



Attendance and Registration Policy

September 2025

Written by: S Ainley

Approved by Governors:

Date for review: November 2025

ATTENDANCE AND REGISTRATION POLICY

SAFEGUARDING

Attendance at school is a key protective factor in safeguarding children and young people. At Drighlington Primary we are committed to the safeguarding of all pupils.

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school - if the whereabouts of a child cannot be established, a child may be at risk.

The school has a duty to promote the welfare and life opportunities for children and this is encompassed through regular attendance.

INTRODUCTION

Evidence shows that excellent attendance is key for ensuring positive outcomes for children and young people. Missing lessons leaves children vulnerable to falling behind and achieving poorer outcomes at both primary and secondary level. The association between poor attendance and poor outcomes is the reason why school attendance is one of the 'obsessions' of Leeds children's services - improving attendance can be a gateway to improving the overall life chances of children and young people.

The senior leader responsible for the strategic approach to attendance is Stephanie Ainley.

AIMS

This attendance policy is underpinned by Leeds City Council's Policies and the statutory obligations laid out in Department for Education guidance: Working Together to Improve School Attendance (August 2024), Summary Table of Responsibilities for School Attendance (August 2024), Children Missing Education (August 2024) and Keeping Children Safe in Education (September 2024), School Attendance Parental Responsibility Measures (December 2023) and any amendments that occur over the school year.

Pupil attainment, achievement and development depend on regular attendance in school. Encouraging good attendance is the shared responsibility of school, pupils, parents and all educational partners. We know that missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in school.

At Drighlington Primary, we aim to provide a broad, creative and inclusive curriculum and ethos which will encourage school attendance. Staff work together to ensure that children will enjoy all aspects of school and recognise the fact that good attendance and punctuality underpin learning and achievement.

Our school aims to meet its statutory and professional obligations with regards to school attendance by:

- Raising levels of attainment and achievement through high expectations of attendance and punctuality.
- Sharing the message of the importance of good attendance and punctuality with children, young people and their families.
- Creating a culture in which good attendance is celebrated and accepted as the norm.
- Supporting families with individual needs to improve attendance and their access to education.
- Working closely with other agencies to support pupils and families and in turn raise attendance.
- Working towards achieving Leeds average attendance of 97% and reducing persistent absenteeism in line with local and national averages.

SCHOOL PROCEDURES

School Day	
8:45m	Doors open
8:50am	Morning registration
12:15pm	Afternoon registration (Nursery)
1.15-1.20pm	Afternoon registration (KS1 & 2)
3:15pm	School day ends

LATE ARRIVAL TO SCHOOL

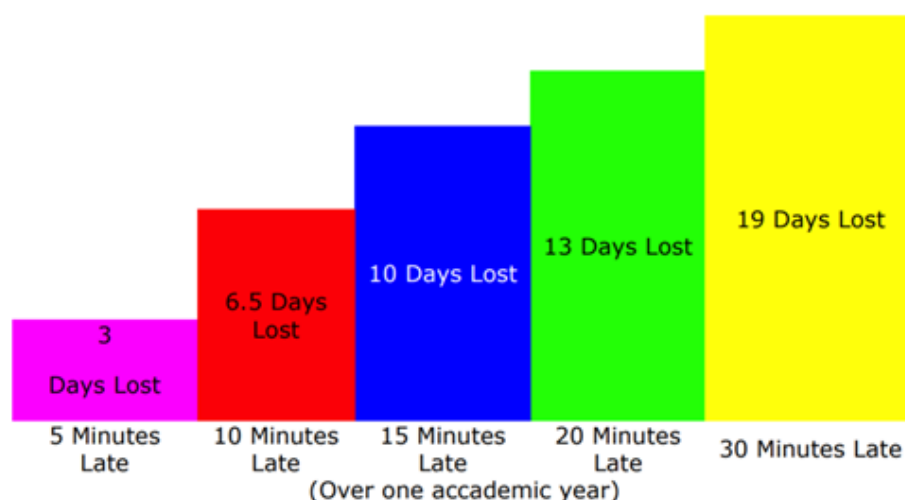
The table below shows the impact that arriving just a few minutes late can have on the amount of learning your child is missing.

