The Beacon

Attendance

Policy

Due for review : January 2027

Contents

1	Introduction
2	Aims and Objectives
3	Timeline of the Staged Approach for Managing Poor Attendance
4	Children Missing Education
5	Procedures
6	Responsibilities
7	Class Teacher
8	The Multi-Agency Support Team (MAST)
9	Administration Staff
10	Parents
11	Registration
12	Lateness
13	Absences
14	First Day Contact
15	Medical/Illness
16	Parental requests
17	Addressing Attendance Concerns
18	Monitoring Attendance
19	Authorising Absence
20	Penalty Notices
21	Appendix 1 – Late Letter (Code L)
22	Appendix 2 – Late Letter (Code U)
23	Appendix 3 – Absence Concern Letter
24	Appendix 3i - School Attendance Meeting Letter
25	Appendix 3ii – Further absence concern letter
26	Appendix 4 – School attendance meeting letter
27	Appendix 4i – School attendance review meeting letter
28	Appendix 5 – Penalty Notice Warning Letter – Letter F1
29	Appendix 6 – Unauthorised absence confirmation of Penalty Notice
30	Appendix 7a – Response to leave request (not authorising)
31	Appendix 7ai - Response to leave request (authorising)
32	Appendix 7b – Response to retrospective leave request
33	Appendix 8 – Unauthorised leave confirmation of Penalty Notice
34	Appendix 9 - Mobile pupil attendance letter
35	Appendix 10 – Mobile pupil absence due to travelling
36	Appendix 11 – Referral Pathway
37	Update Schedule

1. Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. The Beacon Folkestone fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the headteacher and governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at school, have missed two whole terms of learning.

2. Aims and objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality;
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues;
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school;
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- Ensure that our policy applies to nursery and reception-aged children in order to promote good habits at an early age;
- Work in partnership with pupils, parents, staff and the Attendance and Inclusion Service so that all pupils realise their potential, unhindered by unnecessary absence;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility;
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils;
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually;
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development;
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters;
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness;
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance;
- Developing and implementing procedures to follow up non-attendance at school.

3. Timeline of the staged approach for managing poor attendance

- Attendance drops below 90% – the class teacher or form tutor to investigate and notify Pupil Support Officer of concerns to contact parent if appropriate.
- 80 – 90% attendance - school intervention letters/meeting with parents.
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.

For the cases that require intensive family support, the school may make an Early Help Notification.

4. Children missing education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below.

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has failed to locate him/her;
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

5. Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes;
- To maintain appropriate attendance data;
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils;
- To have consistent and systematic daily records which give detail of any absence and lateness;
- To follow up absences and persistent lateness if parents/carers have not communicated with the school;
- To inform parents/carers what constitutes authorised and unauthorised absence;

- To strongly discourage unnecessary absence through holidays taken during term time;
- To work with parents to improve individual pupils' attendance and punctuality;
- To refer to the Local Authority (LA) any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve;
- To report attendance statistics to Kent LA and the DfE where requested;
- All staff should be aware that they must raise any attendance or punctuality concerns to the Multi-Agency Support Team (MAST) who have responsibility for monitoring attendance.

6. Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

7. Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers;
- Closing registers by 9.20am using '/' for present or 'N' for absent only on Arbor;
- Pupils not present must be recorded as an 'N' and this will later be amended by the administration team with the correct coding;
- Informing the Zone Leaders and/or MAST where there are concerns and acting upon them;
- Parents are to use the absence email or pupil absence line to report all absences;
- Providing background information to support referrals;
- Monitoring follow-up once actions have been taken to correct attendance concerns;
- Emphasising with their class the importance of good attendance and promptness;
- Discussing attendance issues at consultation evenings where necessary.

