Attendance For Learning Policy

Date effective	September 2026
Review Cycle	Annually
Review Date	September 2027
Date of Approval by Governors	July 2027
Committee approved by	Foxford Local Governing Body
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Date	Notes

Policy Aims

The aim of this policy is to encourage all Foxford School students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential for students to maximise their chances of success. As a school we will do all that we can to ensure and actively promote maximum attendance levels for all students. We will also ensure that attendance barriers are identified and addressed in a timely manner. Evidence shows a strong correlation between excellent school attendance and student outcomes.

At Foxford School, we will actively challenge students who consistently arrive late for the school day which disrupts access to valuable teaching time.

Parents and Carers are responsible for their child's attendance and punctuality. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

Through this Policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by Foxford School
- Raise awareness of parents, carers, and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Work in partnership with students, parents, carers, staff, and the Local Authority so that all students realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students a sense of their own responsibility
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance
- Ensure that awareness of attendance is embedded within the curriculum, teaching and learning and behaviour for learning.

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the legislation setting out the legal powers and duties that govern school attendance:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Expectations

Foxford School will:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled; and act early to address patterns of absence**.**

Parents will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives punctually and prepared for the school day.
- Ensure that they contact the school daily of absence or if known in advance whenever their child is unable to attend.
- Contact the School promptly whenever any problem occurs that may keep their child away from attending.
- Notify the School of any home circumstances that might affect the behaviour and learning of their child.
- Notify the School immediately of any changes to contact details.
- Attend meetings as requested.
- Provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming the visit, prescription or medicine bottle or hospital letter);
- Not arrange any term time leave absence.
- Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

All students will:

- Attend school every day
- Attend punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or form tutor any problems that may affect their school attendance.

In addition, the school will:

- Work towards ensuring that all students feel supported and valued as a member of our school community.
- Encourage parents/carers to be actively involved in ensuring and promoting their child's attendance.
- Ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance and take the registers accurately and timely.
- Regularly share attendance and punctuality information with parents and students.
- Ensure regular monitoring evaluation of the attendance policy and procedures by the school Leadership Team and the School Governors.
- Include attendance and punctuality in the School Improvement Plan.
- The school is responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are on the school's admission roll. In addition, lesson registers are taken each lesson.

Statutory and legal requirements

This policy is based on and should be read alongside:

- The Education Act 1996.
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- Department for Education statutory guidance: Working Together to Improve School Attendance (current version).
- Department for Education statutory guidance: Children Missing Education (current version).
- Department for Education statutory guidance: Keeping Children Safe in Education (current version).

Registration

The school day begins at 8.45am.

Morning registration takes place during Period 1 and must be completed by 8.55am.

Students arriving after 8.55am will be recorded as late.

Registers remain open in accordance with Department for Education requirements. Students arriving after the close of registration will receive the appropriate attendance code as defined within current attendance regulations.

Afternoon registration takes place at 1.15pm.

The school maintains lesson-by-lesson registration throughout the day to support student safeguarding and attendance monitoring.

Subject teachers are responsible for ensuring that an accurate electronic register is completed within the first ten minutes of each lesson. Where electronic systems are unavailable, a paper register must be completed and returned to reception immediately.

First day contact between parents and school will be made via email by reception and followed up with a phone call from the Year Leader where necessary.

Staff are supplied with clear guidance on what is authorised and unauthorised absence following DfE guidelines. (see Appendix 4)

Any emerging attendance concern/problem within a Year Group will be discussed and action planned within the weekly Tutor Group briefing and fortnightly SSS meetings. Here further action is decided upon involving both internal support and involvement of external agencies.