Every time a child arrives late to school it disrupts the whole class, and they miss vital input for the first lesson of the day.

A pupil will be marked as late if they arrive after doors close at 8.50am.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



Attendance Register

By law, schools are required to keep an attendance register, and all pupils must be placed on this register. Attendance registers must be preserved by schools for 3 years after the date of entry made.

Register Codes (Appendix 1)

We use the agreed coding for absences and lates in line with DfE guidance *Working Together to Improve School Attendance* (August 2024)

Absences (Appendix 2)

An absence is a half-day session in school monitored through morning and afternoon registration. Each absence is classed as authorised or unauthorised. When we consider whether an absence is to be authorised or not, we follow the guidance set out in the DfE guidance for schools and Leeds Council Policies.

Authorisation of absence is only at the discretion of the individual Headteacher.

Authorised absence

An absence is deemed authorised when the school accepts that there is good reason for the absence and communication from the parent has been received. In the case of an agreed exceptional leave of absence request, no more than 10 days will be authorised.

Unauthorised absence

An absence is deemed unauthorised when there is no communication from the parent, exceptional leave has been requested but declined, leave of absence has been taken without prior request, the child has higher than average illness where no medical proof (appointment card, prescription etc.) has been provided or is a persistent absentee where an attendance plan may be in place.

REPORTING AN ABSENCE (Day to Day):

It is a legal responsibility of every parent to make sure their child receives the full-time education they are entitled to, either by attendance at school or by education otherwise than at school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or given permission for an absence in advance from school.

If your child is ill, read the NHS advice ([Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)) to help you decide whether they can go to school. If your child cannot attend, this must be reported to the school office on the morning of the absence.

To report an absence, you can either:

- Call school 0113 2853000
- Send an email to info@drighlingtonprimary.org.uk

When leaving a message please include:

- child's full name
- class
- reason for absence

If the absence due to illness is ongoing or frequent, you should speak to a member of the attendance team to see what support can be put in place.

If you do not contact the school, a member of our attendance team will contact you and your given contacts. If they are unable to get in touch, the absence will be marked as unauthorised.

Whilst some absence is unavoidable, it is important that your child is in school every day they can be for their learning, wellbeing and development.

If any member of staff is concerned about a reason for absence, a member of the attendance team should be informed along with a member of the Senior Leadership Team.

MEDICAL OR DENTAL APPOINTMENTS

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments. Text messages received from the doctors/dentist can be sent through to info@drighlingtonprimary.org.uk or shown to a member of the office team from your phone.
- Parents/carers are encouraged to make all medical appointments out of school hours.

Proof does not need to be a letter from your doctor or consultant, and doctors will not usually provide such letters. It can, instead, be appointment cards, prescriptions, or notes of previous consultations (including from the NHS App). A lack of written evidence must not prevent the right support being put in place or the absence being authorised if you can demonstrate your child was, or is, unable to attend, or is awaiting treatment.

What should I do if my child needs a dental or medical appointment in school time?

To avoid disruption to your child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. When they are, you should inform the school in advance, collect them as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards.

Emergencies

There are some occasions e.g. bereavements etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs. Please contact school and ask to discuss with a member of the Senior Leadership Team.

Leave of Absence (Appendix 3)

For any request of leave of absence, you should put a request in writing using the official form, available from the website or school office, to the Headteacher at least two weeks in advance of the absence.

Special Occasions and Holidays (Appendix 2)

Only in truly exceptional circumstances are we able to authorise these, but we will consider each one on its merits. In considering cases, Drighlington Primary uses Leeds Council's policy.

Religious Observance

Where children take part in a day set aside exclusively for religious observance by the religious body to which the parents belong, this will be classified as an authorised absence. This is authorised using the R code for up to a maximum of 2 days per academic year.

Travellers

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

Approved Public Performance, Auditions and Modelling (see Appendix 4 for more guidance)

A maximum of 10 days will be authorised within the academic year. This will not be authorised during SATs time. School reserves the right to not authorise the attendance if there are any factors the school is concerned about such as: falling behind in expected learning outcomes, poor behaviour, attendance is below 90%.

