



# Attendance and Absence Policy

October 2024

Signed by:

Headteacher

Date:

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Chair of governors

Date:

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## Statement of intent

William Reynolds Primary School and Nursery believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium - can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's **attendance administrator is Jo Mabbott** who can be contacted on 01952 388280 or by email at [A2158@telford.org.uk](mailto:A2158@telford.org.uk). All notifications of absence, evidence of appointments, queries or concerns should be directed to Jo Mabbott, who maintains the school's attendance registers.

Attendance is managed by the **attendance champion (Ruth Angeloff Acting Deputy Head)** supported by the pastoral team. Ruth Angeloff can be contacted on 01952 388280 or [ruth.angeloff@taw.org.uk](mailto:ruth.angeloff@taw.org.uk)

The school's **Educational Welfare Officer is Toni Bohn**. She can be contacted, via email, at [Toni.Bohn@telford.gov.uk](mailto:Toni.Bohn@telford.gov.uk). The EWO is responsible for the submission of letters, fines, and any legal proceedings relating to absence. She works alongside the Acting Deputy Head and attendance administrator to analyse and monitor attendance.

## **Roles and responsibilities**

### **The governing board has overall responsibility for:**

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education procedure in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

### **The headteacher and deputy head are responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.

### **The educational welfare officer is responsible for:**

- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Supporting the head with the overall strategic approach to attendance in school.
- Supporting the head with developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.

- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with pupils and parents with regard to attendance
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Following up on incidents of persistent poor attendance.

**Staff are responsible for:**

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

**The attendance administrator is responsible for:**

- Ensuring accurate attendance records are maintained.
- Ensuring all absences are chased so an appropriate and accurate absence code is used.
- Chasing evidence of absence where EWO has named children on SAL 2 list
- Informing the LA of any pupil being deleted from the admission and attendance registers (D1 form)

**Pupils are responsible for:**

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

**Parents are responsible for:**

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

## Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed.
- Not attending the registered school for any reason.

### **Authorised absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day

### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

### **Severely Absent (SA):**

- Missing 50 percent or more of schooling across the year for any reason.

### **Children Out of School (COOS):**

These are children who have been absent from school for 10 or more consecutive school days and the absence is unauthorised. Schools are required by law to notify the Local Authority (LA) of such children. It is acknowledged that the majority of these children return to school within a short timeframe.

### **Children Not Receiving Education (CNRE):**

These are principally children who have not attended school for 1-3 months. These children are on a school roll but have been absent for more than 28 days and are not receiving education, or their whereabouts is known about but they do not currently have a school place.

## Children who are Missing from Education (CME)

- These are children who are not on a school roll, have been out of education for 6+ months or have moved out of borough/abroad and who are missing from education as their whereabouts is not known and as a consequence nor is their provision.

## Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The **school day starts at 8:45am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be allowed on the school site from 8:30am. The doors open at 8.35pm for the children to go into class. Afternoon session start at the end of lunch.



Lunch breaks are as follows:

Reception to Year 6	12pm - 1pm
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Pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8:45am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The morning register will close at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked within 5 minutes of the finish of the respective lunchtime. Pupils will receive a late mark if they are not in their classroom by this time.
- The afternoon register will close after 15 minutes. Pupils will receive a mark of absence if they are not present.

## Wraparound Care Provision

We offer our parents breakfast clubs which start at 7.45am and our after school clubs run until 5.30pm. If parents require more information please, contact the school office for the forms.

## Attendance register

The school uses Scholarpack to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

The teacher/HLTA will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or regulated employment abroad
- C2 = Compulsory school age pupil subject to a part-time table
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- K = Attending education provision arranged by the LA
- R = Religious observance
- B = Approved off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Non-compulsory age pupil not required to attend school
- T = Parent travelling for occupational purposes
- Q = Absent due to a lack of access arrangements
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered - at another educational establishment
- W = Attending work experience
- Y1 = Transport normally provided not available
- Y2 = Widespread disruption to travel
- Y3 = Part of the school premises is closed
- Y4 = Whole school site closed unexpectedly
- Y5 = Unable to attend because of unavoidable cause

- Y6 = Unable to attend because of unavoidable cause  
Y7 = Absent due to any other unavoidable cause
- Y7 = Unable to attend because of unavoidable cause
- Z = Prospective pupil not on admission register
- # = Planned whole school closure

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

Every entry in the school's admission and attendance register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register made in accordance with [regulation 5\(3\)](#) is preserved for six years after the end of the school year that it relates to.

