



# School Attendance Policy

(This policy has been adopted from Telford & Wrekin Council)

Date Reviewed:	January 2024
Approved by Governors:	January 2024
Date for Review:	January 2025

## **1. A Framework for a Whole-School Attendance Policy**

- 1.1 The framework for a whole-school attendance policy is based on the 5 'Ps' - namely, Philosophy, Principles, Procedures, Performance & Practice.
- 1.2 The legal framework governing attendance is set by the Education Acts and their associated regulations.

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 his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise.

Section 444 further states that: - "The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law"

An offence is NOT committed if it can be demonstrated that:-

- the pupil was absent with leave (authorised absence)
- the pupil was ill or prevented from attending by unavoidable cause, (please see appendix 1 for advice on exclusion periods)
- the absence occurred on a day set aside for religious observance by the religious body to which the pupil/parents belong
- the school is not within the prescribed walking distance of the pupil's home and no suitable transport arrangements have been made by the LA. 'Walking distance' is defined as two miles for pupils under eight and three miles for all other pupils. Telford & Wrekin Council have, however, chosen to define these distances as two miles for infant, junior and primary pupils and three miles for other pupils. Distances will be measured by shortest available walking route
- A limited defence is available to the parents/carers of travelling children.

The Act also places a legal obligation on:-

- The LA to provide support to enforce regular school attendance with legal intervention relating to non-attendance offences
- Schools to register attendance and notify the Nominated Attendance Person within school of a pupil who is absent from school without authorisation for 10 or more days. The LA must be notified of any episodes of absence of 10 days or more under the 'Child Missing Education/Children Not Receiving Education/Children out of School (CME/CNRE/COOS)' protocol.
- The Headteacher and the Governing Board are to ensure that two school registers are kept, one for attendance and one for admissions (under the Pupil Regulations Education (Pupil Registration)(England) Regulations 2006).

## **2. Philosophy**

- 2.1 Southall School is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.
- 2.2 It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

- 2.3 Our school will give a high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.
- 2.4 If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.
- 2.5 At Southall school we believe that improving attendance is everyone's responsibility all school staff, the Governing Board, the local authority, parents/carers, other local partners (see Appendix 2 – DfE, Working together to improve attendance, September 2022).
- 2.6 Regular attendance is a pre-requisite to a good education and securing it is therefore a high priority for Southall School, as well as the governing board. It is also vital that it is a high priority for parents/carers and pupils. By failing to attend school regularly pupils diminish the value of the education provided for them; they may also damage the learning of others because fluctuations in the size of pupil group may restrict the scope for effective teaching.

### **3. Principles**

#### **3.1 The school will:**

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law,
- stress to parents/carers the importance of contacting staff early on the first day of absence,
- reward good and improved attendance of all pupils in the form of a letter from the NAP (nominated attendance person),
- promote positive staff attitudes and welcome students back from any period of absence positively and promote the importance of attendance,
- consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy,
- ensure regular evaluation of attendance procedures by senior managers and the school governors,
- send newsletters each term to parents/carers and pupils informing them of attendance rates and related issues, additionally update the school website with any attendance related issues,
- work towards ensuring that all pupils feel supported and valued. We will send a clear message to parents/carers via telephone, that if a pupil is absent, she/he will be missed,
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members. This may be in the form of an informal chat between the teacher/TA in regards to work missed, whilst checking on the pupil's health and wellbeing. Remote learning opportunities can be considered if necessary,

put in place robust interventions designed to support pupils back into full-time attendance. This may involve modified timetables which may in the first instance reduce attendance,

- take responsibility for Children not Receiving Education (CNRE), so that Southall School is in regular contact with the pupil and parent/carer, ensuring the pupils (pupil's) safety, working together so that the pupil can resume full-time education,
- monitor and regularly review those pupils subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full-time attendance at school,
- Work closely with the Educational Welfare Officer (EWO), to support pupils and parents/carers in accessing full-time education. The school attendance lead and school pastoral/family liaison will meet with the EWO every 3 weeks to discuss cases and implement actions,
- Southall School will have regard to the statutory guidance 'Keeping Children Safe in Education' 2023 when making arrangements to safeguard and promote the welfare of pupils. Southall School will put in place appropriate safeguarding responses for pupils who go missing from school, particularly on repeat occasions. Where reasonably practicable, every pupil on roll at Southall School will have an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the pupil normally resides.

#### **4. Procedures**

##### 4.1 Types of Absence:

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Only the school, not parents/carers, can authorise absence. For a full list of absence codes please see appendix 3.

- Authorised: where the school approves the pupil's absence.
- Unauthorised: where the school will not approve the pupil's absence.