Where children are invited to perform in a licensed show or concert for a sustained period of time lasting more than 5 days (e.g. orchestra, pantomime, tv series) school will work with the Local Authority team to ensure that a tutor and chaperone are in place.

To allow a child to take part in a performance for which a child performance licence has been issued, within the meaning of section 37 of the Children and Young Person's Act 1963.

Any request for absence of this nature must be sent to the Headteacher, using the request for exceptional leave form before the event/performance and the licence is seen prior to the event/performance. **If a licence is not produced, any leave of absence taken will be marked as unauthorised.**

Musical Events/Examinations and Sporting Events (see Appendix 5 for more guidance)

A maximum of 10 days will be authorised within the academic year. This will not be authorised during SATs time. School reserves the right to not authorise attendance if there are any factors the school is concerned about such as: falling behind in expected learning outcomes, poor behaviour, or attendance is

below 90%.

We encourage parents to take children for private musical examinations and non-school based sporting events out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Any request for absence of this nature must be sent to the Headteacher, using the request for exceptional leave form before the event.

Attendance Monitoring

The Attendance Team monitors pupil absence on a daily, weekly and half termly basis. Patterns of absence are scrutinised frequently, and parents will be informed if school has concerns. School will work alongside the Leeds City Council School Attendance Service if legal intervention is required.

- Attendance below 94% will trigger an attendance letter. Absences for children whose attendance is below 94% will only be authorised if medical verification is shown as evidence for absences. If attendance fails to improve, a meeting will be called which parents are required to attend. This may be an informal meeting, or a formal fast-track meeting regarding absences or lates or both. Home visits will also be carried out.
- Fast track monitoring will be actioned for persistent absentee pupils with 10 or more unauthorised absences in any 12 week period. The fast-track process can lead to a Penalty Notice and fine if attendance does not improve. (See Appendix 5)
- Where unauthorised leave is taken, parents render themselves liable to a fixed penalty fine. More details can be found on the absence request form, which is available on the website or in the main office.

Persistent Absenteeism

The DfE defines a persistent absentee as a child whose attendance is below 90%. Every school has an obligation to notify the Local Authority of any child whose attendance is below 90% and classed as a persistent absentee.

We follow quite specific DfE guidance and make sure that any child who falls within the DfE definition of a persistent absentee is discussed by the school pastoral team with a view to providing effective support Leeds City Council School Attendance Service. We will follow national guidance and inform the Local Authority of those children who enter the category of persistent absentee on a termly basis.

This guidance is clear as shown in the table below. Note that a morning is one session; an afternoon is a second session: there are two sessions in each day. You will see from the table below that national expectations are high, and Drighlington Primary School expectations are in line with national expectations.

Classification of a Persistent Absentee at the end of each half term	
Half term 1: Sept – Oct half term	7 sessions missed (3.5 days)
Half term 2: November – Christmas	14 sessions missed since Sept start of year (7 days)
Half term 3: Jan -Feb half term	20 sessions missed since start of year (10 days)

Half term 4: Feb – Easter holiday	25 sessions missed since start of year (12.5 days)
Half term 5: Easter -May half term	31 sessions missed since start of year (15.5 days)
Half term 6: May – Summer holidays	38 sessions missed since start of year (19 days)

Interventions in place to support children who are Persistent Absentees and Punctuality Issues

At Drighlington Primary School, we work hard to support children and families who are struggling with attendance issues. We use a range of interventions that are bespoke to our families to help them improve attendance. These interventions are:

- Letters to parents
- Home visits
- Meetings
- In class support
- Fast Track
- Early Help Plans
- Individual target plans for attendance
- Behaviour support
- Parental support groups/workshops
- Signposting to other agencies to support

Legal Sanctions

From August 2024, all schools will be obliged to consider a fine when a pupil misses 10 or more school sessions for unauthorised reasons: a session counts as either a morning or an afternoon in school, which is equivalent to five whole school days.

From August 2024, the fine for school absences across the country will rise to £80 per parent, per child if paid within 21 days or £160 if paid within 28 days.

