



Tudor Grange Academies Trust

Tudor Grange Primary Academy Haselor

Attendance and Punctuality Policy

Document title	Attendance and Punctuality Policy (Warwickshire Academies)
Author/originator	C Waterhouse / S Haddon / Gail Duxbury
Date of Approval/Review	Approved: 29 th August 2023 Implementation date: 1 st September 2023
Approving Committee	Education Performance Committee
Version	1.6B
Policy review date	Annual – September 2024

Date updated	Version	Change from last version
May 2020	1.0	-
07.07.21	1.1	Annual review. Administrative updates and 'Students' amended to 'Pupils' throughout. Addition of TGPAP to 4.4.
01.01.21	1.2	Addition of TGPAAH to 4.4.
20.07.22	1.3	Annual review
11.10.22	1.4	Update to table 4.4 (Central version)
31.01.23	1.5	Addition of section 11 Update to section 2.5
22.05.23	1.5A	Change to section 7 and appendices for Warwickshire academies
01.09.23	1.6A	Update to para 2.5 Addition of Registration closing times and of TGPAL to 4.4 (Central version) Update to paragraphs 4.9 and 6.3. New Section 11 on sixth form attendance.
01.09.23	1.6B	Update to section 7

Contents

1	Introduction	2
2	Rationale.....	2
3	Aims	3
4	Registration.....	3
5	Lateness	5
6	Poor attendance	5
7	Leave of absence during term time	6
8	Overseas extended trips	8
9	Travellers	8
10	Leave of Absence Requests.....	8
11	Sixth Form Attendance	8
12	Remote Education.....	9
	Appendix 1 Leave of Absence Request Form.....	10
	Appendix 2 Leave of Absence Request Acceptance Letter.....	12
	Appendix 3 Leave of Absence Request Partial Acceptance Letter	14
	Appendix 4 Leave of Absence Request Denial Letter	16
	Appendix 5 Suspected Unauthorised Absence Letter	18
	Appendix 6 Response to non-resident parent request.....	20

1 Introduction

- 1.1 Promoting good attendance is the responsibility of the whole of the Tudor Grange Primary Academy Haselor community, thus enabling and encouraging all on roll at the Academy to achieve excellence. Attendance has a direct relationship with the attainment of individuals and groups of pupils and the standards thereby achieved by the Academy. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our schools (DfE, Working Together to Safeguard Children).
- 1.2 To enable pupils to reach their full academic potential it is vital that they attend regularly and on time every day that the Academy is open, unless the reason for absence is unavoidable, as poor attendance results in pupils making less progress, both socially and academically.

2 Rationale

- 2.1 Parents/carers of registered pupils have a legal duty under the Education Act 1996 (Section 444) to ensure that pupils of compulsory school age and students who attend the Academy for post-16 education attend school on a regular and full-time basis. Permitting unauthorised

absence from the Academy is an offence and parents/carers may be referred to the Local Authority if their child's attendance is poor.

- 2.2 Attendance is important and statistics will be regularly reviewed by the Principal and senior leaders.
- 2.3 Tudor Grange Primary Academy Haselor aims to ensure that all pupils attend school regularly and on time to enable them to take full advantage of the educational opportunities available to them. Regular, punctual attendance is valued and positively encouraged for all pupils. Excellent attendance and punctuality will be recognised.
- 2.4 Each school within the trust has a senior staff member dedicated to overseeing and supporting excellent attendance. The leader responsible for attendance at our academy is Gail Duxbury.
- 2.5 The Trust Strategic Attendance Lead is Gulfam Shahzad, the Executive Trust Lead for Safeguarding is Clare Waterhouse and the Trust Attendance Welfare Officer is Shelley Haddon.
- 2.6 Each school has a system in place for reporting absence from school. The system used by our academy is: Parents to telephone the office on the day of absence, sharing the child's name, class and reasons for absence. Calls / information should be provided for each day of absence. Parents can provide this information via telephone or email on : 01789 488211 or office@haselor.tgacademy.org.uk