Persistent Absenteeism

- A student becomes a 'persistent absentee' (PA) when their attendance falls below 90% at any time during their school life. Absence at this level is detrimental to a child's education. A student is considered Severely Absent when their attendance falls below 50%. These students will receive intensive support and intervention in line with Department for Education guidance.
- All students whose attendance falls below 92%, or who are showing a pattern of declining attendance which may lead to Persistent Absence, will be monitored through the school's pastoral systems and offered support at the earliest opportunity.
- Support and action towards all PA students are automatically reviewed daily in Tutor group meetings and on at least a weekly basis with the Pastoral Team.
- Daily contact with parents / carers will be made to encourage attendance and to review possible barriers to attendance.

Support and re-integrating students on long term absence

Year Leaders will advise Faculty Leaders about students with long term absence and medical conditions and will co-ordinate requests for work to be set for completion at home. Faculty Leaders will respond promptly to these requests, organise setting work, leaving it for collection and the marking of returned work.

Students who have been absent long term and who need to catch up on schoolwork will spend a negotiated amount of time working in THRIVE completing work set by Faculty Leaders. This time and re-integration support will be managed by the Year Leader in liaison with the Attendance Officer. Some students returning after a long-term absence will be considered for an alternative curriculum involving fewer subjects and some study time in the support centre until they are able to integrate fully into the mainstream curriculum. Students who are school phobic or who have undergone recent crisis will be supported by Pastoral Team where appropriate.

Deletions from the Register

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the school will only remove a pupil's name from the admission register where one of the statutory grounds for deletion applies and all legal requirements have been met.

The school will notify the local authority of any pupil who is to be removed from the admission register and will work with the local authority to establish the whereabouts of children who may be missing education, in accordance with statutory guidance.

A pupil may be removed from the admission register only in circumstances permitted by law, including where:

- the pupil has been registered at another school;
- a School Attendance Order has been amended or revoked;
- the parent has notified the school in writing that the pupil will receive education otherwise than at school (where permitted by law);
- the pupil has ceased to be of compulsory school age;
- the pupil has been permanently excluded and the relevant procedures have been completed;
- the pupil has died;
- the pupil has moved a reasonable distance from the school and is no longer expected to attend;
- the pupil has failed to return following a period of approved leave and the school and local authority have completed the required enquiries;
- the pupil has been continuously absent and the conditions prescribed by the Regulations have been met;
- the pupil is medically unable to continue attending the school before reaching the end of compulsory school age; or
- any other ground for deletion specified in the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

The school will not remove a pupil from roll except in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the statutory guidance Working Together to Improve School Attendance.

Children Missing in Education

Foxford School will fulfil all statutory duties relating to Children Missing Education and will notify the Local Authority when required by current Children Missing Education guidance and pupil registration regulations.

This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made. A referral to the Local Authority Family Help Front Door (MASH) may be considered if there are any safeguarding concerns when a child is missing.

Leave of Absence (Holidays in term time)

The school is committed to promoting high levels of attendance. Parents should ensure that their child attends school on every day that it is open unless they are unable to attend due to illness or another authorised circumstance.

Parents should only allow their child to be absent from school where:

- their child is too unwell to attend; or
- the school has granted permission for a leave of absence.

Any request for a leave of absence must be made in writing to the Assistant Headteacher (Attendance) and submitted in advance of the proposed absence. The decision whether to authorise the absence, and the length of any authorised leave, rests with the Headteacher.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the Headteacher may only grant a leave of absence during term time if satisfied that exceptional circumstances apply.

The school recognises that each request must be considered on its individual merits. However, family holidays, the availability of cheaper holidays during term time, or the convenience of scheduling leave during term time will not normally be considered exceptional circumstances.

Where leave of absence is authorised, the absence will be recorded as authorised. Where leave of absence is not authorised, but the absence is taken, the absence will be recorded as unauthorised.

Penalty Notices

The school will work with parents to promote and support good attendance. However, where unauthorised absence occurs, the school may request that the Local Authority consider legal intervention in accordance with the Local Authority Code of Conduct and the national framework for Penalty Notices.