Under the new rules, there is also a pledge to tackle repeat offenders. If a parent receives a second fine for the same child within a three-year period, this fine will be charged at the higher rate of £160 with no early payment discount. Fines will be capped to two fines within a three-year period. Once this limit has been reached, the new guidance states that other action will be taken, such as a parenting order or prosecution with a fine of up to £2,500.

Penalty Notice Fines for School Attendance are Changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines Issues after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For Example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 Consecutive days of Term Time Leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

10 Sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

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.

Cases found guilty in Magistrates court can show on the parents future DBS certificate, due to failure to safeguard a child's education.

Local Authority DO NOT accept the following as exceptional circumstances:

- My work do not allow me to take holidays during the school summer holiday period, even if they provide a letter
- My child needs a holiday at quieter times due to needs.
- Our holiday has been gifted and paid for and did not have a choice of dates.
- My child has good or 100% attendance
- I will report my child being poorly- schools are expected to carry out home visits, if a holiday is suspected, school will report to the local authority for a penalty notice fine



WORKING TOGETHER TO IMPROVE ATTENDANCE

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with families. All partners should work together to

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract/action plan.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Monitoring

Attendance data will be collected regularly to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and all children with attendance below 90%. This data will be discussed as part of the regular meetings with the Attendance Team and the Senior Leadership Team.

- The Attendance Team and the Senior Leadership Team will discuss the impact of the School's Attendance Policy, and the strategies used to promote good attendance annually and the Head Teacher will recommend an attendance target to the Governors.
- The Governors will set an annual target of attendance and review this annually.
- Children will be Fast Tracked if attendance is a major concern

CHILDREN MISSING IN EDUCATION (CME)

Drighlington Primary School will follow Leeds City Council CME referral guidance (see child protection policy <https://www.drighlingtonprimary.co.uk/our-school-1/policies>) .

REPORTING TO PARENTS AND CARERS

Attendance is reported as part of the annual report to parents; all absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

Parents are informed of their child's current level of attendance on a termly basis – this is to help parents see the impact that periods of absence are having on their child's overall attendance and, how regular attendance can lead to improvements in overall attendance. The letter provides parents with information about their child's current level of attendance as a benchmarking tool. And the following information in a table:

ATTENDANCE INITIATIVES

Persistently absent – Children whose attendance is below 90%

The attendance team will analyse attendance in the last week of each half term. Those children who are persistently absent will:

- Receive a letter quantifying their current attendance.
- Setting a minimum target of 96%
- Begin a four-week monitoring period with weekly attendance updates sent email
- Meet with a member of the attendance team to discuss absences
- If a child's attendance improves, they will be removed from monitoring and a member of the attendance team will contact the parent/carer. The child will continue to be on the monitoring list until 96% attendance is reached.

Children whose attendance is between 91% and 96%

Receive a letter quantifying their current attendance. Setting a minimum target of 97% for the following half term.

Children who are persistently late

If children are late on more than four occasions per half-term parents will receive a letter explaining how much learning time they have missed.

Children who achieve 97 - 100% attendance

Receive a letter quantifying their current attendance. Children with this level of attendance receive an attendance reward certificate for the half term.

Weekly Attendance Assembly

The school Attendance League is displayed in the hall. There are two leagues – EYFS and KS1 league and KS2 league. In a weekly class assembly, class teachers will share with the children their attendance for the previous week and their position in the school attendance league. During the assembly, class teachers will discuss with the children their 'moments that mattered' in school over the last week.

During celebration assembly at the end of each half term, the classes who are first place in each league will receive a 'star prize.' Prizes will be awarded to the class with the highest attendance in EYFS and KS1 and the class with the highest attendance in KS2.

Each week a child who has achieved 100% attendance in the previous week will be randomly selected to win a book prize. This will be awarded during celebration assembly.

FAST TRACK SYSTEM

The Fast Track system will be used for children whose attendance is below 90% without legitimate reason and/or for whom 10 days of unauthorised absence has been recorded. If there is no improvement in attendance following the Fast Track procedure, a meeting with parent/carers will take place where an attendance contract will be agreed, and parents will be referred for a penalty notice (see Appendix C). If a child has ten consecutive days of unauthorised absence without a valid reason, they are referred to the local authority for investigation.