8. The Multi-Agency Support Team (MAST)

MAST is responsible for:

- Overall monitoring of school attendance;
- Trends in authorised and unauthorised absence;
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues;
- Encouraging parents to use the absence email or pupil absence line to report all absences;
- Logging communication on Arbor;
- Monitoring individual attendance where concerns have been raised;
- Making referrals to the Local Authority (PRU, Inclusion and Attendance Service (PIAS), Early Help etc.);
- Providing reports and background information to inform discussion with the Local Authority;
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

9. Administration staff

Staff in the school office are responsible for:

- Collating and recording registration and attendance information;
- Taking and recording messages from parents regarding absence;
- Following up absences with immediate requests for explanation which should be noted inside the register;
- Encouraging parents to use the absence email or pupil absence line to report all absences
- Ensuring that all coding is correct for pupils on registers, after they close, at 9.25am;
- Logging communication on Arbor;
- Contacting parents of absent children where no contact has been made;
- Recording details of children who arrive late or go home before the end of the school day;
- Administration staff will send out letters as and when appropriate according to the Attendance Policy;
- Notifying MAST of any persistent absences;
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to MAST.

10. Parents

Parents/carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment;
- Emailing (attendance@thebeacon.kent.sch.uk) or contacting the pupil absence line on the first morning of absence and following days where applicable;
- Informing the school office or absence email in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/letter/text message).
- Parents/carers requesting holiday/s during term time will need complete an exceptional leave request form and have it submitted 10 days before the leave and this will be assessed on a case by case basis by the Head of School, however as a school we do not authorise holidays;
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

There are times when the school will need to contact parents on a range of issues, including absence, so it is important that we always have up-to-date contact numbers. Once a yearthe school offices will send out a contact form for you to update, however it is the responsibilityof the parent/carer to ensure that the school office has your most recent contact numbers.

11. Registration

AM
Breakfast club starts at 8.30 am
School starts at 9.00 am
Registers close at 9.20am
Staff to have completed and saved registers by 9:25am

PM
Any changes marked on Arbor as they happen during the day, i.e. pupils going home due to sickness, by the school office.
Afternoon registration registers close at 1.30pm.

Each class teacher has the responsibility to mark pupils that are present and to record any absence with an ‘N’. The code will be inputted by the office. Any pupil who is absent will be recorded at the beginning of the morning and afternoon session with an ‘N’.

All attendance records are documented using Arbor software, which is supported by theLocal Authority.

12. Lateness

Once the registers are closed at 9.20am pupils must come to reception to be marked as present and will be recorded as an ‘L’. Any pupil who comes into school this way from 9.25am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (attendance code L). Any child who arrives for school later than 9:55am will be marked as having an unauthorised absence for the morning (attendance code U).

Children who have attended a dentist or doctor’s appointment and subsequently come to school later than 9.55am will have the absence recorded as a medical absence (attendance code M).

Children who are persistently late are missing a significant amount of learning, parents/carers will be invited to speak with the class teacher or the MAST team to identify if any support is needed (code L letter).

Where there have been persistent incidents of lateness parents/carers will receive the letter (code U) advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

13. Absences

Parents/carers should contact the school on the first day of their child’s absence. When parents/carers notify us of their child’s absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on Arbor. It is important that we receive accurate information from parents with reasons for the child’s absence. This information is used to determine whether the absence is authorised or unauthorised. The Head of School has the responsibility to determine whether absences are authorised or unauthorised.

No contact from parents is marked as an unauthorised absence and they will be contacted everyday to ascertain where their child is. Where there are areas of concern in regard to non-contact for two or more days the school will complete a welfare check to the pupils home address.

14. First day contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent (from 9.30 am onward) to check the reasons for the child’s absence.

15. Medical/illness

When children have an illness that means they will be away from school long term, the school will liaise with the family to support.

Schools must provide the local authority with the **full name and address of all pupils** of compulsory school age who have been recorded with **code I (illness)** and who the school has reasonable grounds to believe **will miss 15 days consecutively or cumulatively because of sickness.**

Where a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for any and or periods of related absence. We may seek written permission from you for the school to make their own enquiries. (Appendix 4)

16. Parental request for absence from school for holiday

With effect from September 2013 the government abolished the right of headteachers to authorise absence. If special circumstances exist instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Each case will be judged on its own merits and the headteacher's decision is final.

17. Addressing attendance concerns

The school expects attendance of at least 95%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. The Beacon rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of the concerns. Initially concerns about attendance are raised with parents via letters. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim of improving attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Local Authority.

Schools must provide the local authority with the **names and addresses of all pupils** of compulsory school age who fail to attend school regularly or have been absent for a continuous period **of ten school days** where their absence has been recorded with one or more of the codes statistically classified as **unauthorised** (G, N, O, and/or U).

The Attendance and Inclusion Service may issue penalty notices to parents where there has been a referral to Local Authority as part of the school's processes to address poor attendance patterns.

18. Monitoring attendance

Our admin office staff have the responsibility for ensuring that all of the attendance data is accurately recorded on the Arbor attendance software. Regular meetings are held with the Headteacher (a member of SLT) to discuss all attendance concerns and appropriate actions are taken followingthese meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

19. Authorising absence

Only the Headteacher can authorise absence using a consistent approach. The Headteacheris not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (for example, leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell;
- Absence of siblings if one child is ill;
- Oversleeping;
- Some transport issues;
- Inadequate clothing/uniform;
- Confusion over school dates;
- Medical/dental appointments of more than half a day without very good reasons;
- Child's/family birthday;
- Shopping trip;
- Family holidays (with some rare exceptions).

Persistent unauthorised absence (10% or more of the school year) may result in a request for statutory attendance intervention referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings need to be attached to the completed statutory attendance intervention referralform with any other relevant information.

Local Authority action may include:

- Attendance improvement meeting;
- Home visits;
- Liaison with other agencies;
- Fast track to prosecution.

20. Penalty notices proceedings for poor attendance

The new National Framework for issuing penalty notices reflects changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024.

- A penalty notice can only be issued in cases of absence for 10 or more half-day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive;
- A penalty notice can also be issued where an excluded child is found in a public place during school hours;
- After the appropriate request for a penalty notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during

which no unauthorised absence is to be recorded;
- If unauthorised absence is recorded during the 15-day period a penalty notice will be issued (one per parent per child).

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parents will not be in receipt of any leave soon that coincides with school holidays;
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that headteachers can agree to the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where penalty notices are imposed, the regulations state that the **first penalty** will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.
A **second penalty notice within three years** issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
A **third penalty notice** cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.
Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:
- With leave (the school has given permission);
- Due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent);
- Religious observance;
- Failure by the Local Authority to provide transport.

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher,acting on behalf of the governing body (Education (Pupil Registration) (England) Regulations2006). Each case will be judged on its merits and the headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a penalty notice to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

Appendices

21. Appendix 1

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our school the register is taken at 9.00am and at 13.30pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our Multi Agency Support Team, please do not hesitate to contact us.

Yours sincerely

Head of School

22. Appendix 2

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our school the register is taken by 9.20am and is closed at 9.25am for the morning session and taken again at 13.30pm for the afternoon session. Pupils arriving later than 10.00am will be marked ‘U’ which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child’s learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a penalty notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed, we will contact you toarrange a meeting at the school.

Yours sincerely

Head of School

23. Appendix 3

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our Multi-Agency Support Team, please do not hesitate to contact us.

Yours sincerely

Head of School

24. Appendix 3i

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Re «forename» «surname»'s attendance

As you know, a pupil's attendance is vital for success at school, and to establish positive life habits that are necessary for future success.

Following my previous letter on ?? , «forename»'s attendance is now at «percentage_attendance»%. Your support with helping to get «forename» into school more regularly is appreciated.

Thank you for your continued commitment for «forename» to have good attendance.