##### 4.2 Absence Procedure:

- Parents/carers duty is to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- If a child is ill, or it is known they will be absent then the parent/carer is to call school on 01952 387600 before 9.00am, stating the reason why their child is absent and when the child is to be expected back in school.
- Parents/carers should contact the school on the first and each subsequent day of absence, unless a definite date of return is known.
- When your child has been absent for a medical appointment, the school must receive medical evidence for the absence to be approved.
- Parents/carers are expected to book routine dental, doctors or opticians' appointments outside school hours where possible.
- Late Arrival (L): Morning Registration ends at 9.15am. Pupils arriving after this time will be marked as present but arriving late.
- Lateness after 09:45am will be unauthorised and persistent lateness may result in a meeting with parents/carers and/or referral to the EWO.
- Pupils who are absent from school for a prolonged period e.g., due to transport issues, safe and well checks will be made weekly. These will consist of video calls and home visits.

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- follow 'First day contact' procedures and contact the parent/carer by telephone/text message, or if the parent/carer is unavailable send a standard letter requesting information,
- consider sending a second letter if an explanation has still not been received after three days of unexplained absence or send a School Attendance Letter (SAL),
- refer to the school's nominated attendance person (NAP) or Education Welfare Officer (EWO), to follow up absence if no response is received after 5 days of absence and consider a referral to the 'Children & Family Locality Services' or contact 'Family Connect' if no contact can be made with the parent/carer,
- where there are safeguarding or similar concerns regarding the pupil/family additional services should be contacted immediately if the school is unable to make contact with the family. (e.g social care, strengthening families),
- invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting should include a senior member of staff, parent/carer, pupil and the NAP/EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance,
- For pupils who are not managing in school and who need to follow an adjusted learning programme, modified timetables will be implemented. This is closely monitored and pupil's time on these timetables will be increased to normal timetables with the involvement of parents/carers at every stage,
- support the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a 'Reintegration Plan' can be implemented. The plan should include all members of the school staff, and parents/carers, and will be designed to be as supportive of the pupils needs as possible.
- provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support.
- Contact **Family Connect 01952385385** for further guidance on available support.

**4.3 In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.**

#### **4.4 Roles and responsibilities**

##### **The Headteacher**

- Implementation of this policy at the Southall School
- Monitoring school absence data and reporting it to the governing board
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Respond to requests for leave in term time

### **The school's Education Welfare Officer (EWO)**

- Calls parent/carers regarding student absence
- Work with the Assistant Head Teacher and Attendance officer to monitor attendance data across the school and at an individual pupil level
- Work with Southall School to tackle persistent absence
- Attend meetings with parents/carers to discuss attendance issues
- Advise the Headteacher when to issue fixed-penalty notices
- Work with other agencies to improve attendance and support pupils and their families;

### **SLT – Attendance Lead**

- Actively promote the importance and value of good attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;
- Ensure there is a whole-school approach which reinforces good school attendance;
- Monitor the attendance policy and ensure that it is adhered to;
- Work with the senior leadership team to ensure that the curriculum offer meets pupil's needs and is aspirational and engaging to encourage pupils to attend school;
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address issues;
- Present the school's attendance data and metrics to the Governing Board;
- Develop a multi - agency response to improve attendance and support pupils and their families;
- Promote and reward good attendance with pupils at all appropriate opportunities; e.g., attendance celebration letters.

### **Office Staff:**

- School office staff are expected to contact parents and carers about any unexplained absence and record it on the school system.
- Send a daily overview of pupil absence to SLT to ensure proactive measures can be implemented.

### **All Staff**

- Actively promote the importance and value of good attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;
- Ensure that all pupils are registered accurately, and timely, on Compass. This includes those pupils who are educated offsite or at an AP.
- Promote and reward good attendance with pupils at all appropriate opportunities;
- Communicate any concerns or underlying problems that may account for a pupils (pupil's) absence to enable a proactive and supportive approach;
- Work with other agencies to improve attendance and support pupils and their families;
- Provide lessons that meet pupils (pupil's) needs, are aspirational and engaging, to encourage pupils to attend school.

### **Responsibilities of parents/carers**

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility.

We expect our parents/carers to:

- Inform the school on the first day of absence, and any subsequent days after;

- Support the school with their child in aiming for high attendance for each academic year;
- Avoid taking their child out of school for non-urgent medical or dental appointments (add semi-colon)
- Only request leave of absence if it is for exceptional circumstances;
- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- Inform the school of any change of circumstances that may impact on their child's attendance;
- To work with the school, tutor teams or EWO to resolve/alleviate any attendance problems;
- To attend meetings as required in relation to their child's attendance.