## Absence procedures

Attendance and safeguarding are intrinsically linked. All members of the team have a duty of care to ensure that we follow our attendance and child protection policies daily.

Parents will be required to **contact the school office via telephone (01952 388280)** before 9:00am on the first day of their child's absence - they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school MIS system.

If you have reported your child's absence, please stay in regular communication with the school. You may receive follow-up phone calls during the week to check in on your child's progress. This is done on a case-by-case basis.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting



evidence where there is genuine and reasonable doubt about the authenticity of the illness, or where the EWO has identified the child as having poor attendance.

We have the responsibility to contact parents to investigate reasons for absence, including completing home visits where contact cannot be made by telephone. Our Education Welfare Officer is Toni Bohn, who will carry out home visits, case depending.

If a child is absent for 10 days, school will initiate the Missing Child in Education Protocol as advised by Telford and Wrekin Council.

Every three weeks the Education Welfare Officer meets with Mrs Angeloff and Mrs Mabbott to discuss all pupil's attendance. The Education Welfare Officer will inform parents if we have concerns regarding their child's attendance and punctuality. Children with 90% attendance or less, whatever the reason for the absence, are classified as persistent absentees. Attendance will be regularly monitored for these children.

In the first instance we will discuss the absenteeism with the Education Welfare Officer and may send a 'SAL1' letter to all pupils whose attendance drops below 95%. The pupil's attendance will be regularly monitored by the school and EWO. If attendance does not improve, or falls again below 90%, we may send a further 'SAL2' letter, which requires parents/carers to provide medical evidence for absence. We may also consider the use of a Notice to Improve and/or Penalty Notices to enforce an improvement in attendance if concerns continue. This will always be reviewed on a case-by-case basis.

Where explanations for absence are not satisfactory, or where absence persists, school staff may invite the parents/carers to an Attendance Support Meeting (ASM) in school to discuss any difficulties which may prevent a pupil from attending school. If parent/carers do not attend or send apologies, a referral may be made to the Local Authority Attendance Support Team (AST) via the Education Welfare Officer.

The school or EWO will contact parent(s) where there are problems of lateness, either by telephone or by a letter. Persistent lateness can be as detrimental to a pupil's education as poor attendance.

We may refer to additional support for families where this may resolve attendance concerns. This could include Strengthening Families, School Nursing Service or any external agency who can provide support. Referrals will always be discussed with parents.

Continuing attendance concerns with no improvement, or a lack of engagement with support, may result in the issue of Local Authority warning notices, an interview under caution and/or prosecution in the Magistrates Court under Section 444 of The Education Act 1996.

Attendance	Rating	Action
97-100%		Your child's attendance is at or above the school target. This will help with all aspects of your child's progress and development in school. This will give them a good start in life and supports a positive work ethic.
91%-96%		Your child's attendance is below expected. You may get a call from our attendance team to discuss how we can help.
Below 90%		Your child's absence could significantly affect your child's progress and attainment. This will be monitored closely. Expect to be asked to attend an attendance meeting.

## Persistent Absence

Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a Persistent Absentee. Persistent absence is a serious problem for pupils. Gaps in learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and underachievement. Such low attendance is well below our school expectations and as such, the school will work in partnership with the parent to improve matters.

## Penalty Notice Framework

In line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10-week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed below.

From August 19th 2024, the Government have introduced a new 'national framework for Penalty Notices'.

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.
- Penalty Notices are increasing to £160 from September 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days - this reduction does not apply to any subsequent Penalty Notice.

- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160 which must be paid within 28 days.
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.

If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. For example, when a parent purposefully tries to avoid a Penalty Notice by taking their child out of school when there is only four pupil days in school and the fifth day is for example a PD Day or bank holiday attached to that week.

In some circumstances a 'Notice to Improve' may be issued - however, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included on school's website or a simple warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

## **Exceptional Leave - Term Time Leave of Absence**

Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school office. These are also available on the school website. DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence.

In developing and publishing the new national framework, the Government has renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of William Reynolds Primary School and Nursery support this and students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance Working Together to Improve School Attendance (Feb 2024) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 38.)

Each application for leave in term time will be considered individually and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent or posted to the parents' home address.

Fully complete a 'Request for Leave in Term Time' form, preferably 4 weeks before the requested dates.



Hand it in to the school reception office with any other documentation that you wish to be considered with the request.



School will respond in writing within 5 school days, advising of the decision made. If no letter is received, please contact the school office.



**Leave is Authorised**

Absence will be recorded as authorised on the school register.