Yours sincerely

Head of School

25. Appendix 3ii

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Re «forename» «surname»

As you know, a pupil's attendance is vital for success at school, and to establish positive life habits that are necessary for future success. Any absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

Following my previous letter on ?? , «forename»'s attendance has not improved, and is now at «percentage_attendance»%.

As there has been no improvement in «forename»'s attendance, I must advise you that we will continue to track their attendance into the next academic year, and if there is no significant improvement you will be invited to attend a School Attendance Meeting in September.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our Multi-Agency Support Team, please do not hesitate to contact us.

Yours sincerely

Head of School

26. Appendix 4

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous correspondence, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorised_absences» half-day sessions for authorised absence and «total_unauthorised_absences» half-day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, doctors/dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a school attendance meeting. The time and date have been set for <<date>> at <<time>> It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Head of School

27. Appendix 4i

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Re «forename» «surname»'s attendance

Following our initial meeting on ?? , «forename»'s attendance is now at «percentage_attendance»%. Thank you for your support with helping to get «forename» back into school.

I am inviting you to attend a School Attendance Review Meeting. The time and date have been set for ?? at ??.

It is important that you and «forename» attend this meeting for us to review how «his/her» reintegration to school is going.

The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

Thank you for your co-operation.

Head of School

28. Appendix 5

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions. I refer you to legislation regarding penalty notices.

'As from 2005, Kent Local Authority (LA) introduced penalty notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate penalty notice can be issued to each parent and for each child.

On receipt of the notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Local Authority.

Please note this is a warning letter that a penalty notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Head of School

29. Appendix 6

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated <<date on previous letter>>, «forename» has now reached a total of «total_unauthorised_absences» half-day sessions of unauthorised absence. As a result we will now be requesting a penalty notice from the Local Authority.

A separate penalty notice can be issued to each parent and for each child.

Yours sincerely

Head of School

30. Appendix 7a

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during term-time
For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The school's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the governing body;
- Each case will be judged on its merits;
- My decision is final;
- Leave cannot be authorised retrospectively.

I have considered your request but I am writing to confirm that on this occasion the leave will **not be authorised**. If you decide to take «forename» out of school I «will be / may consider» making a request for a Penalty Notice to be issued if «they have further unauthorised days absent from school».

Penalty notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Local Authority.

Yours sincerely

Head of School

31. Appendix 7ai

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for exceptional leave between ??date and ??date, a total of ??Number school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised because the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the Governing Body;
- Each case will be judged on its merits;
- My decision is final;
- Leave cannot be authorised retrospectively.

I have considered your request and on this occasion I am happy to **authorise this absence** under exceptional circumstance.

Yours sincerely

Head of School

32. Appendix 7b

«addressee»
«address_block»

«day and date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school between ??date and ??date, a total of ??Number school sessions. We are aware that «forename» has been taken on holiday as we received confirmation of this from «parent/carer» on ??date.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I may consider making a request for a Penalty Notice to be issued.

Penalty notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Local Authority.

Yours sincerely

Head of School

33. Appendix 8

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Name: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated ??date, the leave of absence taken between ??date and ??date has now been recorded as unauthorised absence and as a result a penalty notice has been requested.

A separate penalty notice can be issued to each parent and for each child.

Yours sincerely

Head of School

34. Appendix 9

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Absence of a mobile pupil
«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Mobile pupils have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling in the course of your trade or business and your child is travelling with you; and you have agreed this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head of School

35. Appendix 10

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Absence of a mobile pupil «forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from ??Date as you will be travelling in the course of your trade or business.