A Penalty Notice may be considered where a pupil has accrued 10 or more sessions of unauthorised absence within a rolling 10 school week period, including unauthorised leave of absence taken during term time.

The issuing of Penalty Notices is the responsibility of the Local Authority. Any Penalty Notice issued will be in accordance with the current national framework and Local Authority Code of Conduct in force at the time.

The amount payable, payment timescales and escalation arrangements will be those specified within the current national framework for Penalty Notices.

Failure to pay a Penalty Notice within the prescribed timescale may result in legal proceedings being commenced by the Local Authority.

Penalty Notices will be issued as follows:

- **First offence** - The first time a Penalty Notice is issued the amount is £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may result in a prosecution.

- **Second** Offence (within 3 years) - the second time a Penalty Notice is issued the amount is £160 per parent, per child paid within 28 days. There will be no reduced amount for early payment. Any non payment of the Penalty Notice may result in a prosecution.

- **Third Offence and Any Further Offences (within 3 years)** - the third time an offence is committed a Penalty Notice will not be issued, and the parent(s) may be prosecuted under section 444(1A) of the Education Act 1996 instead. These fines can be up to £2500 per parent, per child.

Categorising absence

There are two types of absence:

- Authorised (where the school approves student absence e.g., absence due to sickness, religious observance, funerals);
- Unauthorised (where the school will not approve absence e.g., holidays during term time, taking children out without permission i.e., birthdays, parents or siblings attending medical appointments).

Only the school, and not parents/carers, can decide whether or not to authorise an absence even if you send in a note or leave a message. This is written down in the Education Registration Regulations 2006. We will let you know if we are not authorising your child's absence.

Parents are responsible under the Education Act 1996 to ensure their child has full and regular attendance at school while they are of compulsory school age. We can ask the Local Authority to take legal action if we have not authorised your child's absence from the school. Legal action can include prosecution, the issue of a penalty notice, or an application of for an Education Supervision Order in the Family Court. If the

Local Authority agrees to a prosecution the maximum fine is £2500 and / or 3 months imprisonment.
We will always offer you opportunities to talk to us and will try to help resolve things without going to court, but we will ask for legal action when this is necessary. Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from school. This gives the impression that attendance does not matter and usually makes things worse. The school works to support parents / carers to ensure that the child returns to school.

Illness

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments

Parents/carers are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for as much of the day as is possible. Parents/carers should show the appointment card to school to confirm the appointment.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or personalised timetable agreed as part of a reintegration package.

Religious Observance

Foxford School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to Foxford School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Traveller and Highly Mobile Families

Foxford School recognises the cultural traditions, lifestyles and educational needs of pupils from Traveller, Gypsy, Roma and other highly mobile communities. The school is committed to promoting equality of opportunity and ensuring that all pupils have access to a full and appropriate education.

The school will work in partnership with parents/carers, the Local Authority and other relevant agencies to support regular attendance, continuity of education and successful engagement with school.

The school recognises that some families may have a highly mobile lifestyle and will seek to maintain effective communication and support arrangements to minimise disruption to a pupil's education wherever possible.

Attendance and absence will be recorded in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current Department for Education guidance. Where pupils access education through approved alternative arrangements, the appropriate attendance codes will be applied.

Attendance Protocols

Absence procedure for Foxford School

If a child is absent from school, the following will be initiated by the Attendance Team:

A first-day response text is issued to parents/carers of students who are absent without explanation following completion of morning registration.

This may be followed up with a phone call from their tutor, Attendance team or Year leader to verify the reasons for absence and whether additional support is needed to support the students return to school.

Expected absence procedure for parent/carer:

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken.

If a child is unavoidably absent from school, parents/carers are expected to:

Contact school by telephone call or text before close of register at 9.15 am on the first day of absence, identifying the exact reason for absence (not just 'ill' or 'unwell') and the expected date of return.
A telephone call will be required in all circumstances.

