



Attendance Policy

Approved by:

Responsible SLT member: Deputy Headteacher (Behaviour and Attitudes)

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Contents

1. Vision and Aims	2
2. Legislation and guidance	3
3. School procedures	4
4. Authorised and unauthorised absence	6
5. Strategies for promoting attendance.....	7
6. Attendance monitoring	7
7. Roles and responsibilities.....	7
8. Monitoring arrangements.....	10
9. Links with other policies.....	10
Appendix 1: attendance codes	11

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1. Vision and Aims

Our vision for attendance is:

We want our students to maximise their potential by attending school regularly and punctually. Poltair School deems 'good' attendance to be above 97%.

Our school aims to meet its obligations with regards to school attendance by:

- **Always promoting good attendance and reducing absence, including persistent absence**
- **Ensuring every pupil has access to the full-time education to which they are entitled**
- **Acting early to address patterns of absence**

We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils, and we use a variety of fortnightly, termly and annual awards to promote good attendance and punctuality. We encourage students to strive to become an 'Always student' by gaining 100% attendance and 0 behaviour incidents.

We encourage children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's: -

- Attainment and progress in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and to learn alongside others
- Self-esteem and self confidence

This policy contains actions that are varied and sequential on a clear timeline with the aim of improving attendance. Where attendance shows improvement, this should be acknowledged and rewarded. However, where attendance is below the standard expected or shows too slow an improvement or in the instance of non-engagement, there will be further actions by the school, in partnership with the Local Authority, moving towards formal legal action.

Where attendance falls below our expected standards for a period of time, there will be swift action to engage the family in helping improve the attendance of their child.

2. Glossary of terms

The policy uses some words and terms that can seem very official. In an attempt to clarify any of these words or terms, please use this glossary and feel free to contact the school for further advice and guidance.

Word/Term	Policy Definition	Word/Term	Policy Definition
Authorised Absence	An absence that has been allowed by the school as the reason for the absence is lawful. (However, your child's attendance percentage will still decline.)	Legislation	A law or set of laws, in this case relating to school attendance and truancy.
Unauthorised Absence	An absence that has been deemed as not being acceptable to be out of school. (The attendance will decline and could lead to legal proceedings if continued)	Persistent Absence	Any student who has an attendance below 90%. This is considered very low attendance and will lead to legal proceedings if it does not improve.
Education Welfare Service	Cornwall Council Local Authority professionals who intervene when attendance is low and not improving. This can lead to legal proceedings	Sessions	A session is one half a day of attendance. There are two sessions of attendance in each day of school. AM & PM.
Education Engagement Manager	Poltair School's education welfare officer who has an overall responsibility for engaging disaffected learners in school. This person is referred cases that have continued to decline despite the efforts of other colleagues in school or following a previous attendance issue.	Medical Evidence	This is required if your child has had a high number of illness related absences (usually more than 10 sessions) as evidence that they are unwell. This can be a letter which is dated appropriately and related to the ongoing condition.
First Warning	A legal warning letter regarding unacceptable attendance	AIM (Attendance Improvement Meeting)	This is an internal attendance meeting which is set up to arrest further declines in attendance and to avoid legal proceedings by working in partnership with the parents and children to improve attendance.
Final Warning	A final legal letter regarding unacceptable attendance. This is issued when a further 10 sessions of unauthorised absence take place following an Education Planning Meeting	Threshold	A numerical measure that is used to assess the health of a child's attendance
Education Planning Meeting	A legal meeting between the Local Authority, the school and the parents, alongside other agencies. If the situation does not improve, then the decision can be made to apply to the court for an Order or prosecute the parent/carer.	Intervention	A strategy used to try and improve a child's attendance. This requires both the child and parents to engage.
Penalty notice	A fine for unauthorised absences as defined within the policy in Section 4.2		

3. 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 following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The 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](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken during each of the following sessions in a school day:

- ✓ **Tutor Time (AM Registration)**
- ✓ **Lesson 1**
- ✓ **Lesson 2**
- ✓ **Lesson 3**
- ✓ **Lesson 4 (PM Registration)**

It will mark whether every pupil is:

- **Present**
- **Attending an approved off-site educational activity**
- **Absent**
- **Unable to attend due to exceptional circumstances**

See [Appendix 1](#) for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by **8:35am** at the latest on each school day ready for the start of the school day at 8:40am.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **8:40am** or as soon as practically possible (see also section 6).