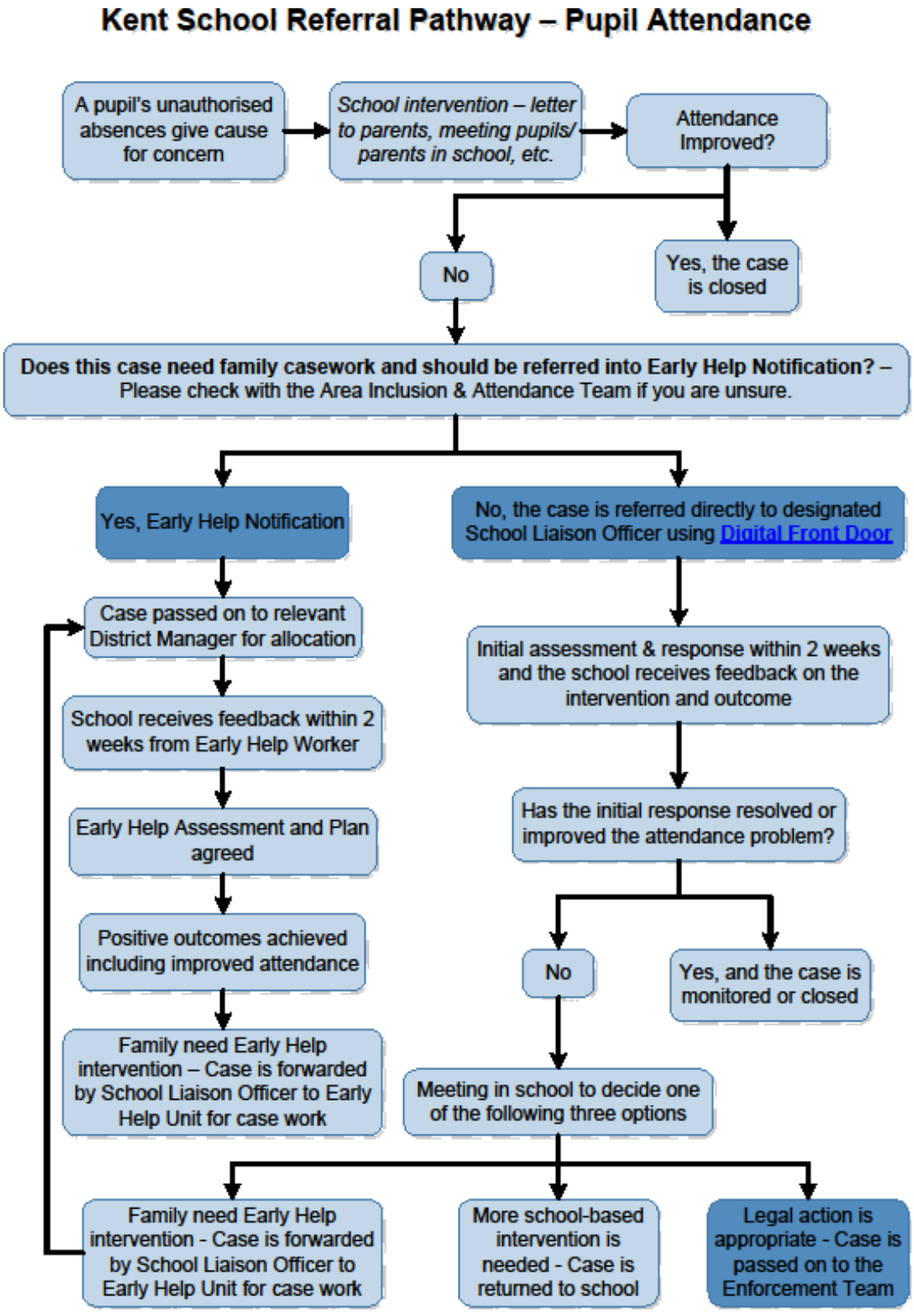
The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head of School

36. Appendix 11



37. Update schedule

Version	Reviewed	Reason for Update	Next Review Date	Governor Agreement
1	June 2017	New/Reviewed	June 2019	N/A
2	June 2019	Review	June 2021	23.05.2022
3	May 2022	Review	May 2024	
4	7th November	New register system and changes to appendices	November 2024	
5	Jan 2025	Review	Jan 2026	February 2025
6	Jan 2026	Review	Jan 2027	February 2026