

Attendance Policy



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1.1 Introduction

Sandylands Community Primary School is a successful school and children, staff and parents and carers play their part in making it so. We aim for an environment which enables and encourages all members of the community to reach for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. This policy sets out how together we will achieve this.

1.2 Importance of Regular Attendance

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others. Ensuring regular attendance at school is the parent's or carer's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Each full day of school is two 'marks' or sessions, morning registration and afternoon registration.

At Sandylands 'Attendance Matters', we aim for 95% attendance or above. Our target is always to aim high. For our children to be the best they can be, it is vital that they attend regularly. We know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Through the school year we regularly monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in newsletter or website.

1.3 Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents or carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Have an Attendance Lead (Liz Wildon) who will support school staff and liaise with the Family Team within school and external agencies where necessary
- Have support from the Inclusion Team with attendance (Nicola Miller and Pippa Day)
- Promote a culture across the school with both children, staff and governors which identifies the importance of regular and punctual attendance where this is a priority

- Report to parents and carers termly on children's attendance, punctuality and attainment
- Further develop positive and consistent communication between home and school through our parent leaflet, regular updates on the newsletter and thank you letters/postcards when attendance has improved
- Reward good or improving attendance through class competitions, certificates and outings/events and celebrate both class and individual achievements
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school
- Carry out transition targets with pupils in key transition years e.g. between Nursery and Reception, and before leaving for high school
- Promote a creative curriculum which engages pupil interest
- Set targets to improve individual pupil and whole-school attendance.
- Include attendance in Pupil Parliament priorities and ask minsters to assume some responsibility for promoting attendance

1.4 Roles and Responsibilities

Roles

Head teacher	Allison Hickson
Attendance Lead	Liz Wildon
Attendance Family Workers	Nicola Miller and Pippa Day
Attendance Data Support	Tiff Case

To get in touch to make an appointment:

- Pop into the school office on Hampton Road
- Call the school: 01524 410286
- Email: inclusionteam@sandylands.lancs.sch.uk

Responsibilities

Parents and carers:

- Ensure children attend regularly and punctually
- Contact school on first day of absence with explanation for absence
- Avoid holidays in term time
- Where unavoidable, request absence in advance using Request for Leave of Absence form ([appendix 5](#))
- Provide an appointment card or letter when an appointment is in school time
- Attend and engage with meetings in school

- Participation in Attendance Agreements ([appendix 2](#)), Action Plans ([appendix 3](#)) and Early Help processes where necessary, and cooperate in support and interventions offered by school or other agencies
- Make sure that school has up to date contact information including telephone numbers and address

Pupils:

- Acknowledge behaviour needed out of school, e.g. early bedtime
- Attend school/registration punctually
- Speak to parents, carers or members of school staff if issues arise that may have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other agencies

School Attendance Lead (Miss Wildon):

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance
- Ensure records of every child who falls below 90% are kept, i.e. persistent absence and monitor that these are updated weekly
- Ensure teachers are fulfilling their role in following up absence within their classes
- Ensure phase leaders are aware of supporting teachers and pupils in following up absence in their phase
- Monitoring referral forms ([appendix 1](#)) for absence referrals by teachers
- Liaise with Health and Safety lead (Geraldine Dixon) for updates that might affect attendance e.g. illness outbreak, isolation guidance etc.

Office Team:

- First absence day response: contact parents if a reason for absence has not been provided and log this information accordingly
- Input and update the attendance registers (Sims) daily for absence
- Maintain a high profile of attendance to families as the office being the first point of contact
- Monitor ParentApp for absence information provided by parents

Inclusion Team:

- Regularly (weekly) monitor persistent absence
- Support families in implementing Attendance Agreements ([appendix 2](#)), Action Plans ([appendix 3](#)) and interventions
- Regularly (6 weekly) identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly (termly) communicate pupil attendance and punctuality levels to parents
- Regularly (termly) communicate pupil attendance and punctuality levels to parents
- Work with children and parents to remove barriers to regular and punctual attendance, following Absence Flowchart (see [appendix 4](#))
- Involve external agencies where appropriate including referrals to Pupil Attendance Support Team (PAST) (referral form is to completed electronically through the portal)

School Staff:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and creative curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of all school staff
- Participate in training regarding school systems and procedures
- Use a Family Team referral form ([appendix 1](#)) if any concerns are raised regarding attendance
- Making arrangements and adjustments for those pupils with medical conditions to access a full school timetable

Governors:

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures

2.1 Types of Absence

Every half-day absence from school has to be classified by the school as either **authorised** or **unauthorised**. If a child is to be absent, it is important that the school is aware of why. This would usually be by letting the office staff know but can be discussed in confidence with a member of the Family Team if needed.

