

Attendance Policy

Introduction

This is a successful school and parents/children play their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and all children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that parents make sure that their children attend regularly, and this Policy sets out how together we will achieve this.

School follows the policy in order to comply with the document Working together to improve school attendance (May '22) and The Children Missing education statutory guidance for local authorities.

Why Regular Attendance is so important:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is the parents/carers legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for children encompasses:-

Attendance

Behaviour Management

Health and Safety

Access to the Curriculum

Anti-bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

The Law relating to attendance

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable to age, ability and aptitude and to any special educational needs he/ she may have Either by regular attendance at school or otherwise'*

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Statement of intent:

The school aims to work together with parents/Carers to ensure that children of compulsory school age attend both regularly and punctually. Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Cranwell Primary School consulting the LA (Lincolnshire County Council Local Authority LCC) to use sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Parents/Carers responsibilities:

Parents/Carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

Parents/Carers should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school by 08:40am on the first morning of absence and on subsequent days of absence. This must be done by telephone on 01400 659001 (includes leaving a message on the absence line) or in person. Verbal messages on the parent's behalf from an adult relative or representative such as a childminder or friend will not be accepted.

Parents may not authorise their child's absence – only the school can do this, on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason; the school will record such absences as unauthorised. In some cases, this may be retrospective and authorisation may be withdrawn should circumstances arise leading the school to decide that the reason given was not truthful. If this occurs, this will be discussed with the parent.

Parents should ensure that their child arrives on time for the start of registration (between 8:40 and 8.50am).

At 8:50, the school gates will close. Children arriving to school after this point will be required to enter through the school office where you will need to give your reason for lateness.

Where children who arrive late persistently, a fixed penalty fine will be issued. This is due to the disruption late children cause to their classmates but also because children are missing out on valuable learning time.

We will follow the traffic light system as follows:-

- Attendance Officer Reviews reports on a daily basis.
- Amber letter sent if a pupil is persistently late.
- If pupil is late again on a further occasion a Red letter will be sent.
- If any further occasions of lateness occur a Fixed Penalty Notice will be issued.

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning.

Non-school attendance includes any day when a child should be in attendance at school and they are absent without the authorisation of the school and includes **unauthorised holidays** during term time and **persistent late arrival at school beyond the registration period**.

Fixed Penalty Notices can be issued for persistent lateness where the child arrives after the closure of registration and will be enforced by Cranwell Primary School through LCC from this point on as a result of the parent/carer being guilty of an offence under section 444 of the Education Act 1996.

School responsibilities:

The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress and personal wellbeing.

Registers will be taken twice daily (as close to 8:50am and 1:00pm). Any child arriving after the close of the registration period will be recorded as "late" for that session.

Teachers will complete registers in accordance with guidance given by the School Office. The School Office will inspect registers daily in order to ensure that they are being satisfactorily maintained and to identify any potential attendance problems at an early stage.

Should a class teacher have any concerns about a child's attendance and punctuality, the School Office must be informed. If the Headteacher has particular concerns regarding a child's absence/wellbeing and no message has been received by the parent/carer, the office staff will contact the child's parents. Other agencies may be informed/consulted if deemed necessary.

Should a child be absent, the class teacher will enter the child as absent on the register. It is the Office staff's responsibility to use the correct code for the absence. If no explanation has been received, the Office Staff will speak to the class teacher first and if there is still no explanation the office staff will endeavour to make contact with the parent.

If there are any absence notes from parents they should be dated and initialled by the class teacher and returned to the office with the register, where they will be stored. Absences where there are concerns must be brought to the attention of the Headteacher, who will then choose the next course of action.

The Headteacher will regularly collect attendance data and use this to inform the School Governors. Other agencies, such as Children's Services and Educational Welfare Officer (EWO) may also be involved.

Cranwell Primary School will employ a number of strategies to promote regular attendance, including: appropriate personal encouragement for particular children; termly attendance reminders, reminders in the school communication feeds and Yearly awards.

