Attendance, Absence and Punctuality Policy

Audience:	Parents School staff Local Governing Bodies Cluster Boards
Ratified:	REAch2 Education Committee 17th March 2022
Other related policies:	Safeguarding and Child Protection Policy Complaints Procedures Policy Behavioural Policy Children Missing Education Policy Home Visit Policy Pupils with Medical Conditions Policy
Policy owner:	Gill Ellyard – Director of Education
Review frequency:	Every 3 Years

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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Policy Overview

Overarching Principles

In order to facilitate teaching and learning, good attendance and punctuality is essential. Pupils cannot achieve their full potential if they do not regularly attend school, on time.

REAch2 and it's schools are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Promoting and modelling good attendance and punctuality behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance and good punctuality.

Roles and Responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance and punctuality expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance and punctuality behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Pastoral and Attendance Lead is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.

- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Have been permanently excluded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.

How This Relates to National Guidance and Statutory Requirements

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

This policy operates in conjunction with the following school policies:

- Safeguarding and child protection policy
- Complaints Procedures Policy
- Behavioural Policy
- Children Missing Education Policy
- Pupils with Medical Conditions Policy

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

Lateness:

- Arrival at school after the beginning of the school day but before the register has closed

Policy in Detail

Training of staff

The school will recognise that early intervention can prevent poor attendance and/or punctuality. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school, or poor punctuality, could indicate a safeguarding concern, and know how such concerns should be managed.

Pupil expectations

Pupils are expected to attend school every day and need to be ready for school, helping parents/carers to ensure that they arrive at school punctually.

Pupils at risk of persistent absence (PA)

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Having meetings with parents.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.
    - Creating attendance clinics.

The governing board will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of PA, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils and parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Lead weekly check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

Absence procedures

Parents will be required to contact the school office via telephone as soon as possible on the first day of their child's absence. They will also be required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent. This is required even if the parent has already contacted the school. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.

A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

First-day calling
If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The admin staff use the following system:
- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- SLT to speak to the parents at home time if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on Integris
- When no contact has been established the school will consider conducting a home visit or request a safe and well check from the police, if the absence is unusual or school has concerns regarding the child's welfare. This may also result in a referral to Essex Children Services.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day.

Below outlines escalation process:

Step	Day
1. Phone call to parent made and answered.	DAY 1
2. Emergency Contacts contacted and answered.	
3. Voice mail left and email sent.	
4.Home visit made and door answered.	DAY 2
5. Home visit made, no answer, calling slip left.	
6. Home visit made, no answer, calling slip left notifying of police welfare check unless contact made.	DAY 3
7. Police Wefare Request made.	DAY 4
8. Police contacted for update.	DAY 5
9. Child reported to CME.	DAY 10

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

In the case of PA, arrangements will be made for parents to speak to the Pastoral and Attendance Lead.

If a pupil's attendance drops below 90 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries. *(CME statutory guidance pg 8, para 18).*

Parental involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, punctuality and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance and punctuality, e.g. social services.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance / punctuality or require support.

Attendance register

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness

- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence (for other reasons)
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

Please see the appendix to this policy for information on register coding and management of attendance and absence related to the COVID-19 pandemic.

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **three years** from the date of the last entry.

Pastoral and Attendance Lead

If they are persistently absent, pupils will be referred to the Pastoral and Attendance Lead who will attempt to resolve the situation through a parent agreement. If the situation cannot be resolved and attendance does not improve, the Pastoral and Attendance Lead has the power to issue sanctions such as prosecutions or penalty notices to parents.

The Pastoral and Attendance Lead will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence and will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

 Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at **8.50am**. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by **9:00am**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time.
- After lunch, registers are marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **1:10pm**. Pupils will receive a mark of absence if they are not present.
- Pupils attending after **9:30am** will receive a mark to show that they were on site, but this will count as a late mark.

Term-time leave

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Where permission has been granted, the lunch time hours are 12:10pm - 1:00pm. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises. If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, they will inform a member of staff at the school office immediately.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a half-termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 9:00am and 1:00pm, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. Please refer to REAch2 Missing Pupil Policy.
https://reach2.sharepoint.com/Shared%20Documents/Policies/Missing%20Pupils%20Policy%20(Sept%202020).docx

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible.

Modelling, sport and acting performances/activities

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and

- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Young carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

Rewarding good attendance and punctuality

Attendance has a very high profile Sir Martin Frobisher Academy and is regularly discussed during assemblies and in classes. Parents are regularly reminded about the importance of good attendance and its links to achievement. For every day a child is in school, they will earn a Dojo point for Readiness. Dojo points can be exchanged for prizes at the end of each week.

A trophy and reward are awarded each week to the class which has the best attendance for the week. Pupils who have 100% attendance for the week will be awarded a certificate by the class teacher. Their names will also be entered into a prize draw for a £20 Amazon voucher each week.

We also celebrate good attendance termly basis. Pupils who have 100% attendance are rewarded with a bronze badge in the Autumn Term, a silver badge in the Spring Term and a gold badge in the Summer Term. For those pupils whose attendance has significantly improved a postcard/celebration will also be sent home. There will also be an organised day out for pupils with 100% attendance at the end of the academic year.

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

Sir Martin Frobisher Academy has adopted the following attendance and punctuality monitoring procedures, to ensure that pupils' attendance and punctuality meets the expected standard, and effective intervention is provided where pupils' attendance and/or punctuality falls below the standard:

1. A spreadsheet is sent to the SLT and Pastoral and Attendance Lead detailing weekly and annual (cumulative) attendance and punctuality to date.
2. Attendance and punctuality is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.

4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.

5. If a pupil's attendance falls to 96 percent, the attendance officer speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer also makes a phone call home to discuss this with parents, if necessary.

6. If a pupil's attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.

7. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored, and the Pastoral and Attendance Lead contacts the parents to discuss this.

8. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education authority, who may then conduct a home visit.

9. After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.

10. If targets are not met, the Pastoral and Attendance Lead makes a referral to the Local Authority. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty notice is issued.

11. Pupils are expected to arrive at school by 09:00 every day. It is very disruptive to their own education and that of others in their class, if they are late. Sir Martin Frobisher Academy operate the Magic Breakfast offering breakfast bagels to all children in their classroom from 8.30am. Pupils who arrive after the register closes will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. For health and safety reasons it is important that the school knows who is in the building.

12. Pupils arriving late should report to the School Office on arrival with their parent/carer who must sign them in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure. For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day sign out and provide a reason for leaving early. On his/her subsequent return to school, they must sign in again to say that they have returned.

Policy Review

The policy will be reviewed every *three years* and more often as required in order to be in accordance with any changes to statutory requirements by the headteacher. The next scheduled review date for this policy is *5th April 2025.*

Any changes made to this policy will be communicated to all relevant stakeholders.

Request for Leave of Absence during Term Time*

Parent/Guardian Name and Address	Guidance
	- Following Government legislation, we are unable to authorise requests for holiday during term time. - A referral will be made to Essex County Council and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.
How to use this form	
- Use for all absences other than sickness. **Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.** - Use a separate form for each child and each absence.	**Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.**

Name of child/ren:	Class:

Is this the first request for absence this academic year?	YES / NO

Reason for absence:

Dates of absence requested:		No. of school days requested:
Start date:	End date:	

Please provide the names of all siblings that attend any other education provisions	
Name of sibling	**Name of education provision**

Contact details whilst abroad/absent from school

If your child is being taken out of school during term tie and the details of their location is not provided, this could turn into a serious safeguarding issues. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information then the school may make a referral to the police or the Local Authority.

Address whilst away:	
Telephone number whilst away:	
Email address whilst away:	

Please attach proof of where you will be whilst away
I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent 1*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Parent 2*: Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

School to complete

- Child's current attendance:
  _____%
- How many days' holiday already taken this academic year?   _____
- Is the Education Welfare Officer working with the family?
  Yes/No
- Is Children's Services supporting the family?
  Yes/No
- Is the request for leave during the exam period?
  Yes/No
- Has the school received proof of where the child is stay during absence?   Yes/No
- Does the request fit the exceptional criteria?
  Yes/No
- Penalty notice to be issued?
  Yes/No

This request for term time leave is:	Authorised / Unauthorised.
Reason for decision:	

Signed: _____ Headteacher   Date: _____