichment activities
 - If a student is not going to be in school, they or their parent/guardian must contact the college before 9.00am
 - There is no afternoon registration
 - Students must be authorised by the Director of Sixth Form Learning to go home after 12.00 if they have no lessons in the afternoon and they are asked to sign out using InVentry in Sixth Form reception area.
 - If a student is absent from lessons they are challenged by their Form Tutor after weekly attendance monitoring (Thurs am).
 - If a student is repeatedly absent from registration or lessons without authorisation the college will contact their parents
 - Attendance in lessons is monitored by staff using the Lesson Monitor information system
 - 16-19 Bursary, where applicable, is dependent on students' full attendance in all courses.

APPENDIX A Attendance Codes

Code	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	AEA	Out for whole session
C	Other Authorised Circumstances	Authorised Absence	Out for whole session
D	Dual registration (attending other estab)	AEA	Out for whole session
E	Excluded (no alternative provision made)	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised Absence	Out for whole session
J	Interview	AEA	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs (not covered by other code)	Unauthorised Absence	Out for whole session
P	Approved sporting activity	AEA	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study Leave	Authorised Absence	Out for whole session
T	Travellers absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	AEA	Out for whole session
W	Work Experience	AEA	Out for whole session
X	Not required to be in school – non compulsory school age	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on admission register	Authorised Absence	Out for whole session
#	Planned or partial school closure. School closed to pupils and staff	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	No mark for session

A1.0 A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

APPENDIX B Fixed Penalty Notices

B1.0 Penalty Notices for non-attendance and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

B2.0 Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1 the child or family do not require the support from any agency to improve the attendance
- 2 the child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

B3.0 The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

For guidance refer to:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidancefor-parents.htm>

B4.0 Further advice for parents and carers can be found on the school website in the Parents / Attendance section, including the leaflet:

Information on Penalty Notices for non-attendance at school Education Act 1996, section 444A **Advice for parents and carers** Applied from February 2019

B5.0 Penalty Notices are issued in line with the Hampshire County Council 2019 Code of Conduct for issuing penalty notices for unauthorised absence from school. The Code of Conduct is a requirement of The Education (Penalty Notices) (England) Regulations 2007 and it applies to statutory school age children from age 5 to age 16 in all maintained schools and academies within the county of Hampshire.

B6.0 Having received notification that your intended absence will not be authorised, if your child is absent from school on the dates given, you will receive a Penalty Notice. Arrangements for payment will be detailed on the Penalty Notice and penalties are to be paid to Hampshire County Council. If paid within 21 days of deemed service the penalty is £60 per parent, per child. If not paid within 21 days, the penalty is automatically increased to £120 to be paid within 28 days. Any revenue resulting from payment of penalties will be retained by Hampshire County Council and is used to cover the enforcement costs. It is likely that non-payment will lead to a prosecution under Section 444 of the Education Act 1996.

B7.0 If a Penalty Notice is paid and a child has further unauthorised absences additional legal action may be taken. For example, in the event that a Penalty Notice has previously been served due to unauthorised holiday, should a child have any future unauthorised leave this may result in further legal action, such as prosecution or an Education Supervision Order.

APPENDIX C Study Leave

- C1.0 We believe that pupils/students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and pupils/students will be expected to attend school in the usual way.
- C2.0 Study leave will only be granted to Year 11 pupils / students during the time of the GCSE examination period. Should any pupils/students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so.
- C3.0 The school will work within the legal requirements, ie:
- study leave should only be granted to Year 11 pupils and never to those in other year groups
 - it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period
 - it should always be granted sparingly, taking account of an individual pupil/student's ability to manage and benefit from unsupervised study
 - any pupil has the right to attend school during study leave and a parent has the right to insist he/she does so
 - any session given to pupils as study leave has a statistical meaning of authorised absence (it is not an *approved educational activity* as it is unsupervised) and should be recorded and reported on by the school as such.