To notify the school about unplanned absence please follow these guidelines:

1. Call 01726 874520 and use option 2 to talk to Mrs Yates, Student Services Secretary.
2. If you cannot speak to a member of staff, please leave a message stating:
 - a. child's name
 - b. Your Name and relationship to child
 - c. Reason for non-attendance

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

After 10 sessions (5 days) of illness, we will no longer authorise further absence unless we have medical evidence which justifies the absence.

3.3 Medical or dental appointments

Where possible, we expect all medical or dental appointments to be made out of school hours. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. If the appointment must be during the school day, we would encourage parents to arrange after 3pm to minimize the impact on the day.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. This will impact their overall attendance percentage and can lead to legal action.

Students that are late can miss large parts of their learning as well as disrupting the learning of others. We routinely track the students that are late to school and late to lessons and use our behavior policy to deter them from this. Please see Poltair School Behaviour and Rewards Policy for further information.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

- Parental messages are processed from the dedicated telephone facility and comments recorded into SIMS – these messages continue to be accessed throughout the day and staff and SIMS updated and coding applied.
- Lesson monitor marks are examined for tutor time and lesson 1 and are checked. Comments regarding any absences are recorded into SIMS
- Staff make calls to parents each morning on first absence and where there are attendance concerns. These are then recorded into SIMS
- An automated Truancy Call is triggered for any student for which we do not have a valid reason for absence. These calls are sent to all parents who have Parental Responsibility recorded in SIMS and will use all contact numbers recorded. They continue at regular intervals until we either receive a reply on the Truancy Call system or receive a telephone message from parent. This is to ensure we know where absent students are for safeguarding records.

Student absences are then coded appropriately and in line with the Department of Education Guidelines.

3.6 Reporting to parents

All parents will receive their child's attendance percentage with the termly progress report.

Parents will be notified when we are concerned about attendance through a call from the child's tutor, Year Manager or Year Team Leader.

Parents are invited into school for an Attendance Improvement Meeting (AIMs) if the decline in attendance continues. This is to set targets for the next 4 weeks, to discuss any barriers to good school attendance and to ensure the parent is clear what will happen if the attendance does not improve. This is a supportive meeting to arrest the decline in attendance and ensure that the pupil improves their attendance quickly.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers are not permitted to grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. A request for absence should be made using the 'Term Time Absence Request' form.

Valid reasons for authorised absence can include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Reasons an absence would be unauthorized can include:

- Term time holiday
- Funerals that request more days than is reasonable in the circumstances
- Birthdays
- Family celebrations
- Any Year 11 request (due to the crucial exams and revision)

The request for absence will be considered on a case-by-case basis and based on the data associated with the particular child(ren) in questions. For example, the school would not be able to authorise a request from a student with low attendance due to the impact this is having on their progress.

Flexi-schooling and reduced timetable requests are considered on a case-by-case basis and in line with the statutory guidance from Cornwall Local Authority. (See Appendix X)

4.2 Legal sanctions

Schools can issue penalty notices to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether to issue a penalty notice ultimately rests with the headteacher, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Please see [Cornwall Council Guidance Leaflet](#) for further information about this process

5. Strategies for promoting attendance

Good attendance will lead to good performance in examinations in Year 11 and the best chances for employment. As that is a long-term goal, we recognise that students deserve to be rewarded regularly and frequently for good attendance at school. To help this, attendance percentages are shared with students at least once a fortnight.

Attendance that is either excellent or improving is rewarded. In addition to this, students are rewarded in the following ways:

- Every student who has an attendance that has improved, is above 97% or maintained at 100% will receive 10 House Points each week (per category)
- Attendance praise postcards are sent home when attendance is seen to be improving.
- Students whose attendance is above 97% are entered into a half termly raffle for a range of prizes.
- Students with 100% attendance are given the opportunity to attend a rewards afternoon.
- Students with 100% attendance are also entered in to a 100% attender's raffle.

[Students can use House Points to buy items from the Classcharts shop]

6. Attendance monitoring

The Year Team Managers monitor pupil absence daily and share this with form tutors, Year Team Leaders and the Senior Leadership Team.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The governing body is responsible for the overall attendance of pupils at Poltair School. They convene once per term in a committee to ensure that they are fully up to date with current challenges regarding attendance and to place the appropriate challenge and support where necessary.