Persistent absentees:

Persistent absentees are defined as children whose attendance is below 90% and where unsatisfactory reasons are given for absence. However, the procedures outlined below may apply to children whose attendance is above 90% but where there are concerns about deteriorating attendance or where patterns are emerging, e.g. regular absences on particular days or persistent lateness.

If no message is received, the office staff must be informed and must attempt to contact the parent at the earliest opportunity. Other agencies may be informed/consulted if deemed necessary.

Attendance Letters Home - TRAFFIC LIGHT MONITORING SYSTEM

Our attendance officer reviews reports on a Termly basis. Every parent receives a copy of their attendance figures every term (3 times per year).

- Attendance 95% or above. **GREEN LETTER**
- Below 95% Letter Warning about attendance and the need for them to improve their attendance. **AMBER LETTER**
- Below 90% **FIXED PENALTY FORMAL WARNING LETTER. RED LETTER**
- Persistent absence – Children who are persistently Absent without valid reasons or authorisation from the Headteacher will be issued with a final Warning Letter

Please see these letters in the Appendices.

Cranwell Primary Schools response to Children Missing Education (CME)

Statement of Intent All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Cranwell Primary School (the School) will do to help the LA with its duty. **The School will follow the LA policy in relation to children missing education: Children Missing Education Policy and Practice Children's Services - March 2021** found at https://lincolnshirescb.proceduresonline.com/files/ch_missing_educ.pdf

The School will review its policy every three years or earlier if the LA notifies it of an update more often.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Appendices:

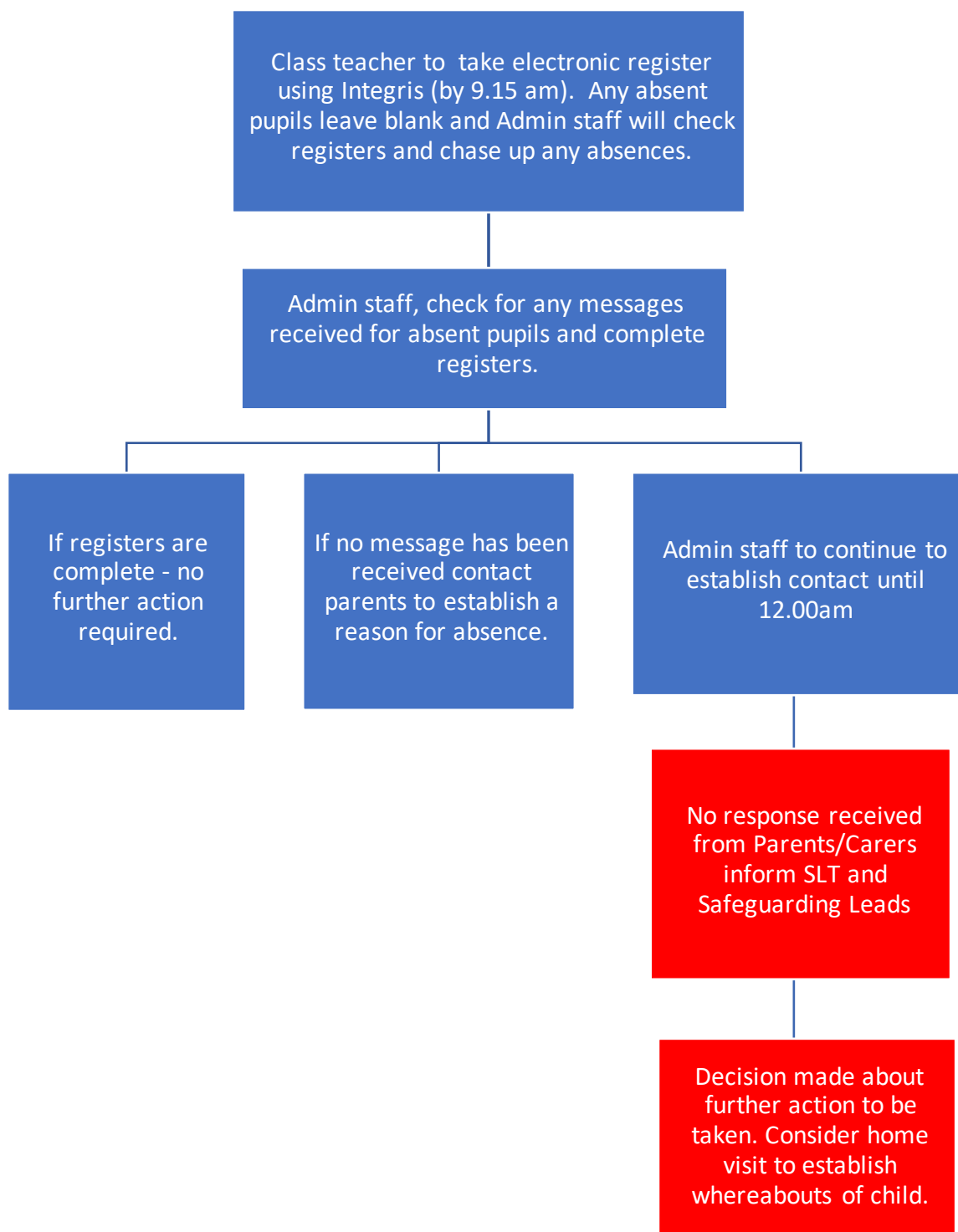
Appendix 1	First Day Contact Guidelines
Appendix 2	Short Term Absenteeism procedure
Appendix 3	Lateness Warning Letter
Appendix 4	Green Letter
Appendix 5	Amber Letter
Appendix 6	Red Letter
Appendix 7	Persistent Absence Formal Warning
Appendix 8	Persistent Absence Final Warning
Appendix 9	Guidance on Fixed Penalty Notices
Appendix 10	Requesting Leave of Absence Letter to Parents
Appendix 11	Absence from School for Exceptional Circumstances Request Form