Late arrival at school

At Foxford School all students are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.45am and we advise all parents/carers to ensure their child is on the school site prior to this. All students arriving after this time will be expected to report to the main reception office where their arrival will be recorded as late in the register.

The school register will officially close at 9.15 am. All students arriving at or after this time will be marked as having an unauthorised absence for the morning session.

A student who arrives late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival. Repeated arrival after the close of registration will result in a referral to the school's Attendance and Welfare team and may also result in a request for a Penalty Notice or legal proceedings to be considered.

Appendix 1: DfE's Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence
D	Dual registration (i.e.bpupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non- compulsory school-age pupils	Not counted in possible attendances

Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

Appendix 2: Foxford Attendance Procedure

Staged Approach	Descriptor	Threshold	Actual Learning Days	Learning Days Lost	Learning Hours Lost
<u>Celebrate and Reward</u> We recognise and celebrate learners who attend school every day on time. We thank parents for their support and commitment to ensuring high attendance for their child.	Excellent	100%	190	0	0
		99%	188	2	10
	Very Good	98%	186	4	20
	Good	97%	184	6	30
		96%	182	8	40
		95%	181	9	45
Stage 1: Attendance Nudge Attendance is lower than our aspirational target. Attendance will be monitored by Form Tutors where improvements are expected.	Needs to improve	94%	179	11	55
		93%	177	13	65
Stage 2: Engage Student is at risk of being persistently absent from school. Year Leaders will support and monitor the student's attendance. Targets will be set and liaison with parents/carers to ensure attendance improvements are made. External agencies may be involved to support.	Action Needed	92%	175	15	75
		91%	173	17	85
Stage 3: Attendance Contract 1 Student is now persistently absent. The SLT link for the year group will meet parents/carers to discuss concerns. An attendance contract will be drawn up support improvements in attendance and monitored for 4 weeks. External agencies may be involved to support.	Cause for Concern	90%	171	19	95
		89%	169	21	105
		88%	167	23	115
		87%	165	25	125
		86%	163	27	135
Stage 4: Attendance Contract 2 Where little/no improvement has been made over the 4 weeks (without genuine reason for absence); parents/carers will be invited to attend an attendance panel meeting with the Attendance Officer, Assistant Headteacher (Attendance) and Governor (where appropriate). Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. A final warning letter will be sent outlining the next steps should attendance not improve.	Serious Cause for Concern	85%	162	28	140
		84%	160	30	150
		83%	158	32	160
		82%	156	34	170
		81%	154	36	180

Stage 5: Referral to Local Authority/Possible Prosecution **Where little/no improvement has been made over the 4 weeks (without genuine reason for absence). A review meeting will be conducted where Attendance Contract 2 will be reviewed. Where action is necessary, parents/carers will be informed of the referral to the Local Authority for prosecution. The LA will continue to monitor attendance and absence.**	**Extreme Cause for Concern**	**80% and below**	**152**	**38**	**190**

Appendix 3: Foxford Attendance Procedure

Daily Protocol	Responsibility	Eval
1) Staff to take registers before 8.55am. Where electronic registers are not possible, paper copies need to be sent to register	All Staff	JKE
2) Students who are late arrive via student reception where their marks are recorded on ARBOR, detentions set, and pastoral teams alerted by email and ARBOR. Student reception supported by YLs	Reception	YL
3) YLs have the initial conversations with students who are late and set target for next day	YL	
4) First day response text home by 9.15am and reasons for absence recorded on ARBOR	Reception	
5) Follow-up telephone calls will be made to parents/carers of students whose absence remains unexplained after the first-day response process		
6) Quality Assure daily phone calls taking place and key students prioritise		
7) YL reports 85-90% absentees to LDA, STA, and JKE prioritise home visits		
8) On-going attendance concerns (85% and below) involve LDA, STA, JKE and TJO to agree PN and parenting contracts – future absence require doctors note		
9) Attendance is now a standing agenda at the weekly tutor briefing		
10) Pastoral team (YLs, YLs, tutors) monitor ARBOR front page with attendance and punctuality data throughout day and identify issues to be addressed and students expected at late detention		
11) Return to school conversation with tutor		
12) Return to school meeting with YL for vulnerable students / PA students		
13) Long term absence reintegration strategy planned with LDA, STA and YL		
14) Letters regarding attendance concerns or praise printed and sent by reception on YL request		
15) Lates and call out detentions take place after school in pastoral detention room where mentoring conversation held, and expectations set		