**Leave is Unauthorised**

If Leave is still taken, absence will be un-authorised on the school register.

Holiday Penalty Notice may be issued by the Local Authority.

## **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to inform school of their child's absence as far in advance as is practicable. Parents may be asked to show the appointment card, letter, email or text to the office staff. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

## **Religious observance**

Parents will be expected to request absence for religious observance at least two weeks advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

## **SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or ADPRs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) procedures.

## **Modified Timetables**

Modified timetables are used as a short term measure and are agreed with parents. School informs the Local Authority of any part time education arrangements.

Governors are given information about pupils who are not accessing school in the usual way through the Head teacher's report, so that governors can challenge the amount of provision being made and evaluate its effectiveness.

## **The Criteria for Placing a Pupil on a Modified Timetable**

There are a very limited number of reasons why a school might consider the use of a modified timetable. In the event of the modified timetable being related to health issues, these needs will be supported by medical evidence.

Some pupils might require the support of a modified timetable for a short period of time with a clear plan in place to ensure the pupil is receiving full time education in a planned timescale.

## **Leave during lunch times**

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher - it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises. Where permission has been granted, the headteacher will ensure the appropriate staff are aware the pupil has agreement to leave site. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises - the pupil will be signed out and back in using the Inventory system at the school office. The headteacher reserves the right to withdraw their permission at any time - this may occur, for example, where there are attendance concerns.

## **Monitoring and analysing absence**

The attendance team will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance team will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance team will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future. The school will also benchmark its attendance data against local-, regional- and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

## **Removing barriers to attendance**

In line with the ethos of 'Working Together to Improve School Attendance', we will offer support to families to overcome any barriers to attendance. Every family and every situation is different, so your support will be tailored to your needs. We will always start with a conversation, listening to your concerns and identifying your family's needs. Sometimes, all of the support a family might need can be provided by school. In other cases, with your consent, we may suggest or signpost you to external services who are more specialised in the area that you would like help with. Parents/carers can approach any member of staff who will help you to explore the support you need.

## **Celebrating and rewarding attendance**

Awards are in place to encourage good attendance and punctuality. All year groups will compete for the best attendance and be rewarded with the attendance certificate each week in the Friday whole school celebration assembly. The winning class in EYFS and Key Stage 1 win an extra session on the playpark and in Key Stage 2 they win an extra session on the outdoor gym.

## Guidance Notes for Parents requesting Leave in Term Time



1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send the request form below to the Headteacher. This form should be sent to the school in time for the request to be considered before the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding

their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.

2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) Guidance 'Working Together to Improve School Attendance (Feb 2024)' states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Telford & Wrekin Local Authority (LA) policy supports that view. Where such requests are made, the Headteacher should decide if there are exceptional circumstances before the leave is granted, if the leave is granted the Headteacher has the discretion to agree the duration of that leave.

3. Each case will be considered individually and on its own merits. Parents, therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- whether the child is compulsory school age;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- whether the same trip could be taken during the 13 weeks school is closed to pupils?
- students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.

4. Where parents have children in more than one school, a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, there is an expectation that all schools involved will communicate and all agree a decision whether to authorise or not. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any leave requests.

5. Where requests for a grant of leave in term time are received from only one parent the response letter - agreeing or refusing - will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of



the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

6. Should the school decide to grant the leave, but the child does not return to school at the time s/he was expected to (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, his/her place at the school could be lost.

7. Should the School decide not to grant the leave and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice fine of £160 per parent per child. This Penalty Notice fine will be reduced to £80 if paid within the first 21 days. Failure to pay the £160 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

**Request for Leave during Term Time**

Date.....

To: The Headteacher of:.....(School)

I request permission for leave in term time from school for my child:

(full name) .....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer) ..... and (parent/carer).....

The **exceptional circumstances** and reason for this request are:

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) .....

.....

.....

Name of 1<sup>st</sup> Parent/Carer(s) ..... Signed .....

Current address.....

Mobile No:.....

Name of 2<sup>nd</sup> Parent/Carer(s) ..... Signed .....

Current address.....

Mobile No:.....

**Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not**

confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

**For Office Use Only**

Date request for leave in term time received by school .....

Current Attendance.....%

Last Year's Attendance.....%

Number of unauthorised absence sessions during previous 10 school weeks .....

Re: **Siblings:** other schools confirmed?

.....

What action are other schools taking?

.....

.....

**Leave in term time Agreed/Not Agreed**

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed .....

Job Title.....

Print Name .....

Date .....

Notification of decision:

Date letter sent to parent

.....

Any notes:

