

# Corfield CofE Infant School

## Attendance Policy



**Version: 1.4**

Date	Minute Number	Review Date
14 <sup>th</sup> September 2022	1859	September 2023
10 <sup>th</sup> January 2024	2026	September 2024
10 <sup>th</sup> July 2024	2078	July 2025
4 <sup>th</sup> October 2024	2038	October 2025
27 <sup>th</sup> January 2026	Awaiting minutes	January 2027

## **Introduction and background**

Corfield C of E Infant School recognises that positive behaviour and good attendance are central to raising standards and pupil attainment.

This policy is written with the above statement in mind and this policy underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school; and
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters and /or on our website
- Report to parents/carers termly on their child's attendance.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Highlight weekly and termly attendance per class
- Put weekly class attendance figures on our school website
- Reward 100% attendance using certificates and other rewards.
- Ask parents to sign our home / school agreement

## **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes (but is not limited to):

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem, using outside agencies where necessary.

#### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss **10% or more schooling**, at any point, across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this. We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

PA pupils are tracked and monitored carefully we also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include allocation of additional support through the School Nurse, DIASS (Derbyshire Information, Advice & Support Service for SEND), Family support worker or Social Care.

#### **Absence Procedures:**

If your child is absent, the parent/carer must follow the following procedures:

- Contact us as soon as possible on the first day of absence before 9.30am. Alternatively, they can call into school and report to the School Office.

If your child is absent, we will:

- Contact you via telephone, e-mail or Parent Hub on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with our headteacher if the problem persists.

- Refer the matter to the Education Welfare Service if attendance moves below 90%.

### **Long term absence:**

When children have an illness or treatment plan that means they will be away from school for over five days, the school will do what it can to send work home. This will be done electronically or paper copies. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the relevant support services so arrangements can be made for a child to receive tuition or appropriate educational support whilst not being able to attend school.

### **The Education Welfare Service**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Service from the Local Authority. He/she will also 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, these Officers 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 Local Authority. [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

Alternatively, parents or children may wish to contact the EWS themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Persistent absenteeism is when a pupil's attendance falls to 90% or below, irrespective of the reason for their absence.

### **Lateness**

Poor punctuality is **not acceptable**. If a child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can encourage absence. Good time keeping is a vital life skill, which will help our children as they progress through their school life and out into the wider world.

School finishes at 3.15pm. Your child should be collected at 3.15pm. In **exceptional** circumstances, school will support parents/carers if you are unable to collect your child at 3.15pm. However, school will not support persistent late collection and will take steps to involve additional agencies to support parents/carers to collect their child on time if this issue persists.

### **How we manage lateness:**

The school is open from 8.40am gate closes at 8.50am. At 9.00am, the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that

shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised mark.

When children are late and arrive at school after 8.50am, for whatever reason, parents **must sign their child in at** the school office and give a **clear reason** as to why their child(ren) are late.

If your child arrives between 8.50am and 9.00am they will receive a late mark of an 'L' (late before register closes).

If your child arrives after 9.00am they will receive an unauthorised late mark of a 'U' (late after the register closes).

If your child has a persistent late record you will be asked to meet with the headteacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

### **FAMILY HOLIDAYS AND OTHER ABSENCES**

**In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.**

**Any requests for term time leave should be made on an official school leave of absence request form available from the school office and handed in at least 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.**

**Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.**

**You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid, this could lead to prosecution under section 444(1) of The Education Act 1996.**

**Leave of absence will NOT be granted for reasons that are NOT considered special or exceptional.**

**Parents who take their children on holiday without permission will incur an unauthorised absence for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service.**

## Unauthorised leave of absence during term time (updated information provided by Derbyshire County Council June 2017)

On 6<sup>th</sup> April 2017, the Supreme Court appeal, in relation to the Platt v Isle of Wight case, determined that under section 444(1) of The Education Act 1996, attending school regularly means: "in accordance with the rules prescribed by the school".

### **Penalty Notice for School Attendance:**

Education penalty notices are issued to the parents of statutory school age children and can be issued to each parent of carer who is deemed liable for the child's absence from school.

- *First Offence.* The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be: £160 per parent per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- *Second Offence (within 3 years).* The second time a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent, per child paid within 28 days.
- *Third Offence and any further offences (within 3 years).* The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued and the case will be presented straight to the magistrate's court. Magistrates fines can be up to £2500 per parent per child.