3 Aims

- 3.1 To achieve 100% attendance of pupils within Tudor Grange Primary Academy Haselor.
- 3.2 To improve pupils' attainment, engagement and wellbeing through good attendance.
- 3.3 To work with parents/carers:
 - to ensure their child attends school regularly.
 - to ensure their child is punctual to the Academy and individual lessons.
 - to support and encourage their child by attending parents' evenings and other events.
 - to contact their child's tutor in the first instance to discuss any concerns regarding their child's attendance.
 - to work in collaboration with the Academy to resolve any issues that are impacting their child's attendance and achievement.
- 3.4 To make sure attendance and punctuality is a priority for everyone associated with TGAT including parents, pupils, staff, and governors.
- 3.5 Tudor Grange Primary Academy Haselor will challenge the attitude of those pupils, parents and staff who give a low priority to attendance and punctuality.

4 Registration

- 4.1 The following documents specify the statutory requirements and provide guidance with regards to completing and maintaining an attendance register:
 - The Education Act 1996 – section 434(1)(3)(4)&(6) and 458(4)&(5);
 - The Education (Pupil Registration) (England) Regulations 2006 and any subsequent amendment

- DfE School Attendance Parental Responsibility Measures
- DfE School Attendance Guidance for maintained school, academies, independent school and local authorities August 2020
- DfE Children Missing Education statutory guidance for local authorities September 2016.

4.2 Schools have a statutory duty to keep two legal documents:

- An admissions register.
- An attendance register which must be kept accurately.

4.3 An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

4.4 Attendance registers will be kept in accordance with statutory requirements and government guidelines. Registers must be taken at the start of the morning session and once during the afternoon session. Pupils are expected to be on time for both registration sessions. On each occasion the school must record whether a child is present, absent or present at an approved educational activity. No pupil should be marked present unless actually in the room when the register is called.

NAME OF ACADEMY	AM REGISTRATION OPENS	AM REGISTRATION CLOSES	PM REGISTRATION OPENS	PM REGISTRATION CLOSES
HASELOR	8.45AM	9.25 AM	1.00 PM	1.30 PM

4.5 Every half day of absence has to be classified by the Academy as either authorised or unauthorised, and the regulation codes must be used.

4.5.1 Authorised absence is where the Principal has either given approval in advance for any pupil (age 4 – 19) who attends the Academy to be absent or has accepted an explanation offered afterwards as satisfactory justification for absence. Examples of authorised absence include days of religious observance, illness and medical appointments (where possible these must be arranged after school), all of which require written confirmation from a parent/carer.

4.5.2 Unauthorised absence is when the justification is not acceptable or when a reason for the absence has not been received. Excessive lateness will also be recorded as unauthorised absence. Examples of unauthorised absence include shopping, birthdays or child minding.

4.6 Spaces must not be left in the register. It is the responsibility of the member of staff taking the register to ensure the register is complete at tutor time, and for all lessons. In the event of the electronic registration system failing, a paper register must be taken and be submitted to the person within the school responsible for updating electronic registers.

4.7 Pupils must not mark the register in any circumstances because it is a legal and auditable document.

4.8 All registers will be checked and absences monitored on a regular basis. This is a collective responsibility, involving Tutors/Class Teachers, Senior Leaders, Administrators and the Attendance Welfare Officer. Tudor Grange Primary Academy Haselor has a procedure in place to resolve unexplained absences as soon as possible, however no later than 5 working days after the session of absence.

- 4.9 If a pupil is absent from school their parent/carer should contact the Academy on the first day of absence and maintain daily contact throughout the absence.
- 4.10 Reasons for absence, either verbal or supported by written notes from a parent/carer, may not always be accepted as a satisfactory reason for the absence. If this is the case, the Academy will make formal representation to the parent/carer in writing to challenge the reason for absence they provided.
- 4.11 In exceptional circumstances the Academy will request further evidence of a pupil's illness. This request will be put in writing to the pupil's parents/carers.
- 4.12 Parents/carers are advised to make appointments for a dentist, doctor or optician outside school core hours whenever possible.
- 4.13 If a pupil is absent from school and no reason has been received and no contact can be made with the parent/carer, and there is a cause for concern, the Attendance Welfare Officer or a nominated member of staff will make a home visit. If there is no response from the home visit and the concern persists the matter will be raised immediately with the safeguarding team.
- 4.14 If a reason for absence has been received and there is a concern regarding that reason, the Attendance Welfare Officer or a nominated member of staff will make a home visit. If there is no response from the home visit and the concern persists, the matter will be raised immediately with the safeguarding team.

5 Lateness

- 5.1 Pupils must attend registration on time to be given a present mark. Arrival after the start of morning registration but before the close will be given an 'L' code and an appropriate sanction will be given in accordance to the Academy's Behaviour and Standards Policy. Registers close 30 minutes after the start of morning registration, if pupils arrive after this time they will be given an unauthorised absence 'U' code in the register. Afternoon registration will remain open for 30 minutes after the start of registration. Any pupil that arrives after the start of afternoon registration will be marked as 'L' Late in the register. Any pupil that arrives after the afternoon registers have closed will be marked as 'U' unauthorised absence.
- 5.2 It is the initial responsibility of the Class Teacher within primary schools and the Tutor and College Leader within secondary schools to address the issue of persistent lateness with the student and their parent/carer. Pupils who arrive late without a genuine reason will be given a sanction in accordance with the Academy's Behaviour and Standards policy.
- 5.3 In the circumstances of a pupil being persistently late before the close of the register, the Academy's sanctions having no effect on the lateness and the parents/carers failing to support the Academy by ensuring that their child arrives on time to the Academy, then the parents/carers will be informed in writing that these late arrivals will be recorded as unauthorised absences and they will be made aware of the consequences of this action.

6 Poor attendance

- 6.1 Those pupils whose attendance falls below 95% will be closely monitored and further action considered. Between 95% and 93% it is the responsibility of the Tutor/Class Teacher to discuss the matter with the pupil and the parent/carer in consultation with the College Leader/Head of School and administrative staff. Attendance of 93% and below will require further intervention, all intervention must be documented.

6.2 If a pupil has three individual periods of absence in any period of six weeks, the Academy's Attendance Welfare Officer within secondary schools and Head of School within primary schools will contact the parents/carers to discuss the absences. Recognition of a pattern of absence is vital. Liaison between Class Teacher and Head of School within primary schools, and Tutor, College Administrator and College Leader within secondary schools, with support from the Attendance Welfare Officer, will ensure a holistic approach to the cause for concern. Early involvement of the parent/carer is paramount.

6.3 Tudor Grange Primary Academy Haselor has a clear and escalating approach to intervention where there are concerns regarding a pupil's attendance at the Academy. Below is a list of interventions that may be implemented by the Academy alongside our escalation process:

- telephone calls to parents/carers
- letters to parents/carers
- home visits (these can be pre-arranged or cold call visits)
- meetings with parents/carers and pupils to discuss any issues
- school mentoring
- Pastoral Support Plan
- Consideration to be given for referral to external support agencies, in conjunction with the LA. The Academy may work with local family support workers, the school nursing team and the local authority attendance officer.
- Individual Educational Plan
- Personal Attendance Plan

6.4 If there is no improvement in a pupil's attendance following the Academy's interventions, the Academy will refer the matter to the Local Authority for advice and possible legal action.

6.5 The legal action to be considered, in full consultation with the Academy, is:

- to prosecute a parent/carer for failing to ensure that their child regularly attends school according to the statutory requirement through the Education Act 1996, Section 444 (1 or 1A);
- application to a magistrate's court for an Education Supervision Order – to ensure that the child of compulsory school age and registered at a school attends regularly;
- application to a magistrate's court for a Parenting Order – to enforce regular attendance following a successful prosecution by the Local Authority;
- to issue a Penalty Notice of a monetary fine for irregular attendance and unauthorised leave of absence.

7 Leave of absence during term time

7.1 The Supreme Court clarified has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

- 7.2 The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:
- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- 7.3 If the leave is granted, Head teachers are able to determine the number of school days a child can be absent for.
- 7.4 It is for the Head teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- 7.5 The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.
- 7.6 Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.
- 7.7 Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- 7.8 *Each application for a leave of absence will be considered on a case-by-case basis and on its own merits.*
- 7.9 Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice. All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council.
- 7.10 **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).
- 7.11 Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.
- 7.12 Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Warwickshire School pupils recorded 96,366 half day sessions of absence due to holiday in the Academic year 2021/22.

8 Overseas extended trips

- 8.1 Parents/carers may wish to take their child/children on an extended overseas trip during term time. Such visits may be particularly important to parents/carers who want to ensure that their child/children meet members of their extended family overseas. Whilst it is important to recognise the educational and cultural significance of such visits, the Leave of Absence during term time rules (Section 7) also apply to these circumstances.
- 8.2 The Education Regulations 2006 state that where a pupil has been granted an extended 'Leave of Absence' and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable causes, his/her name may be deleted from the admissions register. This would only be considered following consultation with the Local Authority Children Missing Education Officer, and once the missing child's procedure has been followed.

9 Travellers

- 9.1 There is provision within the legislation to permit Travellers to remove their child/children from full-time education whilst they are travelling, however this can only be done after the completion of 200 sessions (100 days) in an academic year. The parent/carer should be encouraged to attend school and discuss the pending period of absence with the Tutor/College Leader/Class Teacher prior to removing the child. It is at the discretion of the Principal/Head of School whether or not to authorise this absence. Should permission be granted, 'T' will be entered into the student register system.

10 Leave of Absence Requests

- 10.1 This form should be completed and submitted to your child's Principal at least 3 weeks before the start of the proposed leave of absence. Separate forms should be completed for each child.
- 10.2 Parents/carers are reminded that Leave of Absence taken without permission, or not returning on the stated date may result in the issuing of an education penalty fine by the Local Authority of £60 (rising to £120 if not paid within 21 days) per parent per child on prosecution in the magistrates' court.
- 10.3 Parents/carers are also reminded that due to the changes in government regulations from September 2013 that Leave of Absence for the purpose of holidays in term time can no longer be granted except in exceptional circumstances.

11 Sixth Form Attendance

- 11.1 In addition to timetabled lessons, sixth form students have timetabled study periods for independent study. Students may wish to study at home during these periods. We expect students to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting attendance expectations or work commitments. In such cases, students will be scheduled to work within school.
- 11.2 TGAT has a clear and escalating approach to intervention where there are concerns regarding a student's attendance at the Academy. Further details can be found in section 6.3.
- 11.3 In addition to the above, a meeting will be held with the Head of Sixth Form, and subject teachers where appropriate, where there are concerns around attendance or persistent lateness, to discuss issues or barriers that may be impacting attendance. If poor attendance or

punctuality continues, this may be formalised and actions agreed in writing in a Personal Attendance Plan (PAP).

- 11.4 Failure to engage in these intervention procedures, or where attendance at the Academy or to lessons remains a concern and is below 85%, discussions may be held in relation to the suitability of a sixth form placement at the Academy. This may result in a final written warning if non-attendance persists without a genuine reason or circumstance to explain this level of absence.

12 Remote Education

- 12.1 In cases where it is not possible, or is contrary to government guidance, for some or all pupils to attend school, it may be necessary for schools to provide high quality remote education. Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning.
- 12.2 Schools should refer to the non-statutory guidance [Providing remote education, January 2023 \(DfE\)](#) while working closely with pupils, parents and carers, as well as with any other relevant partners such as the Local Authority, to remove any barriers to attendance.
- 12.3 Pupils receiving remote education still need to be marked as absent in the register in line with the Education (Pupil Registration) (England) Regulations 2006 and the [Working together to improve school attendance](#) guidance, May 2022 (DfE).
- 12.4 Circumstances where remote education should be considered fall into two broad categories:
- School closures or restrictions on attendance, where school access for pupils is restricted.
 - Individual cases where a pupil is unable to attend school but is able to learn; these circumstances should only involve a short-term absence, for example a pupil recovering from a short-term infectious illness, operation or injury.
- 12.5 In some exceptional cases, these circumstances may also include pupils whose attendance has been affected by a special educational need or disability (SEND) or a mental health issue. Remote education should be considered on a case-by-case basis as part of a plan to reintegrate the pupil back to school and as a short-term solution.
- 12.6 For individual cases, if the pupil has an Education, Health and Care Plan (EHCP) or a social worker, the Local Authority should be involved in the decision to provide remote education.