Appendix 1 – First Day Contact Guidelines

First day contact is a widely used practice in schools and has been shown to improve attendance rates. The correct procedure at Cranwell Primary School is as follows:

1. Electronic Registers are taken in class by the teacher. Any unknown absence is kept blank to be completed by admin staff.
2. For pupils for whom no message has been received, the office staff will attempt to make contact with the parent at the earliest opportunity.
3. When contact is made, the parent will be asked for the reason for absence. In the event that no proper reason is supplied, the parent will be informed that the absence will not be authorised.
4. In the case of minor ailments, the parent will be encouraged to send the child in with an assurance that school will keep a close eye on them. *(NB – if there has been a spate of certain symptoms in the school or community, such minor illnesses may be treated as a valid reason for absence).*
5. Where no contact is made, a message should be left asking the parent to contact the school. Other emergency contacts/friends may be contacted to ascertain the whereabouts of the family.
Where it is impossible to leave a message, a letter should be sent following this up. In this instance a home visit may be conducted before on the first day of absence by 2 appropriate members of staff.
6. Reasons for absence are then added to the register.

Appendix 2 – Short Term Absenteeism Procedure





CRANWELL, SLEAFORD,
LINCOLNSHIRE NG34 8HH

HEADTEACHER
Mr C Wilson

DATE

Dear

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT: Cranwell Primary School

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because your child is persistently late for school.

_____ arrival to school will be reviewed from the date of this warning, with the expectation that his/her arrival to school increases to 100%. Failure to comply may result in a Fixed Penalty being issued.

Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.

The Local Authority issue Fixed Penalty Notices as a strategy to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you wish to discuss this matter further please contact me.

Yours sincerely

Chris Wilson
Head teacher



Date

NAME:

ATTENDANCE LETTER

Dear

Well done!

Your child has achieved over 95% attendance between ____September and ____January 20__ which is at or above our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Want to know more about why you have been sent this letter? Read our Attendance Policy at <https://www.cranwell.lincs.sch.uk/policies.asp>

Thank you for your support and well-done for achieving GOOD attendance!

Yours sincerely

Chris Wilson
Head teacher

Appendix 5 – Amber Letter

Date



Dear

ATTENDANCE LETTER

Child's name:

Your child has achieved **less than 95% attendance** this term which is below our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness, an authorised holiday or other exceptional circumstances.

Want to know more about why you have been sent this letter? Read our Attendance Policy at <https://www.cranwell.lincs.sch.uk/policies.asp>

Your child's attendance percentage will obviously improve moving forward if your child attends school regularly. We ask for your continued support with attendance and look forward to seeing an improvement in your child's percentage next term.

Please see this as a supportive letter, trying to give your child the best education they can gain.

Yours sincerely

Chris Wilson
Head teacher



Dear

ATTENDANCE LETTER

Child's name:

Your child has achieved **less than 90% attendance** between ____ September 20__ and ____ January 20__ which is a cause for concern. Your child is at risk of underachieving as a result.

We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis and we may invite you into school to discuss this further.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness, an authorised holiday or other exceptional circumstances.

Your child's attendance percentage will obviously improve moving forward if your child attends school regularly. We ask for your continued support with attendance and look forward to seeing an improvement in your child's percentage next term.

If, following this letter, your child's attendance does not improve we will contact you again in order to discuss the situation further and Lincolnshire County Council may be contacted for assistance in this matter.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

Want to know more about why you have been sent this letter? Read our Attendance Policy at <https://www.cranwell.lincs.sch.uk/policies.asp>

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Please see this as a supportive letter, trying to give your child the best education they can gain.

Yours sincerely

Chris Wilson
Head teacher



CRANWELL, SLEAFORD,
LINCOLNSHIRE N634 8HH

HEADTEACHER
Mr C Wilson

Dear

IRREGULAR ATTENDANCE AT SCHOOL: FORMAL WARNING

NAME :

DATE OF BIRTH:

REGISTERED PUPIL AT:

I need to draw your attention to the fact that parents have a duty in law to ensure their child attends school regularly unless they are unable to do so by reason of ill-health or other legally acceptable reason.

During the period _____, was absent from school on _____ out of a possible _____ half-day sessions and no valid reasons/authorised absence have been provided.

This is an unacceptable rate of attendance and I attach for your information, a copy of the Pupil Absence Record Sheet.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at the school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively, Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

If, following this letter, your child's attendance does not improve we will issue you with a final warning letter.

Please contact the school to discuss this matter.

Yours sincerely

Mr Chris Wilson
Head teacher



CRANWELL, SLEAFORD,
LINCOLNSHIRE NG34 8HH

HEADTEACHER
Mr C Wilson

Dear

IRREGULAR ATTENDANCE AT SCHOOL: FINAL WARNING

NAME :

DATE OF BIRTH:

REGISTERED PUPIL AT:

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at the school fails to attend regularly thereat, the parent of the child shall be guilty of an offence against that section.

TAKE NOTICE that the Local Education Authority considers that you have been guilty of a breach of the law in that you have failed, despite this matter having been previously brought to your attention, to send your child regularly and punctually to school in accordance with the requirements of the Education Act 1996. In view of this you have made yourself liable to be summoned before a Magistrates Court for each alleged offence.

This warning is issued in the hope that there may be no necessity to take further steps to enforce the law. However, you are warned that if you do not cause your child to attend school regularly, proceedings will be taken against you. You do not have to answer this letter and may well wish to seek the advice of a solicitor.

Yours sincerely

Mr Chris Wilson
Head teacher

Guidance for Parents and Carers (FIXED PENALTY NOTICES)

School attendance and the law

Section 23 of the Anti-Social Behaviour Act 2003 gives powers to the Local Authority to issue penalty notices where a parent/carers is considered capable of but unwilling to secure an improvement in their child's school attendance.

Why has it been introduced?

Increasing school attendance is a key priority nationally and locally because missing school damages a pupil's achievement chances, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's longer term life opportunities.

What is a penalty notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are unauthorised by school. Depending on circumstances such cases may result in prosecution under section 444 of the education act 1996. A penalty notice is an alternative to prosecution, which does not require an appearance in court whilst still securing an improvement in a pupil's attendance?

Payment of a penalty notice enables parents to discharge potential liability for conviction.

What are the costs?

Payment within 28 days of receipt of a notice is £60 and £120 if paid after this period but within 42 days. This payment is per parent, per child.

When are they used?

Lincolnshire considers that regular attendance at school is of such importance that penalty notices may be used in a range of situations where unauthorised absence occurs:

- Overt truancy (including pupils found during truancy sweeps)
- Inappropriate parentally condoned absence
- Excessive Holidays in term time or excessive delayed return from an extended holiday without prior school permission
- Failure to return to school on the agreed date (may also result in your child losing their school place)
- Persistent late arrival at school (after the register has closed)

In every case (a pupil will have had a minimum of 20 % of school sessions lost to unauthorised absence during the current half term or ten consecutive days of unauthorised absences before a Penalty Notice is considered.

The Authority never takes such action lightly and would far rather work with parents/ carers to improve attendance without having to resort to any enforcement actions. Attendance is of such importance to all of us however that the authority will use the powers if this is the only way of securing a child's schooling.

Is a warning given?

In most instances, you will receive a written warning of the possibility of a Penalty Notice being issued. This will include details of your child's absences and will tell of the period of time during which an improvement is expected. In that time your child must have no unauthorised absences from school.

Is there an appeal process?

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish.

How do I pay?

Details of payment arrangements will be included on the penalty notice. You need to be aware that payment in part or by instalment is not an option with penalty notices.

What happens if I do not pay?

You have up to 42 days from receipt to pay the penalty notice in full, after which the authority is required under the act to commence proceedings in the Magistrates court for the original offence of poor attendance by your child.

Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies.

Can I get help if my child is not attending regularly?

It is very important that you speak with the school at the earliest opportunity if you have any worries at all about your child's attendance.



Requesting leave of absence / Holidays in term time
Local Authority and school attendance policy

Dear Parents

I am writing to remind you of the school's position regarding holiday or leave of absence in term time.

Authorising absence is a policy decision. I must work within the policy adopted by the Local authority and school. All school absence is a serious matter monitored by the LA, Education Welfare department and Ofsted and all school procedures are checked regularly.

I am delighted to confirm that the majority of our Parents support this policy, and their children attend school regularly.

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their peers will receive during your holiday. Children returning from a term-time holiday may also be unprepared for the lessons which build on the teaching they have missed. Teachers then must give more time to help individual children catch up on missed work. This poses a potential risk of the underachievement of other students in the class. This is something we all have a responsibility to avoid.

The Department of Education allows a Head Teacher the discretion to consider authorising a holiday in term time only in "exceptional circumstances". If you consider that your request for a holiday is exceptional you will need to complete the form found on the school website <https://www.cranwell.lincs.sch.uk/policies.asp>

A response will be sent to you as soon as possible. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised. Failure to complete the form in the required timeframe, and taking your child on holiday without authorisation will be classed as unauthorised.

In the case of an unauthorised holiday, the Local Authority will be notified of the holiday taken and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school.

A Penalty Notice is a fine of £60 per parent per child which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid this may result in legal action.

In considering the decision whether to authorise, the following factors will be taken into account:

- Reasons given for the holiday
- The time of the year / term
- Whether your child will miss any preparation for tests / examinations
- Your child's previous attendance / punctuality record
- Whether your child is likely to fall behind with their work
- Whether the school has received any request for other leave of absence that year / previous years
- There is an acceptable exceptional reason for this request (which includes evidence)

In addition to holiday absence, we have a very small number of children who persistently have time off. The Local Authority monitor children whose attendance which falls below 95%, and those who fall below 90% who may be subject to a penalty fine.

Holidays should be taken in holiday time of which we have 13 weeks available. These include 1 week Autumn half term, 2 weeks Christmas, 1 week Spring half term, 2 weeks Easter, 1 week Summer half term and 6 weeks in the summer.

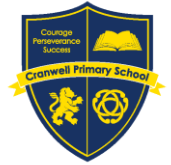
I hope this explains how the school will deal with requests for leave and any holidays taken in term time.

Our Attendance Policy can be found on our website.

I hope you support our efforts to raise attendance and attainment at our school.

Yours sincerely

Mr Chris Wilson
Head teacher



Absence from School for Exceptional Circumstances

Request Form

Before reading this document please ensure you have read the school's attendance policy
<https://www.cranwell.lincs.sch.uk/policies.asp>

It is important that we strive for 100% attendance for all children. However it is unrealistic to presume that children will not be ill nor will they need some time away during term time. Government instructions about taking time away from education should only be in extenuating circumstances. This is something we support and ask families to as well.

Head teachers cannot authorise school absence purely for a reason of a family holiday. If you feel you have exceptional circumstances, you must complete the following request form.

Parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1995 and that they regularly attend school.

We also have a statutory duty to ensure that children are in school and are held to account for this by both the Local Authority and Department for Education. This will be supported through the Home-School Agreement.

There is, however, a discretionary power held by the Head teacher to authorise absence in exceptional circumstances.

We do recognise the unique, exceptional needs of families at our school. Permission must be sought prior to leave being taken as a failure to do so may result in the leave being unauthorised.

Our school circumstances are quite unique and we appreciate that as our families can be separated for lengthy periods of time, and returning home leave entitlements do not always take into account school holidays. We are also aware that families can live a long way from their extended families who may either require support or are part of a support network for the family who are affected by detachment.

So that we may support you if you do have a request for your child to have time away during term time please include as much information regarding your exceptional circumstances as possible. **Supporting documents to aid decision making must be submitted at the time of your request for absence.** The Head teacher will not be able to consider your request without your supporting documents. An example of evidence may include verification from your employer / Unit Commanding Officer. (Please note : MODs Directorate Children and Young People have made Unit Commanding Officers aware of this endorsement requirement for Service Personnel).

Head teachers will not authorise absences if they believe it is to the detriment of a child's education.

This will help support our audit trail and ensure that the Head Teacher is able to make an informed decision about authorised time away from school.

Penalty Notices

Fixed Penalty notices can be issued to Parents when absence has not been approved by the Head teacher. These are directly from Lincolnshire County Council and must be adhered to by all Lincolnshire Schools.

We are very understanding, and if you are unsure about any of the information above, please feel free to contact the school for further advice or support.

For more details please see www.gov.uk/school-attendance-absence/overview

Your cooperation and support with these regulations is greatly appreciated.

Kind Regards,

Mr Chris Wilson

Headteacher

Leave Request in Term Time



Only complete this form when you have read the Guidelines for 'Absence from School for Exceptional Circumstances'. It is essential that this form is returned to the School Office two weeks before the requested period of absence. Completion of this form does not necessarily mean that permission will be granted. You will be notified in writing of any decision made. Any decision to go on holiday without getting permission may result in a Penalty Fine.

No leave of absence will be granted during term time unless there are exceptional circumstances.

Student/ Pupil Details		
Name of Pupil/s	Class	Year Group

I request permission for my child to be absent from school between: -

First day of absence from school	Date of return to school	Total of absent school days

Please detail below the reason for your request for absence from school during term time and provide any supporting documents. The Head teacher will not be able to consider your request without your supporting documents.

(please attach supporting documents to this form)

Declaration
 I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.

Signed: _____ Date: _____
 (Parent/Carer)

For Office Use Only

Number of Days Requested	Number of Days already authorised this academic year	Current percentage attendance this academic year	Days requested and authorised last academic year

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -			
Number of Authorised Days:	Number of Unauthorised Days:	Number of Unauthorised Days to date:	
Signed: Headteacher		Date:	