Therefore, from 19<sup>th</sup> August 2024, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Head Teacher regardless of a child's wider school attendance.

### **Rewards**

Pupil's who achieve 100% each term will be awarded with an attendance certificate during our celebratory assemblies.

Each pupil who receives "good" attendance of 96% or more each term will receive a "green" attendance letter.

We will also recognise those children who have long term medical conditions that need regular hospital appointments relating to this.

This policy will be reviewed by the governing body every three years or when new legislation is introduced.

### **Targets**

The Governors set the Attendance Target's and the school will strive to ensure each child reaches as near to 100% attendance as possible. We will keep parents updated regularly on their child's progress.

Through the school year, we monitor absences and punctuality to show us where improvements need to be made. The headteacher also reports how the school is performing in their report to governors on a regular basis.

Parents/carers will receive a "Red", "Amber" or "Green" traffic light letter at the end of each term with a copy of their child's 'herringbone' attendance profile for that term.

**Red**= below 90% attendance.

**Amber**= between 90-95.9% attendance.

**Green**= 96% attendance and above.

Parents will also receive an interim letter at the end of a half term if their child has been persistently absent, below 90% inviting them to meet with the headteacher.

Parents will also receive a letter and be invited to meet with the headteacher if their child has been persistently late for 3 sessions or more over a half term period (on average this equates to lateness of 10%).

**People responsible for this policy and its implementation:** Headteacher and the Governing Body

### 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 school. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

## Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 SCHOOL DAYS IN EACH YEAR  190 days for your child's education	10 days absence 180 Days of Education	19 days absence 171 Days of Education	29 days absence A term missed 161 Days of Education	38 days absence 152 Days of Education	47 days absence 143 Days of Education
100%	95%	90%	85%	80%	75%
<b>Good</b> Best chance of success. Gets your child off to a flying start		<b>Worrying</b> Less chance of success. Makes it harder to make progress		<b>Serious Concern</b> Not fair on your child. Court action!	

Review

APPENDIX 1: Red Attendance Letter

APPENDIX 2: Amber Attendance Letter

APPENDIX 3: Green Attendance Letter

APPENDIX 4: Leave of Absence Request Form

APPENDIX 5 - Attendance Letter 1 Below 90%

APPENDIX 6 - Attendance Letter 2 Below 90%

APPENDIX 7 - Example letter - Leave unauthorised/late application (5 days +)

APPENDIX 8 - Example letter - Leave approved (5 days +)

APPENDIX 9 - Example letter - Leave request denied (unauthorised) (5 days +)

APPENDIX 10 - Example letter - Challenge reason for absence (5 days +)

APPENDIX 11 - Example letter - Challenge absence (5 days +)

APPENDIX 12 - Example letter - Leave unauthorised/late application (Less than 5 days absence)

APPENDIX 13 - Example letter - Leave approved (Less than 5 days absence)

APPENDIX 14 - Example letter - Leave request denied (unauthorised) (Less than 5 days absence)

APPENDIX 15 - Example letter - Challenge reason for absence (Less than 5 days absence)

APPENDIX 16 - Example letter - Challenge absence (Less than 5 days absence)

APPENDIX 17 - Example letter - Parental responsibility letter

APPENDIX 18 - Example letter - Failure to improve



## APPENDIX 1: RED ATTENDANCE LETTER

**DATE**

Dear Parent/Guardian,

Your child's attendance for the TERM is attached.

Please refer to the below table to see how your child's attendance compares to the governments attendance targets.

If a child is to have the best chance of success, it is essential that they maintain a school attendance record of at least 96% wherever possible. It is our goal to get as many of our pupils as possible to achieve this, and therefore have the best start to life that they can.

We are aware that there are many genuine and necessary reasons for children to miss school occasionally, particularly in the case of illness and medical absences. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask school for help if you need any support in improving your child's attendance during the coming term.

### **Attendance Targets**

#### **Green: 96% and above attendance**

Congratulations! Your child's attendance last term was fantastic.  
Your child's attendance has met our targets, giving them the best possible chance to succeed.

#### **Amber: Between 90-95.9% attendance**

Your child's attendance is below the target of 96%.  
This may be due to illness or other authorised leave. If this is the case, please don't worry. We hope to see an improvement in the coming term and invite you to contact the school if you would like support with specific issues that you believe are affecting your child's attendance.