Sometimes children can be reluctant to attend school and school can help with supporting families to improve attendance. It is best to speak to school to support families with not giving in to pressure for children to stay at home. If parents or carers are worried about attendance or reasons for absence, they can contact school directly or ask for an appointment to discuss with Miss Wildon or a member of the Family Team.

Authorised absences are mornings or afternoons away from school for a reasonable explanation. These can include but are not limited to:

- illness
- medical appointments which cannot be arranged out of school time (please provide an appointment card or letter)
- dental appointments which cannot be arranged out of school time (please provide an appointment card or letter)
- emergencies
- other unavoidable cause
- religious leave requested in advance on a Request for Leave of Absence form ([appendix 5](#)) (the school will authorise one day 'leave' i.e. the day set aside by the Religious Body of which the parent is a member, per religious festival, e.g. Eid, but no more than 3 days in any one academic year.)

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the Authority using sanctions, fines and/or legal proceedings. Absences that can be classed as unauthorised can include but are not limited to:

- truancy before or during the school day
- unexplained absences
- children who arrive at school after the register has closed (9.30am)
- shopping
- looking after other children
- birthdays
- day trips
- holidays in term time which have not been agreed (see below)

- parents/carers keeping children off school unnecessarily

It is the head teacher's responsibility to decide if an absence is authorised or unauthorised. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar. Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

For more information on school attendance and the law, see [Appendix 6](#).

2.2 Leave in Term Time

Taking a child out of school in term time will affect their schooling as much as any other absence and it is expected parents help school by not taking children away in school time.

It is important that parents understand that leave in term time will not be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. There is no automatic entitlement in law to time off in school time to go on holiday. Head teachers can only authorise leave of absence in **exceptional** circumstances (cost is not an exceptional circumstance). Any absence that a child may have can dramatically affect their attainment in school and could mean they fall behind their peers and age related expectations.

All applications for leave must be made in advance using the Request for Leave of Absence form ([appendix 5](#)). In making a decision, the school will consider the circumstances of each application individually, including any previous pattern of absence or previous leave in term time. Where leave may be granted, parents or carers may also be asked to attend a meeting to discuss educational opportunities for their child whilst on extended leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date, and readmission cannot be guaranteed. The specific circumstances which outline when a pupil can be

removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010)

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

For more information on school attendance and the law, see [Appendix 6](#).

2.3 Medical Conditions

Supporting Pupils at School with Medical Conditions (Department for Education, December 2015) highlights the role of the school and governing bodies ensure pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This could include but is not limited to:

- specific practices
- additional resources
- individual or small group intervention
- accessing provision at another establishment
- supporting transport
- attendance at professional's meetings to share next steps
- Medical or Care Plan in place
- Family Team involvement to support transition between home and school
- In extreme cases, additional adult support to support a medical condition e.g. diabetes

If parents or carers have any concerns or questions regarding medical conditions, absence and attainment in school, please call school and request an appointment with SENCO, Mrs Stephenson.

3.1 Absence Procedures

- Contact school as soon as possible on the first day of absence, either by phone (01524 410286) or ParentApp message or you can call into school and report to the office. If needed, a member of the Family Team will be available to talk to in confidence
- Parents or carers are required to request any known absence through the Request for Leave of Absence form ([appendix 5](#))
- School will contact any families where children are absent and an explanation has not been given
- School will conduct a home visit if three days of absence have passed with no explanation
- School will invite parents or carers in to discuss attendance with the Attendance Lead, Family Team or head teacher where necessary

Where children are regularly absent, at Sandylands, we use a three stage procedure to support pupils and families with improving attendance.

Stage 1

- The teacher is to speak to the family, and gather the views of the children to find out why attendance has been declining. The teacher will monitor this day to day and speak to the children and families where needed

Stage 2

- If the attendance does not improve following these conversations, the teacher will speak to the phase leader. The phase leader will then speak to the children and families to challenge the declining attendance

Stage 3

- If attendance does not improve, school will then allocate a family link worker to support the family and children in improving attendance.
- This may mean we refer to the Local Authority School Attendance Team, as per Local Authority protocol
- Other signposts or support can be put in place to alleviate pressures or barriers that are contributing to poor attendance
- We will listen and support concerns raised by children and families, but will maintain an improvement in attendance is needed

3.2 Persistent Absence

A pupil becomes a 'persistent absentee' when they miss 10% or more of their schooling across the school year. This means that their attendance has dropped below 90% of sessions expected. This level of absence causes considerable gaps in learning and therefore greatly disadvantages a pupil and reduces their educational prospects. School staff, parents or carers and the pupil need to work together to improve the child's attendance. Persistent absence concerns will be made known to the Local Authority School Attendance Team which could result in penalty fines if absence doesn't improve or parents or carers don't engage with an Action Plan.

Children who become a persistent absentee will be at Stage 3 of our attendance procedures.

They will be assigned to a member of the Family Team where support can be put in place through an Attendance Agreement and Action Plan. Support in this plan could include but are not limited to:

For the child:

- allocation of additional support for the child through a mentor
- use of circle time or PSHE activities to discuss strengths in school with the child, barriers to attainment or attendance and identify next steps for attendance with the child's involvement
- develop extra-curricular activities to promote child's strengths or interests
- individual incentive programmes to reward the child's involvement with improving their attendance

For the parents or carers:

- be assigned a key worker from the Family Team
- attend a meeting to discuss reasons for poor attendance of the child/children
- written agreements, Attendance Agreements, for next steps and how to follow these through
- parental participation in group activities around raising attendance
- further support signposted for any barriers or concerns brought up

3.3 The Local Authority

If difficulties cannot be sorted out using in-school strategies, the school may refer to support from the Local Authority. The referral form is completed electronically through the portal. They will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist the case may be referred to the Court Officers, who can use sanctions such as

Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

School Attendance Consultants (SACs)

SACs are schools' first point of contact for attendance advice regarding individual pupils and the whole school.

Pupil Attendance Support Team (PAST)

For primary and special schools, Pupil Attendance Support Workers undertake supportive work with school staff to support the improvement of attendance.

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Absent from Education Team

This team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

Notifications school must submit to the local authority

Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (currently Lancashire does not).

Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team or the Children Missing Education team. Schools may also contact their School Attendance Consultant for advice on removing children from roll.

Pupils who fail to attend

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire primary schools, this can be done via a variety of means and school can contact their School Attendance Consultant for further advice.

Children absent from education

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and her or his location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

4.1 Punctuality

Children who miss the beginning of the day often miss vital information, and learning time. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence.

Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

School is open from 8.45am and the school day starts at 8.55am and we expect children to be in class at this time. Any child not in class by 9.00am will be marked late. At 9.30am the registers will be closed. If children arrive after that time they will receive a mark that shows them to be on site, but it will mean they have an unauthorised absence.

If punctuality is regularly an issue, this will follow the same three stages of procedure outlined in this policy. If punctuality gets to be a consistent concern, stage 3 will be met where a meeting with the Attendance Lead, Family Team or head teacher may be held to put an Action Plan in place to support the family with improving punctuality. If the family does not engage with process or punctuality doesn't improve, this may mean the possibility of a Penalty Notice if the problem persists.

5.1 Monitoring of Data

It is important that we track the attendance data for pupils, to ensure that children are safeguarded and are attending school to reach their potential. As outlined in this policy, attendance is a priority for Sandylands, to ensure that all children attend school regularly and punctually.

Daily:

- Monitoring of registers twice a day for both sessions (morning and afternoon)
- Teachers to inform allocated workers where targeted or vulnerable children are not in
- Office staff to input any absence and call families for any absences with no reason
- Home visits to be conducted on third day of absence where no reason given
- Teachers to speak with families and children where there are concerns for declining attendance

Weekly:

- Monitoring of class attendance %
- Monitoring of punctuality for the class
- Celebration of attendance above 95% and punctual classes
- Monitoring of children who have attendance below 90% and are persistently absent with monitoring the trajectory of improvement of decline in attendance
- Phase leaders to speak with families and children where there are concerns for declining attendance

Termly:

- Phase leaders and teachers informed of overall % for class and all individual children
- Family link workers meet with targeted parents to inform parents
- Review of steps in place for targeted families e.g. phone calls, meetings, action plans, attendance agreements
- Inform families of attendance data for their child

6.1 Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

Sandylands Community Primary School



Referral Form for the Family Team

Please make sure all relevant fields are completed and send to Pastoral Lead - Liz Wildon.

Name of child:		Class:		Date:	
Referred by:				Attendance: %	
Attainment:	<input type="checkbox"/> GD	<input type="checkbox"/> ARE	<input type="checkbox"/> BELOW	<input type="checkbox"/> WELL BELOW	
Progress:	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> AVG	<input type="checkbox"/> BELOW AVG	<input type="checkbox"/> WELL BELOW	
Support previous or current: (e.g. CP plan, CIN, TAF, CAF, PEIS, EP, Family Team, TA Support, BP, TLP, SEN) <i>Tick all that apply</i>					
<input type="checkbox"/> Safeguarding Involvement <input type="checkbox"/> External Agencies: <input type="checkbox"/> TLP <input type="checkbox"/> Internal Support - TA/Family Worker:..... <input type="checkbox"/> Behaviour Plan <input type="checkbox"/> Other <input type="checkbox"/> EP <input type="checkbox"/> PEIS (JW)					
Summary of request:					
<input type="checkbox"/> Behaviour at school <input type="checkbox"/> Food Bank <input type="checkbox"/> Behaviour at home <input type="checkbox"/> Attendance <input type="checkbox"/> Struggling with work/home learning <input type="checkbox"/> Relationship breakdown <input type="checkbox"/> Financial support <input type="checkbox"/> Other – please detail below					
<i>To be completed by Family Team</i> Support offered: Views gained: <input type="checkbox"/> child's view <input type="checkbox"/> teacher's view <input type="checkbox"/> parent's view <input type="checkbox"/> external agency's view assigned family worker Actions:					
Triaged by:			Date triaged:		
Review after weeks:					
Reviewed by:			Date reviewed:		

Appendix 2

Attendance Agreement

PERSONAL DETAILS:

Name of Young Person		D.O.B.	
School			
Year Group/Class			

Name of Parent 1			
Address of Parent 1			
Parent 1 Contact Number			
Emergency Contact Number			

Name of Parent 2		D.O.B.	
Address of Parent 2			
Parent 2 Contact Number			
Emergency Contact Number			

THE REASONS FOR THE ATTENDANCE AGREEMENT

PARENTING CONTRACT AGREEMENT

The following has been agreed between the school, Sandylands Community Primary, and the parent or carer _____.

(a) The school, Sandylands Community Primary will:

- Make sure that a member of staff contacts _____ immediately if he/she is not at school when the register is taken if school hasn't been contacted;
- Be available after school if there is anything the parent wishes to discuss in person;
- Offer the services of the school nurse if required;
- School will no longer authorise days off due to illness or medical appointments unless medical evidence is provided;
- Work alongside PAST to help support and improve attendance

(b) The parent, has agreed to:

- Let school know if there are any problems that might affect attendance;
- Continue to contact school ASAP if _____ is to be absent that day;
- If _____ is going to be off school for an appointment or illness then medical evidence will be provided. e.g. Doctors appointment card
- Work alongside PAST to help support and improve attendance
-

TARGET:

REVIEW DATE:

NB: A meeting can be requested, at any time, by any of the people concerned to discuss the agreement.

An earlier review *should* be arranged if further difficulties or problems arise, or if it becomes clear that the target set above will not be met in the given timeframe. Consideration should then be given to the drawing up of a new agreement or the implementation of additional strategies e.g. CAF process, referral to PAST, legal process etc.

FURTHER REVIEW DATES:

CONTRACT AGREEMENT

We agree to work together to meet the agreements set out in this parenting contract to help _____ attend school regularly for the period of this contract _____ to _____.

	Signature	Date
Parent		
School		

If there is no improvement in attendance, then school may have to consider a referral to external agencies. This will involve the sharing of information which may have been discussed in this meeting/agreement.

USEFUL CONTACT NUMBERS:

School Office	01524 410286	Attendance mobile 07342 888443
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Teacher/Headteacher	Allison Hickson	01524 410286
Other Services		
School Nurse	Wendy Rosling	0300 247 0040
Parenting Advice	www.parentscentre.gov.uk	
	www.parentlineplus.org.uk	0808 800 222

PUPIL'S AGREEMENT

(c) The pupil, _____ has agreed to:

- Let a teacher/member of school staff know if there are any problems that might affect her attendance
- Allow her/his parent to make the decision as to whether she is well enough to come to school

I agree to work with school and my parent to meet the agreements set out in this attendance agreement contract to help me attend school regularly and punctually and to behave well for the period of this agreement _____ to _____.

	Signature	Date
Pupil		

Appendix 3

Action Plan

Staff Member responsible for the plan		
Date	Name	Class
Area of Concern		

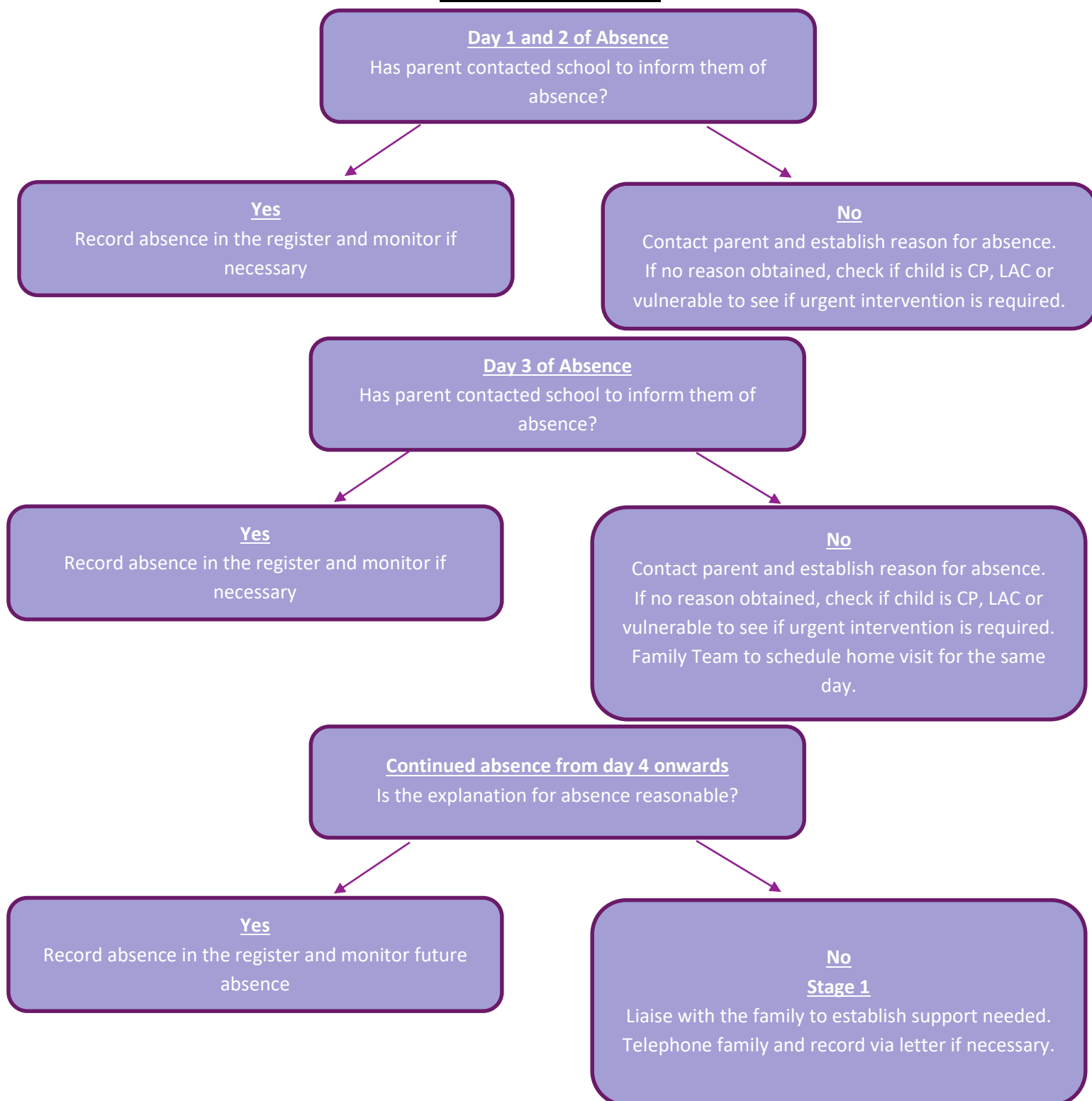
Follow up

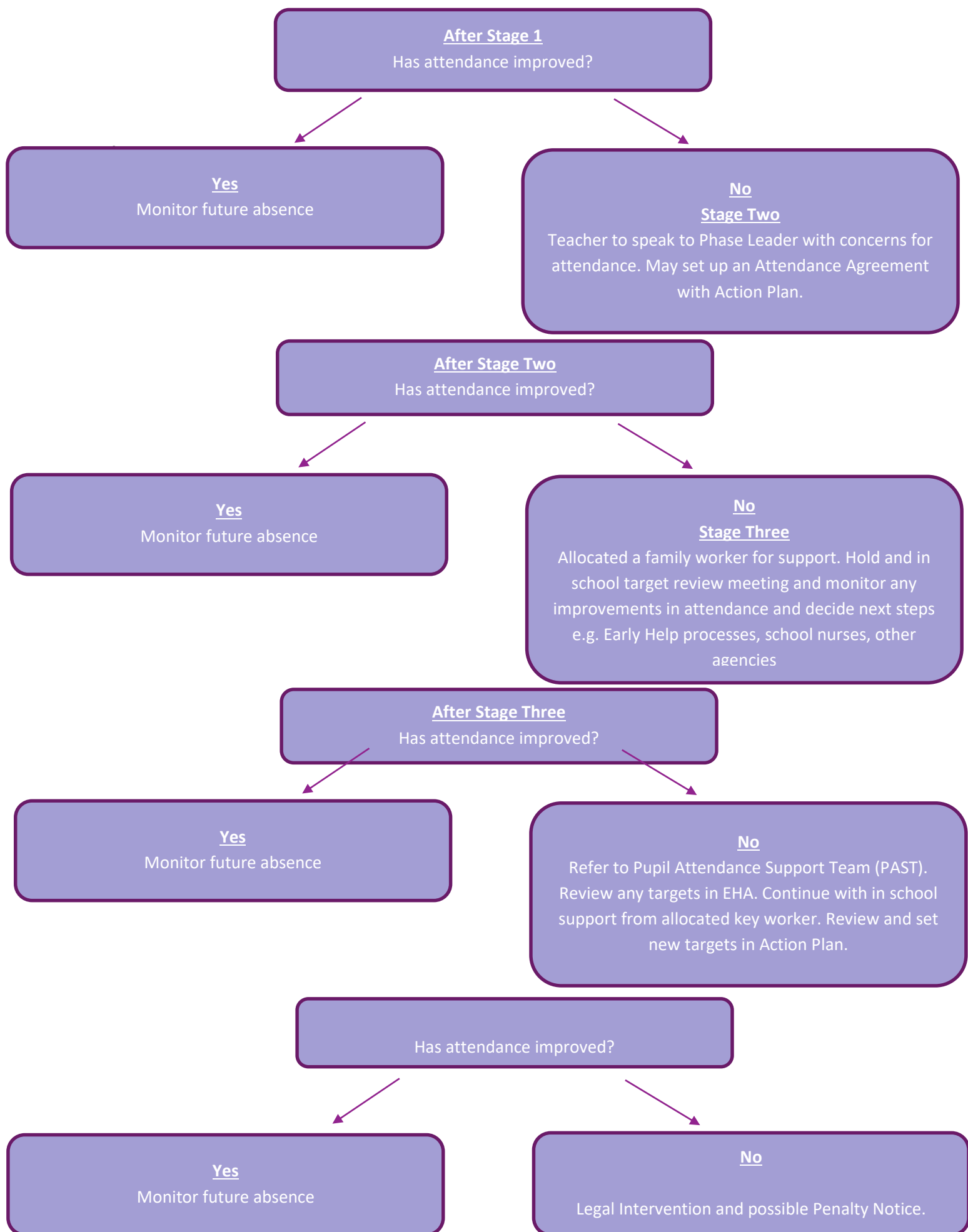
Actions	Name	Timescale

Signed by the person responsible for plan	
Signed by parent	
Signed by child	

Appendix 4

Attendance Flowchart





Appendix 5

Request for Leave of Absence

APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. **It is important that, if you believe exceptional circumstances apply, you provide this information to school at the time of submitting this request.** Information submitted at a later date will not be considered. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

PARENTS' SECTION (NB application must come from the parent with whom the child normally resides) (Please attach additional sheets if necessary)

Surname of child:	<input type="text"/>	First name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Year Group:	<input type="text"/>
Surname of parent/carer:	<input type="text"/>	First name:	<input type="text"/>
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone number:	<input type="text"/>
Please provide information regarding the exceptional circumstances supporting this application for leave. (additional documents can be attached):	<input type="text"/>		
Length of absence : (number of school days)	<input type="text"/>	Destination (if applicable):	<input type="text"/>
Date of departure:	<input type="text"/>	Date due back in school:	<input type="text"/>
Emergency UK telephone contact name and number:	<input type="text"/>	Other emergency contact details, if leave is outside the UK	<input type="text"/>

Employer Details

If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name:	
Address:	
Telephone:	

Parent/carer of residence's signature:

Date of Application:

I confirm that I have included any relevant information for consideration (Y/N):

ADDITIONAL FACTORS FOR CONSIDERATION

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION:

Date application received:

Pupil's % Attendance:

Date of meeting with parent(s):
(if applicable)

SIMS/STAR ethnicity code:

--	--	--	--

Gender of child:

Male	Female
------	--------

About the request:
(Please circle)

Leave request approved?	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
How many days leave have been requested?		
Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:

Date:

Please return a copy of this form to the parent/carer after consideration

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.

Appendix 6

School Attendance and the Law

Appendix: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive.

Parents and carers

Duty to ensure children receive education

[Section 7 of the Education Act 1996](#) covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have,*
either by regular attendance at school or otherwise.

Offence if a child does not attend regularly

Under [Section 444 of the Education Act 1996](#), if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school;
- the child was prevented from attending by reason of sickness or any unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

[Section 8 of the Education Act 1996](#) establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. [Section 576 of the Education Act 1996](#) states:

Meaning of “parent”.

(1) In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or

(b) who has care of him.

Thus, the definition of “parent” means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

[Working together to improve school attendance](#), DfE, published May 2022, applies from September 2022 and will become statutory no sooner than September 2023.

Data protection

Schools must ensure that personal data is handled in accordance with the [Data Protection Act 2018](#). See Great Wood’s Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

[The Education \(Pupil Information\) \(England\) Regulations 2005](#)

Duty for schools to notify the local authority when pupils join or leave school

[Regulation 12 of The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Duty for maintained schools to publish attendance data

[What maintained schools must publish online](#), DfE guidance

Duty for schools to report attendance concerns about individual pupils to the local authority

[Regulation 12 of The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Duty for schools to report attendance data to Government

[Section 537A of the Education Act 1996](#) and

[Complete the school census](#), DfE guidance for schools and local authorities on what data government requires

Duty for schools to safeguard and promote the welfare of children

[Keeping children safe in education: Statutory guidance for schools and colleges](#), DfE, regularly updated

Leave in term time *

[September 2013 amendment to The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

* This regulation does not apply to academies, though many adopt this as good practice.

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations:

- [Section 444 of the Education Act 1996](#)
- [Section 36 of the Children Act 1989](#)
- [Section 23 of the Anti-Social Behaviour Act 2003](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [School attendance parental responsibility measures 2015](#)

Pupils with health needs who cannot attend school

[Supporting pupils at school with medical conditions: Statutory guidance](#), DfE, 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the [UN Convention on the Rights of the Child](#) and the [Equality Act 2010](#). Schools may wish to refer to the [Technical Guidance for Schools in England](#), published by the Equality and Human Rights Commission, which outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

[The Children \(Performances and Activities\) \(England\) Regulations 2014](#)

Regulations regarding removal from roll

[Regulation 8 of The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Regulations regarding the school day and number of sessions

[The Education \(School Day and School Year\) \(England\) Regulations 1999](#)

[Requirement for state-funded mainstream schools to deliver a school week of at least 32.5 hours by September 2023.](#)

[Minimum expectation on length of the school week: information note](#)