7.2 The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The headteacher delegates appropriate duties to other members of his leadership team, with the strategic leadership of attendance being led by the Deputy Headteacher (Behaviour and Attitudes)

7.3 The Education Engagement Manager

The Education Engagement Manager:

- Monitors attendance data at the school, year group and individual pupil level
- Reports concerns about attendance to the Deputy Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Provides support and strategies to support good attendance
- Advises the headteacher and leadership team when to issue fixed-penalty notices
- Prepares the evidence for legal proceedings

7.4 Class Teachers

- Ensure that all pupils within lessons are able to access the learning through a range of teaching and learning strategies in line with the school's Teaching and Learning Policy.
- Ensure that underachieving students within each class are identified and raised as concerns through Planning for Progress meetings held termly for each year group. This information should have been followed up before sharing to inform the decisions regarding next steps.
- Ensure that the electronic register is completed accurately in each lesson. This is a legal document and it ensures that students are accounted for.
- If, in rare circumstances, the electronic register cannot be taken during the lesson, this must be done as soon as possible and by the end of the session at the latest.
- Identify, within each lesson, any students who clearly should be present in the lesson but are not. Inform awol@poltair.cornwall.sch.uk if students are not present.
- Update the registers and AWOL (if appropriate) when students arrive late for lessons or return following being AWOL.
- Monitor carefully the attendance of individuals within a class and alert their subject leader and appropriate Year Team Leaders where patterns of non-attendance are detected.
- When a student is known to have truanted from your lesson, follow this up by making sure they have caught up the missed work as part of behaviour reparation.
- Ensure that appropriate work is set and marked for long-term absentees on agreed reintegration plans so that the return to school is made as easy as possible.
- Ensure that those who return from long-term absence are provided with appropriate support to enable them to access the learning within the lesson.
- Actively discourage any adverse comments about the absence from other students within the class. Welcome back students from long term absence in a professional manner avoiding reference to the absence in front of other students.

7.5 The Form Tutor

- Ensure that registers for morning sessions are accurately completed and maintained. A warning bell signals at 8.37am every morning and so registers must be taken at 8:40 and students who arrive after 8.40 must be marked late. A misconduct will be issued for this. Register is closed at 9am.
- Take action to "chase" absence notes from returning students. Where absence notes are not provided within a week of the absence in spite of your actions, alert the Student Services Secretary and inform them of the action they have already taken.

- Collect and scrutinise absence notes and alert YTL if professional judgement suggests that these are forged. Tackle any instances of inappropriate absence with the student and alert the Student Services Secretary so that parental contact can be made.
- Keep registers up to date with reasons for absence when received. This can be done by adding a comment to SIMS.
- Share fortnightly, the attendance of each individual student. This should be recorded in the Student Planner.
- Encourage good attendance through constant reinforcement of individual and class targets and through encouraging students to want to be the best attending form in the year group.
- Monitor attendance within the form and targets where you feel there is deterioration.
- Keep the YTL updated regarding actions taken and concerns that need following up.

7.6 Year Team Leaders and Year Managers

- Monitor carefully the attendance of students within the year group, taking note of any patterns amongst students from particular groups, particular times of the week or particular subject areas. Update year team and SLT Line Manager regarding actions needed and impact.
- Ensure that Attendance Improvement Meetings (AIMs) are carried out where a student's attendance is not improving in a timely manner. Set targets for the student in accordance with agreed guidance.
- Quality assure the Attendance Improvement Meetings (AIMs) process to ensure that it is having the desired impact
- Make referrals to the Education Engagement Manager when poor attendance is persistent and not improving.
- Meet regularly with the Education Engagement Manager to ensure that students with poor attendance are receiving appropriate levels of support.
- Monitor the attendance rates of tutors within the year group, taking action alongside form tutors where particular tutees are identified as having poor attendance.
- Monitor particularly closely the attendance of those with deteriorating levels of attendance, those with attendance between 85% and 95% and those at risk of disaffection, using short-term targets and attendance reports as necessary
- Foster a positive attitude to school attendance within the House through assemblies and constant reinforcement with students. Encourage a spirit of healthy competition between forms and individuals.
- Liaise with subject teachers to ensure that appropriate work is set for long-term absentees and those excluded from school.
- Work with the Education Engagement Manager to identify ways in which long-term absentees can be reintegrated effectively.
- Implement sanctions where there have been instances of truancy, whether from individual lessons or whole days.
- Keep form tutors informed of action taken in relation to particular students.