#### **Red: Below 90% attendance**

Your child's attendance is significantly below target and is of concern.  
You may be asked to attend school to meet with the Headteacher to discuss your child's attendance. Please do contact school for support in improving your child's attendance.

## APPENDIX 1: AMBER ATTENDANCE LETTER

### DATE

Dear Parent/Guardian,

Your child's attendance for the TERM is attached.

Please refer to the below table to see how your child's attendance compares to the governments attendance targets.

If a child is to have the best chance of success, it is essential that they maintain a school attendance record of at least 96% wherever possible. It is our goal to get as many of our pupils as possible to achieve this, and therefore have the best start to life that they can.

We are aware that there are many genuine and necessary reasons for children to miss school occasionally, particularly in the case of illness and medical absences. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask school for help if you need any support in improving your child's attendance during the coming term.

#### **Attendance Targets**

##### **Green: 96% and above attendance**

Congratulations! Your child's attendance last term was fantastic. Your child's attendance has met our targets, giving them the best possible chance to succeed.

##### **Amber: Between 90-95.9% attendance**

Your child's attendance is below the target of 96%. This may be due to illness or other authorised leave. If this is the case, please don't worry. We hope to see an improvement in the coming term and invite you to contact the school if you would like support with specific issues that you believe are affecting your child's attendance.

##### **Red: Below 90% attendance**

Your child's attendance is significantly below target and is of concern. You may be asked to attend school to meet with the Headteacher to discuss your child's attendance. Please do contact school for support in improving your child's attendance.

## APPENDIX 1: GREEN ATTENDANCE LETTER

### DATE

Dear Parent/Guardian,

Your child's attendance for the TERM is attached.

Please refer to the below table to see how your child's attendance compares to the governments attendance targets.

If a child is to have the best chance of success, it is essential that they maintain a school attendance record of at least 96% wherever possible. It is our goal to get as many of our pupils as possible to achieve this, and therefore have the best start to life that they can.

We are aware that there are many genuine and necessary reasons for children to miss school occasionally, particularly in the case of illness and medical absences. We would encourage you to continue to work with us and ensure that we are notified at the start of every absence, and to ask school for help if you need any support in improving your child's attendance during the coming term.

#### Attendance Targets

##### **Green: 96% and above attendance**

Congratulations! Your child's attendance last term was fantastic.  
Your child's attendance has met our targets, giving them the best possible chance to succeed.

##### **Amber: Between 90-95.9% attendance**

Your child's attendance is below the target of 96%.  
This may be due to illness or other authorised leave. If this is the case, please don't worry. We hope to see an improvement in the coming term and invite you to contact the school if you would like support with specific issues that you believe are affecting your child's attendance.

##### **Red: Below 90% attendance**

Your child's attendance is significantly below target and is of concern.  
You may be asked to attend school to meet with the Headteacher to discuss your child's attendance. Please do contact school for support in improving your child's attendance.

## APPENDIX 4:

### LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) ..... Year Group .....

..... Year Group .....

..... Year Group .....

Childs Address .....

.....

Name of Applicant(s) and Address (if different).....

.....

.....

**I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.**

From..... To.....

Total number of days our child(ren) will be absent from school .....

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable)

Date .....

.....

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**

**Attendance Letter 1: Below 90%**

**Attendance = %**

Reporting Period:

Date to Date

Dear Parent/Carer of NAME,

During our attendance review for DATE to DATE, we have noticed that your child's attendance was below 90%. A copy of your child's attendance record is enclosed. 90% attendance is the same as missing one school day every two weeks.

As a school, we aim for each child to have an attendance of 96% or more in line with government guidelines. Attendance is key in enabling your child to make the best possible progress and achieve their potential. High attendance also makes children feel secure and settled at school. We want to show our children that attendance is important and set up good habits now, so they can succeed in their learning at school and the work place in years to come.

Whilst we appreciate that absences may have been due to illness, we wanted to bring this information to your attention. We will continue to monitor your child's attendance which we expect to be over 90% next half term and show an improvement towards the 96% that is expected. If your child's attendance continues to be below 90% we will write to you again inviting you to attend a meeting to discuss the reasons for this.

If you have any questions, would like to discuss this letter or if there is anything we can do to help support you in improving your child's attendance, please contact the school office to make an appointment.

Yours sincerely,

**Attendance Letter 2: Below 90%**

Attendance = %  
(% difference from last term)

Reporting Period:  
Date to Date

Dear Parent/Carer of NAME,

As you are aware, I am concerned about your child's school attendance. I have enclosed a copy of their attendance for your information.

During our attendance review for DATE to DATE, we have noticed that your child's attendance still continues to be below 90%.

***Delete as appropriate***

***\*\* However, we are pleased to see that your child's attendance has improved since last term. \*\****

***\*\* Unfortunately, despite previous correspondence regarding attendance, we have not seen any improvement on your child's attendance since last term. \*\****

As a school, we aim for each child to have an attendance of 96% or more in line with government guidelines. Attendance is key in enabling your child to make the best possible progress and achieve their potential. High attendance also makes children feel secure and settled at school. We want to show our children that attendance is important and set up good habits now, so they can succeed in their learning at school and the work place in years to come.

Whilst we appreciate that absences may have been due to illness, we wanted to bring this information to your attention. We will continue to monitor your child's attendance which we expect to be over 90% next half term and show an improvement towards the 96% that is expected. If your child's attendance continues to be below 90% we will write to you again.

If you have any questions, would like to discuss this letter or if there is anything we can do to help support you in improving your child's attendance, please contact the school office to make an appointment. In the mean-time, you may be contacted by either myself or the School Office to arrange a meeting to discuss your child's attendance.

Yours sincerely,

## APPENDIX 7 - Example letter - Leave unauthorised/late application (5 days +)

Recipient(s) full name

Address

DATE

Dear

### Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## APPENDIX 8 - Example letter - Leave approved (5 days +)

Recipient(s) full name

Address

DATE

Dear

### Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for NUMBER school days on the basis that the reason given is exceptional.

Yours sincerely



## **APPENDIX 9 - Example letter - Leave request denied (unauthorised) (5 days +)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 10 - Example letter - Challenge reason for absence (5 days +)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

CHILD'S NAME was absent from school for NUMBER school days between DATE and DATE. You informed SCHOOL that CHILD'S NAME was absent due to REASON.

It is my belief that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 11 - Example letter - Challenge absence (5 days +)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

NAME was absent from school for NUMBER days between DATE and DATE without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or** - You have since informed us) that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 12 - Example letter - Leave unauthorised/late application (Less than 5 days absence)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 13 - Example letter - Leave approved (Less than 5 days absence)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for NUMBER school days on the basis that the reason given is exceptional.

Yours sincerely

## **APPENDIX 14 - Example letter - Leave request denied (unauthorised) (Less than 5 days absence)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 15 - Example letter - Challenge reason for absence (Less than 5 days absence)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

CHILD'S NAME was absent from school for NUMBER school days between DATE and DATE. You informed SCHOOL that CHILD'S NAME was absent due to REASON.

It is my belief that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

## **APPENDIX 16 - Example letter - Challenge absence (Less than 5 days absence)**

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

NAME was absent from school for NUMBER days between DATE and DATE without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or** - You have since informed us) that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely



Must be sent on  
School  
headed paper

**PARENTAL  
RESPONSIBILITY  
LETTER**  
(One letter per parent)

**Private and Confidential**

Date

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of **PHASE** age is **NUMBER** % your child's attendance is **NUMBER**%.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment**.

In order to support you and **NAME** to improve the situation we would like to offer you **INSERT INITIAL SUPPORT OFFER/PACKAGE/MEETING AND NAME OF A LINK PERSON IN SCHOOL TO CONTACT**.

I will continue to monitor the situation but if **NAME's** attendance does not improve then legal action may follow. If you wish to talk to **ME/NAME**, **TITLE** regarding this issue please do not hesitate to contact me on the number at the top of this page.

Yours sincerely

Headteacher/Designated attendance lead

**APPENDIX 18 - Example letter - Failure to improve**

Must be sent on  
School  
headed paper

**Failure  
to  
improve  
letter**  
(One letter  
per parent)

**Private and Confidential**

Date

Dear

As you know, **NAME's** attendance has been an ongoing concern and he/she is in the category or persistent absentee.

Unfortunately, despite our offers of support, **NAME** has continued to miss school without good reason and **HIS/HER** absences remain unauthorised.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly then their parent is guilty of an offence.

Consequently, I intend to forward your case to the Local Authority for consideration of legal proceedings against you.

Please contact **NAME OF MEMBER OF STAFF** on the telephone number at the head of this letter, if you wish further clarification on this matter.

Enc: Register Extract

Yours sincerely

Headteacher/Designated attendance lead