HOME VISITS

If school struggle to communicate with parents and have not heard from a family for three consecutive days, a home visit will be completed by two members of staff. If a child is deemed vulnerable and there has been no communication between home and school from day one, a home visit may be completed.

ACCESSING SUPPORT TO HELP MY CHILD ATTEND SCHOOL

My child is struggling to attend because of an issue in school. Who can help us?

The first step is to talk to school about why your child is missing school, and what help the school can give. You should still do everything you can to help your child attend as much as possible whilst waiting for help and support to be put into place. In the first instance, you can contact Miss Palfreyman, Miss Birkenshaw or Mrs Runton at info@drighlingtonprimary.org.uk

If your child is struggling to attend because of something that is happening at school, we will work with you (and your child if they are old enough) to overcome the issues. We will agree a set of joint actions developed together to support your child. This will often include a commitment to support you and your child by working together or help you to access support services in exchange for an agreement from you (and your child if they are old enough to understand) to take part in the support offered. School will also arrange times for you to come together to review these actions and your child's progress.

Depending on the reasons for your child's absence, this may take the form of an action plan, an early help plan, or a parenting contract.

My child is struggling to attend because of an issue at home or getting to school. Who can help us?

Again, talking to school should be your first step. We will help you access the support you need – such as from a school nurse or local housing or transport team.

The local council's school attendance team is expected to work with school and provide access to the support you need if the issues you or your child are facing are beyond the remit of the school. If there are lots of reasons for your child's absence, local services are expected to work together to support you and your child. They are expected to provide you with a single action plan and lead worker to help and support you. In most cases this will be a member of school staff but it might be a member of local council or local healthcare staff.

In exchange, you are expected to agree and take part in accessing the support once it has been put in place. It is advisable to regularly meet with school to review what is and isn't working, involving your child if possible. While waiting for help, you should still do everything you can to help your child attend as much as possible.

APPENDIX 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
K	Attending education provision arranged by the Local Authority	Pupil is being home educated
Q	Unable to attend the school because of access arrangements	

Code	Definition	Scenario
Authorised absence		
C1	Authorised leave of absence	Leave of Absence for the purpose of participating in a regulated performance or employment abroad
C2	Authorised leave of absence	Pupil subject to a part-timetable
E	Excluded	Pupil has been excluded but no alternative
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Q	Unable to attend the school because of access arrangements	The LA has failed to arrange transport for the pupil
Y1	Unable to attend due to transport normally provided not being available	Usual transport not available
Y2	Unable to attend due to widespread disruption travel	School site is closed, there is disruption to travel as a result of a local/national emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school site is closed
Y4	Unable to attend due to whole school being closed	School site is closed
Y5	Unable to attend due to pupil in criminal justice detention	Pupil is in custody
Y6	Absent in accordance with public health guidance or Law	Part of the school site is closed due to health advice
Y7	Unable to attend because of other unavoidable cause	Other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half- term/bank holiday/INSET day

APPENDIX 2: ABSENCES

Authorised absence is most frequently defined as; illness, medical and dental appointments and exceptional special occasions (see below). Authorised absence is at the Head Teacher's discretion and you will be required to provide school with evidence of the absence such as a doctor's letter. Routine dental appointments should be booked during school holidays.

Authorised Planned Leave in Exceptional Circumstances

In all cases an attendance record of at least 97% is required for any authorised absence leave to be considered. Each case will be considered individually but usually meet the criteria below

- 1) Up to 2 days per year for religious festivals
- 2) Funeral of a close family member
- 3) Up to 2 days for the wedding of a family member
- 4) Participation in a sporting event at city, regional or national level
- 5) Theatre performances (only authorised if a recognised licence is required)
- 6) Recognised examinations for music or dance
- 7) Other exceptional circumstances agreed on an individual basis by the Head Teacher with guidance from Leeds Council Policy on exceptional leave as outlined below:
- 8) Death of a parent/sibling of the pupil
- 9) Life threatening or critical illness of parent of sibling of the pupil
- 10) Leave for armed forces personnel who are prevented by operational duties to take their leave of absence at any other time
- 11) Leave of absence already granted by another school
- 12) Shift patterns, some industries and smaller businesses continue to utilise staggered, fixed leave periods for employer. This is an issue for parents/carers to raise with their employers and for Headteachers to consider.