7.7 Deputy Headteacher (Behaviour and Attitudes)

- Liaise with Year Team Leaders to identify students who require intervention from the Education Engagement Manager
- Quality assure and take part in Education Planning Meetings (EPMs) as required.
- Provide line management for the Education Engagement Manager ensuring that there is good communication between all parties.
- Oversee, monitor and evaluate attendance

- Using attendance data, analyse this for patterns of poor attendance amongst particular year groups or other groups of students and take action to address any anomalies.
- Oversee the efficient running of lesson monitor system and take action where registers are not being completed accurately.
- Quality Assure parent support events on attendance.
- Take a lead in promoting the need for good attendance through assemblies tutor programme and work with staff and students.
- Decide upon new admissions and decide upon any initial action to be taken to encourage good attendance.
- With the rest of SLT, actively discourage parents from taking students out of school during term-time.
- With the Year Team Leader, identify Year 6 students for targeted support on attendance at transition from primary school.

7.8 SLT Line Managers:

- Ensure that the Year Team Leader owns the data and associated actions for improving attendance
- Provide line management for the Year Team Leader ensuring that there is good communication between all parties.
- Oversee, monitor and evaluate attendance of the year group
- Using attendance data, analyse this for patterns of poor attendance amongst particular groups of students and ensure that the Year team are taking action to address any anomalies.
- With the rest of SLT, actively discourage parents from taking students out of school during term-time.

7.9 Student Services Secretary

- Operate Truancy Calls to parents of students with unsatisfactory attendance or where truancy is suspected.
- Contact parents where absences have remained unexplained despite the intervention of the form tutor.
- Liaise with Year Team Leaders and use attendance data to identify students for referral to the EEM.
- Administer lesson monitor, noting where registers have not been completed or have not been completed accurately and taking appropriate action.
- Ensure that the school's official registers are in line with legal requirements and that any anomalies are reported to SLT.
- Prepare letters and meeting documents for Year Team Leaders in line with the attendance system

8. Monitoring arrangements

This policy will be reviewed every year by the senior leadership team. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our:

- Child protection and safeguarding policy
- Behaviour for learning and rewards policy
- Lone Working policy
- Single Equality policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix Two: Whole School Attendance Letter

Our Ref:

«Parental_Salutation»

«House_Number» «HouseName» «Street»

«District»

«Town»

«Postcode»

Dear **Name of parent/carer(s)**

At Poltair School we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Headteacher using the school's request form.

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. **The Council may also apply for the costs incurred in taking the matter to Court.**

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. Poltair School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

Yours sincerely

Head Teacher

Appendix Three: Penalty Notice Warning Letter

Our Ref:

«Parental_Salutation»

«House_Number» «HouseName» «Street»

«District»

«Town»

«Postcode»

Date

Dear «Parental_Salutation and surname»

RE: «Forename» «Surname» «Reg» - Date of Birth - «DOB»

I am writing regarding the attendance of (Student Name). We note that s/he has now accrued (5) sessions (half days) of unauthorised absence.

Here at Poltair School we are committed to maximising the education of all our pupils and aim to work with parents to ensure this can be achieved.

However, if your child accrues a further 5 unauthorised absences (half days), we may refer the matter to Cornwall Council who may decide to take legal action against you. A Penalty Notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. The Council may also apply for the costs incurred in taking the matter to Court.

I would like to offer you the opportunity to contact {enter staff contact or team} at {enter school name} if you would like advice or support in helping your child attend more regularly.

Yours sincerely

Headteacher

Appendix Four: Absence Request Form

This form is to be used to request, in advance, that a planned absence should be considered for authorisation by the school. Any absence taken without request will automatically be recorded as an unauthorised absence. This form should be handed to reception at least a week in advance of the proposed absence. You will then receive a written response as to whether or not the request has been authorised.

Pupil's Name _____

Tutor Group _____

PLEASE PRINT

I am requesting leave of absence from (day/date/time) _____ **to** _____

Total number of school days to be missed _____ **(days)**

Reason for absence:

Signature of parent/carer _____

Date _____

Please hand this form in to reception at least a week in advance of the proposed period of absence. You will receive a response in writing, in due course.

* For an offence under the Education Act 1996 Sec 444 (1) the maximum fine is £1000. For an offence under the Education Act 1996 Sec 444 (1A) the maximum fine is £2500 or imprisonment for a term not exceeding 3 months. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action.