Weekly Protocol	Responsibility	Eval
1) Weekly behaviour and attendance report data to be cascaded through pastoral team	YL	KCO/SHA
2) Weekly behaviour and attendance analysis used as part of Fortnightly SSS meeting and subgroups are analysed with actions and impact monitored	YL	TJO/JKE
3) All unauthorised marks are cleared weekly as part of weekly tutor time attendance focus	LDA/STA	TJO/JKE
4) All year groups to have specific attendance target (based on previous year) and compared to National Data.		
5) All YLs have clearly identified attendance group in their PM; targeted groups, including 85% below (PAs) seen at least fortnightly with SSS students when identified at RAP		
6) All tutors have an identified target group of 3-4 named students for whom they set targets and monitor progress (95%-91%) through morning registration and briefings		
7) All tutors have an identified target group of students for whom they set up behaviour reports and monitor progress towards behaviour targets		
8) Tutors are provided with the attendance and punctuality data of their tutor group and of key groups every Monday to be reviewed		
9) Time given to tutors in registration when required to support mentoring/caseload phone calls home for attendance / lates and behaviour concerns / praise		
10) Tutors to email home where punctuality is a concern		
11) Year Leaders to coordinate with reception the punctuality letters to be sent, reception to send home		
12) Targeted parents where attendance is a concern are invited in for attendance meeting		
13) Weekly attendance analysis sheets are used as part of the SSS meetings and subgroups are analysed with actions and impact monitored		
14) Weekly review of attendance increase/decrease against 90% threshold and interventions agreed		
15) Weekly tutor group attendance figures displayed in pastoral area and tutor rooms		

Half-termly- Termly Protocol	Responsibility	Eval
1) All tutors received attendance target which are reviewed and re-set	Tutors	YL
2) All Students' attendance targets are reviewed and re-set half-termly to gain 95- 100%	Tutors	YL
3) Key groups are targeted and set a half termly target and reviewed weekly; rewarded each half term	YL	JKE
4) Attendance has clear profile in Celebration Assemblies	YL	JKE
5) Praise and concern letters sent. Letters are tracked each half term to identify improvement/decline	YL	JKE

Appendix 4: Types of absence

Absences must be limited to cases of real illness, and holidays will not be authorised during school time. However, it is acknowledged that there may be special circumstances where students may be absent from school. In these circumstances, a request should be made to the Year Team, clearly stating the reasons for the proposed absence.

The circumstances of your request will be considered, where the decision is taken to refuse permission, the absence will remain unauthorised should students choose to ignore this.

Absence	Authorised?	Supporting documentation required
Minor ailments (e.g., headache, period pain, cold, stomach-ache, fatigue)	No	N/A
Illness- student is too ill to leave the house	Yes	If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence.
Medical issues e.g., doctor, dental, hospital, opticians, and orthodontist appointments	Yes	Parental confirmation Appointment letter or card
Funerals (Close relative)	Yes	Parental confirmation
Funerals (Non-family)	Discretionary	Parental confirmation
Religious observance	Yes	
Birthdays or similar celebrations	No	
Awaiting deliveries or maintenance work at home (e.g., boiler fixed) on behalf of parent	No	
Taking care of siblings	No	
Holidays	No	
Other i.e., examinations, college interviews, participation in extra-curricular activities, rehearsal for events relating to schools etc.	Discretionary	Parents to email Year Leaders at least one week in advance.