Appendix 4: Leave of Absence for Performing and Auditions Additional Information

Legal Requirements

Section 37 (4) of the C&YP Act states if a local authority is satisfied that (where performance dates are given) a child's education will not suffer by taking part in a performance, then: 'in the case of an application duly made for a licence under this section which they have the power to grant, they shall not refuse to grant the licence'.

Licensing

The license may be available as a hard copy or electronically, it must be available where the performance is happening, it is not acceptable that it is held at "head office" or at a unit base that may be miles away.

When preparing to make an unannounced inspection the licensing officer should have received copies of licenses issued by other authorities (Reg.10). However, this is not always the case and unfortunately a licensing officer can turn up to an inspection expecting say 10 children to be present only to find there are 15 or more. If the inspection is taking place during the evening or at weekends it will not be possible to check with the relevant authority that a license has been issued and the

inspecting officer is reliant on all licenses being available at the place of performance. If the licensing officer is unable to verify that the necessary licence or exemption is in place they cannot allow the child to perform. The potential for this scenario occurring and the following ramification in terms of a distressed child, adverse publicity etc. serves to reinforce the importance of complying with this regulation and also Regulation 10.

General requirements applicable to all licensed performances or activities Regulation 13

Education

This regulation states that a licence must not be granted unless:

the licensing authority is satisfied the child's education will not suffer by taking part in the performance or activities, it has approved the educational arrangements for the period of the licence and has approved the (school room) where the education will be delivered.

Subsection 2 states the responsible person (license holder) must ensure the education arrangements are carried out.

Subsection 3 states the conditions that must be met in respect of the course of study, the teacher, the number of children to be taught and the minimum amount of aggregated hours.

Subsection 4 states how subsection 3(e) can be met in terms of hours of study.

Subsection 5 states what periods of education cannot be included to satisfy 3(e).

The advice given by the Department for Education in its guidance in respect of this regulation is detailed and clear and is stated below.

Criteria for Authorisation (this also applies to musical events/examination and events and sporting events)

Drighlington Primary School Leave of Absence Request Form

Leave of absence will only be granted in exceptional circumstances

*Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended)
By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice fine. When a school doesn't give permission, referral may be made to Children's Services Attendance.*

PARENTS SECTION

Date of request

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for Absence		
	Total number of school days		From To
	Would he/she miss any national tests or examinations?		Yes/No
	Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes/No
	Did he/she have leave of absence during term-time in the previous school year?		Yes/No
Emergency name & telephone contact in Leeds district			
Siblings name(s) and school(s) attended – if relevant			
Parent's/Guardian's Signature		Date:	

SCHOOL SECTION

Number of previous days authorised		Is the cluster AIO involved?	YES/NO
------------------------------------	--	------------------------------	--------

Current percentage attendance		Absence during tests or exams?	YES/NO
Last year's percentage attendance		Office Staff Signature:	Date:
Approved _____ school days Not approved _____ school days Absence Code _____		Headteacher's Signature:	Date:

A copy of this form will be returned to the parent after consideration

The first time a Penalty Notice is issued for a Term Time Holiday or unauthorised school attendance the Penalty Notice will be charged at £160 per parent, per child, reducing to £80 if paid within the first 21 days. Where a second Penalty Notice is issued to the same parent for the same child within three years of the first notice, this will be charged at £160 per parent, per child.

Leave of Absence Form (Page Two)

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING!

With the introduction of the New National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

PENALTY NOTICES WILL BE ISSUED FOR

Term time leave: Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days
10 sessions of unauthorised absence in a 10 week period: A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10 week* period.

*School Weeks

PER PARENT/PER CHILD

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

FIRST OFFENCE

The first time a Penalty Notice is issued for a Term Time Holiday or unauthorised school attendance the Penalty Notice will be charged at:

£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days**.

SECOND OFFENCE (within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 if paid within 28 days (no reduced fee for paying early).

(**Unpaid Penalty Notice's after 28 days may result in a parental prosecution)

THIRD OFFENCE (within 3 years of the First Offence)

On the third time that an offence is committed for either a Term Time Holiday and / or unauthorised attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.