Leave of Absence Request Form

Warwickshire County Council
People Directorate

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- It is advised if you have not received notification regarding the leave of absence, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of leave.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- The school can only consider Leave of Absence requests which are made by the 'resident' parent is the parent with whom the child normally resides. Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance covering the absence dates in full will result in the absence being recorded as unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (they can only be exceptional circumstances) (see overleaf before completing)

.....
.....
.....

Total Days Requested On This Occasion

(For siblings) I have also applied to _____ School/Academy for leave of absence for _____ (Insert child/children's name)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only: NAME OF CHILD: _____ Date received by school: _____

1st date of absence requested by parents: _____ Last date of absence requested by parents: _____

Expected date of return to school (as advised by parents): _____

Absence Authorised: Yes/No

The reasons for this decision are: _____

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: _____ Date: _____

- Copy of this completed section should be sent back to parent with letter

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

1. Head teachers **shall not grant any leave of absence during term time unless:**
A) An application has been made in advance, by the parent with whom the child normally resides

AND
B) They consider there to be exceptional circumstances relating to the application.
2. The Head teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Head teacher can determine how long an absence should be and any additional absence will not be authorised.

-
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
 - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
 - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
 - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.
-

Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.

Leave of Absence Request Acceptance Letter

School Logo

DATE

ADD SALUTATION

«address_block»

Dear «salutation»

«forename» «surname» «year_reg»

Application for Leave of Absence during Term Time in Exceptional Circumstances**Leave of absence period between <<date 1>> and <<date 2>>**

An application/request for a leave of absence has been received from the resident parent in respect of the above-named child.

I have carefully considered the application/request and reviewed the exceptional circumstances outlined.

As you are aware the law prohibits Head teachers from authorising absence in term time unless there are exceptional circumstances.

In this instance only I consider that there are exceptional circumstances relating to your application and the school **is** prepared to authorise the absence.

Any additional leave taken without authorisation will not be authorised and as parent(s) you may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court.

Failure to secure a child's regular attendance at school is a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- **The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or**
- **A criminal prosecution against you**

Fixed Penalty Notices are issued in respect of EACH absent child, so the fine will apply to EACH parent in respect of EACH child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council's legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

This decision is not made lightly. Our school is dedicated to the education of all our pupils and believes that regular attendance through the year is essential to every child's success and fulfilment.

Please contact the school to discuss measures to minimise the impact of the leave of absence on your child's academic progress.

If you have any concerns about the content of this reply, please do not hesitate to contact me.

Yours sincerely

Principal / Head of School

Leave of Absence Request Partial Acceptance Letter

School Logo

DATE

ADD SALUTATION

«address_block»

Dear «salutation»

«forename» «surname» «year_reg»

Application for Leave of Absence during Term Time in Exceptional Circumstances**Leave of absence period between <<date 1>> and <<date 2>>**

An application/request for a leave of absence has been received in respect of the above named child from the resident parent.

I have carefully considered the application/request and reviewed the exceptional circumstances outlined.

As you are aware the law prohibits Head teachers from authorising absence in term time unless there are exceptional circumstances.

I do not consider that there are sufficient exceptional circumstances relating to the application to warrant authorising the full leave of absence period requested.

In this instance the school is only prepared to authorise (insert number of days) day(s) of the requested period as follows:

(please list the dates).

The school **will not** authorise (insert number of days) days(s) of the requested period, therefore your child is required to be in school on the following dates:

(please list the dates).

If your child is absent on any of the dates that he/she is required to be in school, these absences will be recorded as unauthorised.

As parent(s) you have a legal duty to ensure that your child receives a full-time education (section 7 Education Act 1996). You may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court if your child is absent during the period requested in your application.

Should your child be absent during this period and it is appropriate to issue a Fixed Penalty Notice, it will be issued for only those dates of absence which have been recorded as unauthorised.

Failure to secure a child's regular attendance at school is a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- **The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or**
- **A criminal prosecution against you**

Fixed Penalty Notices are issued in respect of EACH absent child, so the fine will apply to EACH parent in respect of EACH child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council's legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

Evidence shows that pupil absence has a negative impact on pupil performance and social development. We urge you to consider this matter very carefully before making a decision to take your child out of school.

This matter will be referred to the Warwickshire Attendance Service.

If you have any concerns about the content of this reply, please do not hesitate to contact me.

Yours sincerely

Principal / Head of School

Leave of Absence Request Denial Letter

School Logo

DATE

ADD SALUTATION

«address_block»

Dear «salutation»

«forename» «surname» «year_reg»

Application for Leave of Absence during Term Time in Exceptional Circumstances**Leave of absence period between <<date 1>> and <<date 2>>**

An application/request for a leave of absence has been received from the resident parent in respect of the above-named child

I have carefully considered the application/request and reviewed the exceptional circumstances outlined.

As you are aware the law prohibits Head teachers from authorising absence in term time unless there are exceptional circumstances.

In this instance I do not consider that there are exceptional circumstances relating to your application and **will not** authorise this Leave of Absence request. Your child is therefore required to be in school on these dates.

Any absence taken during this period will be recorded as unauthorised.

As parent(s) you have a legal duty to ensure that your child receives a full-time education (section 7 Education Act 1996). You may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court if your child is absent during the period requested in your application.

Failure to secure a child's regular attendance at school is a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- **The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or**
- **A criminal prosecution against you**

Fixed Penalty Notices are issued in respect of EACH absent child, so the fine will apply to EACH parent in respect of EACH child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council's legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

Evidence shows that pupil absence has a negative impact on pupil performance and social development. We urge you to consider this matter very carefully before deciding to take your child out of school.

This matter will be referred to the Warwickshire Attendance Service.

If you have any concerns about the content of this reply, please do not hesitate to contact me.

Yours sincerely

Principal / Head of School

Suspected Unauthorised Absence Letter**School Logo**

DATE

ADD SALUTATION

«address_block»

Dear «salutation»

«forename» «surname» «year_reg»

Leave of Absence during Term Time between <<date 1>> and <<date 2>>

With reference to your child's recent leave of absence.

As you are aware Government regulations prohibit Head teachers from authorising absence in term time unless there are exceptional circumstances relating to the application. The regulations state an application must be made in advance to the school for consideration.

The resident parent did not make an application in advance for this period of leave as required and therefore the absences will be recorded as unauthorised.

As parent(s) you have a legal duty to ensure that your child receives a full-time education (section 7 Education Act 1996). You may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court because your child was absent during the period in question. Evidence shows that pupil absence has a negative impact on pupil performance and social development.

The school have decided the matter will be referred to Warwickshire County Council's Warwickshire Attendance Service for consideration of a Fixed Penalty Notice.

Failure to secure a child's regular attendance at school is a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- **The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or**
- **A criminal prosecution against you**

Fixed Penalty Notices are issued in respect of EACH absent child, so the fine will apply to EACH parent in respect of EACH child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council's legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

If you have any concerns about the content of this reply, please do not hesitate to contact me.

Yours sincerely

Principal / Head of School

Response to non-resident parent request

School Logo

DATE

ADD SALUTATION

«address_block»

Dear «salutation»

«forename» «surname» «year_reg»

Leave of Absence during Term Time**Non-Resident Parent Request**

Thank you for your recent request for a Leave of Absence during term-time between (date 1) and (date 2) dated (date)/received on (date).

When considering such a request I am obliged to act within the law.

The *Government regulations* state an application must be made in advance to the school *by a parent with whom the pupil normally resides*.

Our records show that your child does not normally reside with you and therefore we are unable to consider your Leave of Absence request.

The application may be resubmitted to me when completed and signed by the “resident parent” and due consideration will be given to it at this time.

Please note, should no further request be received in respect of the above dates and your child is absent during this period, the absences will be recorded as ‘unauthorised’. Unless acceptable evidence is presented to support the absences, the matter may be referred to the Warwickshire County Council’s Warwickshire Attendance Service (WAS). As a parent you may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court.

Failure to secure a child’s regular attendance at school is a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- **The issue of a Fixed Penalty Notice to you (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or**
- **A criminal prosecution against you**

Fixed Penalty Notices are issued in respect of EACH absent child, so the fine will apply to EACH parent in respect of EACH child as set out in the fixed penalty notice(s).

If the Fixed Penalty is not paid then the matter will be referred to Warwickshire County Council’s legal department to consider instigating a criminal prosecution against you under the Education Act 1996. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

If you have any concerns about the content of this reply please do not hesitate to contact me.

Yours sincerely

Principal / Head of School