#### **We expect our pupils to:**

- Pupils are expected to attend school regularly and to arrive punctually at school by 09:00am;
- If late pupils must report to the front office;
- Pupils should discuss with their tutors or trusted adult, if there is a problem that may lead to their absences, e.g. bullying, transport issues, long-term medical issues, etc.;

#### **4.5 Leave of Absence in Term Time**

There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Headteacher to grant leave of absence for exceptional circumstances. Parents/carers do not have a right to take their child out of school for a holiday during term time.

Procedures for leave of absence in term time:

- Notice of your intention to take your child out during term time by completing a leave of absence in term time request form. These can be obtained through the main office.

The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Headteacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act.

1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.

Each case will be considered individually and on its own merits. Please see appendix 5 for more information.

#### **Religious Observance**

- Southall School values the different cultures that make up the school community and recognise that it is important that we promote and respect the diversity of the community. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parents'/carers' religious body about whether it has set the day apart for religious observance.

## **5. Performance**

5.1 It is important to set realistic targets for both attendance and persistent/severe absence; these targets will be set during the Autumn term of each academic year, in consultation first with the Headteacher and then the Governing Board. The target should be sent to the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term at the latest. In compiling an Action Plan, the school will review all interventions and evaluate the progress. Attendance targets are included in the School Improvement Plan.

5.2 When evaluating success, the school will consider whether or not:

- Attendance has improved
- Persistent and/or severe absence has reduced
- Punctuality has improved
- Parental/carer response to absences have improved
- Re-integration plans, where implemented, have been successful
- Southall School has been successful in raising the profile of attendance both within the school, the Governing Board and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in school assemblies, Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

## **6. Practice**

6.1 The school will recognise the importance of good practice by:

- Appointing a Governor to oversee attendance within Southall School
- Appointing a senior leader responsible for the strategic approach to attendance in school and providing the name and contact details of this person
- Providing a known contact person (number) for reporting of absence on a day-to-day basis
- Aiming to keep and maintain a minimum of two emergency contacts for each pupil
- Working collaboratively with other schools, the LA and other partners to help remove the barriers to attendance that families experience, especially for those families with multiple children who attend different schools
- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Producing half-termly, termly, and full year analysis of attendance data reports
- Reporting attendance and absence data, and metrics termly to Governors
- Regularly (weekly) monitoring and analysing attendance patterns of all pupils and cohorts but particularly focusing on those nearing persistent absence thresholds and/or those with severe or persistent absence
- Ensuring prompt follow-up action in cases of non-school attendance
- School staff liaising closely with the school's Attendance Team when required
- Recording (and retaining) carefully, all telephone messages
- Ensuring that a signed copy of any correspondence is retained by the school
- Closely monitoring any pupil on a modified timetable with a view to returning the pupil to full-time attendance as soon as possible
- Making a referral to the AST (the Attendance Support Team) for intervention using the appropriate electronic ASTR forms.



## 7. Links to other policies, legislation and guidance

7.1 Southall School's attendance policy should be read in conjunction with the following policies:

- Keeping Children Safe in Education 2023 (2021) (change to 2022)
- Child Protection and Safeguarding Policy
- Accessibility Policy
- Supporting Pupils with Medical Conditions Policy
- Admissions Policy
- Behaviour Policy
- Curriculum Policy
- Homework Policy
- Mental Health and Student Wellbeing Policy
- Pupil Remote Learning Policy
- Student Leave in Term Time Policy
- Teaching and Learning Policy
- Special Needs Policy

7.2 Relevant Legislation:

- 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 Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

7.3 Relevant Guidance:

- Department for Education Guidance (DfE):
  - Parental Responsibility Measures for School Attendance and Behaviour
  - Children Missing Education
  - Working together to improve school performance (~~Applies September 2022~~)

## Health Protection for schools, nurseries and other childcare facilities

### Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.

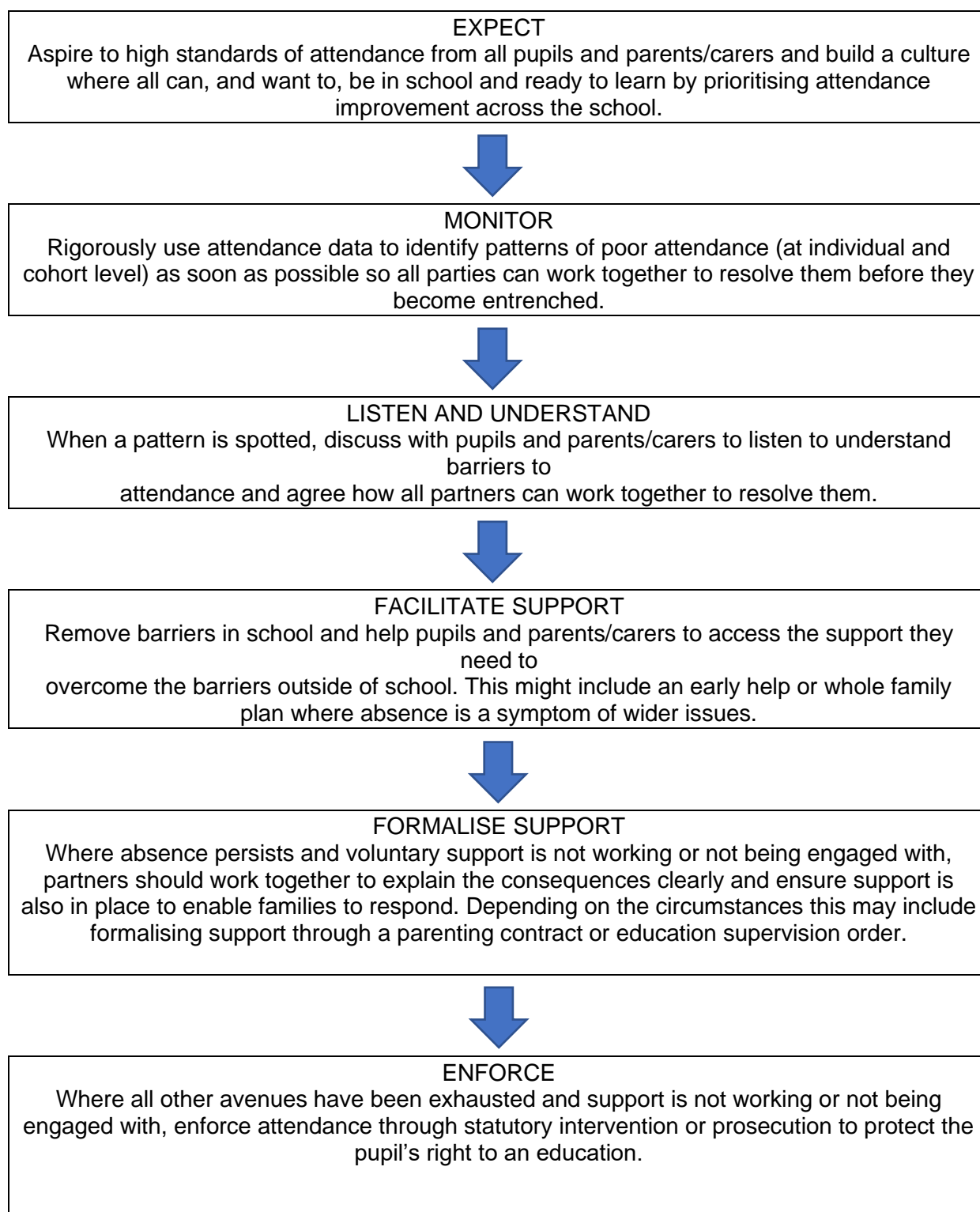
Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

**\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.

**Working together to improve attendance**  
**(taken from 'Working together to improve attendance' guidance page 8)**

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



Appendix 3  
Attendance codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

**KEY**

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

What does the percentage mean? How many days has my child missed?

<b>Attendance during one school year</b>	<b>equals this number of days absent</b>	<b>which is approximately this many weeks absent</b>	<b>which means this number of lessons missed</b>
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

## Guidance Notes for Parents/Carers requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Headteacher the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -
  - the **exceptional** circumstances stated that have given rise to the request;
  - the age of the child;
  - the stage of the child's education and progress and the effects of the requested absence on both elements;
  - the overall attendance pattern of the child;
  - the nature of the visit.
  - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
  - whether the same visit could be taken during the 13 weeks school is closed to pupils?
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
6. Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
7. Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.



**Request for Leave during Term Time (Example request form)**

Date.....

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

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

(full name)  
.....  
.....

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

My child will be accompanied during the leave by:

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

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

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

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

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

.....

.....

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

Current  
address.....

Mobile No:.....

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

Current  
address.....

Mobile No:.....

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

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**For Office Use Only**

Date request for leave in term time received by school

.....

Current Attendance.....% Last Year's

Attendance.....%

Number of school sessions previously taken as leave in term time

.....

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

What action are other schools taking? .....

.....

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

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

Signed ..... Job Title.....

Print Name ..... Date .....

Notification of decision: Date letter sent to parent

.....

Any notes: