



Wittersham Church of England Primary School Attendance Policy

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Revision History

Version	Date	By	Description
V01	March 2025	S.Coulson	Updated Policy

'On a voyage of discovery; learning and growing together in the light of God.'

Designated safeguarding leads	Lead DSL: Stella Coulson – Headteacher DSLs: Lucy Avena, Lynsey Scott Claire Sterriker-Rhodes
Date ratified by the Governing Board	March 20th 2025
Review Date	September 2025
Safeguarding Governor	John Collins

Statement of Intent

Wittersham Church of England Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents/carers have a duty to promote full attendance and punctual timekeeping at Wittersham CEP School.

Introduction

This Policy sets out the responsibility of the school and all those associated with the School in respect of Attendance and Punctuality.

This policy considers obligations under the equality act 2010 and UN Convention for the Rights of the Child. It is also aligned with the new Working Together to Improve School Attendance Guidance, Statutory from 19th August 2024.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

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Principles

The Governors and staff recognise that the maximising of good attendance is a key task for the School, if pupils are to take full advantage of opportunities at the School. The co-operation of all concerned, including parents/carers as well as school staff, is vital to ensure full attendance and good punctual timekeeping. By sustaining a culture in which full attendance and punctuality is the norm, the School will demonstrate to pupils, parents/carers and staff, the value placed by the School on full attendance and punctuality and encourage children to gain the full benefit from their primary education. Emphasis on attendance and punctuality also demonstrates the School's concern for individual children by contacting parents/carers to enquire about any unexplained absence.

Parental Responsibility

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.

Pupils are expected to arrive and be ready to start by 8.45am. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

Procedures

What should you do if your child is ill?

Suppose your child is unable to attend school for any reason, for safeguarding purposes. In that case, it is imperative that you phone the school and leave a message before 8.30 am detailing the nature of the absence and why they are unable to attend. The Headteacher will then make the decision whether or not to authorise the absence. Please call 01797 270329 to report the absence. If we have not heard why your child is absent we may also action a home visit. If you do not tell the school why your child is absent, it will be recorded as an 'unauthorised' absence.

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What about medical or dental appointments for your child?

We would respectfully ask that all medical appointments are scheduled before or after school, or preferably in the school holidays. However, we fully accept that there will be times that this is not possible and as a result we will need to see evidence of the appointment in order to authorise the absence.

Please let the school know about any medical or dental appointments you have made for your child. Please bring any letters or appointments cards relating to the absence into the school office or alternatively please email a copy to the school office at office@wittersham.kent.sch.uk. Full day absence for a medical appointment is usually unnecessary.

If your appointment is during the day your child should attend school during the morning and be collected in time to go to the appointment. Your child must return to school after their appointment if fit to do so.

How do I find out about my child's school attendance?

You can ask the Office Manager about your child's attendance at any time

What should I do if I learn that my child is truanting?

If your child does not come to school and you do not know about this, or if your child leaves school in the day without permission, then he/she is truanting. An absence like this will be recorded as 'unauthorised'. If you think your child may be truanting you should contact the school. The school can work with you and your child to find out why he/she is missing school.

The Role of the School Staff

At Wittersham Church of England Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The headteacher has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies the school office or headteacher of

children whose attendance is causing concern.

It is the responsibility of the Office Manager (Attendance Officer) to ensure:

- Attendance and lateness records are up to date
 - If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
 - Where there has been no communication, letters are sent to parents requesting reasons for absence.
 - The appropriate attendance code is entered into the register (see National Attendance Codes)
 - Parents are informed three times a year of their child's attendance figure
 - Timeline of the Staged Approach for Managing Poor Attendance
-
- 95 - 100% attendance – the class teacher to investigate and notify the headteacher of concerns. The headteacher to contact the parent if appropriate.
 - 90 - 95% attendance - school intervention letters/meeting with parents
 - Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
 - For the cases that require intensive family support, the school may make an Early Help Notification.

What does the School Liaison Officer do?

At Wittersham School, the School Liaison Officer (SLO) works closely with our school's Attendance Officer and Headteacher and monitors our pupils on a regular basis.

- They check how many children have attended school and how many children have been absent or late.
- They may contact parents/carers if a child is often late or absent. They can visit students and parents/carers in their homes.

Home Visits

Through our safeguarding procedures, from the first day of absence, if we are in any way unsure about a child's absence, we will carry out a home visit. If a child has been

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absent for 3 days or more, we reserve the right to carry out a home visit even if the parents have continued to be in communication with us. Home visits will always be conducted by 2 members of staff.

Children Missing Education

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

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

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

Lateness

At Wittersham Church of England Primary School the register is taken at 8.45am and 1.05pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.00am and 1.15pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness

Penalty Notices are issued in accordance with Department for Education "Working Together to Improve School Attendance" Applied 19th August 2024 , when:

10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.

The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded

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If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)

Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Authorising Absence

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

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

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

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

Persistent unauthorised absence (10% or more of the school year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings need to be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:-

- **Attendance Improvement Meeting**
- **Home visits**

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- **Liaison with other agencies**
- **Fast Track to Prosecution**

Penalty Notices Proceedings for Poor Attendance

Penalty Notices are issued in accordance with Department for Education “Working Together to Improve School Attendance” Applied 19th August 2024, when:

- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

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

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

Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day

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period will result in prosecution by the Local Authority.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any other unavoidable cause (the sickness or other unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

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

The Headteacher may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

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

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

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 within a 3 year period the amount will be; £160 per parent, per child paid within 28 days.

Third Offence and any further offences (within 3 years)

In cases of unauthorised leave of absence, Penalty Notices will be issued for two offences in a three-year rolling period and should a third offence occur in that three year period then the school will notify Kent County Council and parents may be prosecuted under

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section 444(1) of the Education Act 1996 which carries a maximum fine of £1,000 per parent per child.

In cases of irregular attendance, there is a maximum limit of 2 Penalty Notices in a three-year rolling period and a third offence may result in a request for statutory attendance intervention that could see parents prosecuted in the Magistrates Court under section 444(1A) of the Education Act 1996. This carries a maximum fine of £2,500 per parent per child but the courts may also pass other sentences instead or in addition such as a parenting order, conditional discharge, curfew or a maximum of 3 months in custody.

Using Data to Improve Attendance

The attendance officer has regular attendance meetings with Senior Leaders to discuss individual pupils and their attendance. Attendance statistics are discussed and relevant attendance reports are shared with key staff to aid discussions with families. Best practice ideas are discussed and data is used to understand the impact of interventions. Termly patterns of attendance are recorded and shared with senior leaders including:

- **Whole school and individual pupil basis**
- **Groups e.g. FSM, SEN, PP, CiC, GRT, EAL**
- **How we compare with national data.**

Reduced Timetables (Working Together to Improve School Attendance DfE guidance August 2024)

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. Exceptional circumstances include:

- **There's a specific need for a pupil- e.g. medical condition**
- **It's in the pupil's best interests**
- **It's on a temporary basis**
- **A family bereavement**
- **A pupil joining the school has significant needs and it is being used for transition**

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part time

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timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. All applications for reduced timetables are made to KCC.

Attendance Codes from September 2024

CODE BRIEF DESCRIPTION

Attending the School

/\ Present at the school / = morning session \ = afternoon session

L Late arrival before the register is closed

Attending a Place other than School

K Attending education provision arranged by the local authority

V Attending an educational visit or trip

P Participating in a sporting activity

W Attending work experience

B Attending any other approved educational activity

D Dual registered at another school

Absent - leave of absence

C1 Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

M Leave of absence for the purpose of attending a medical or dental appointment

J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

S Leave of absence for the purpose of studying for a public examination

X Non-compulsory school age pupil not required to attend school

C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

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- C** Leave of absence for exceptional circumstance
Absent - other authorised reasons
- T** Parent travelling for occupational purposes
- R** Religious observance
- I** Illness (not medical or dental appointment)
- E** Suspended or permanently excluded and no alternative provision made
Absent - unable to attend school because of unavoidable cause
- Q** Unable to attend the school because of a lack of access arrangements
- Y1** Unable to attend due to transport normally provided not being available
- Y2** Unable to attend due to widespread disruption to travel
- Y3** Unable to attend due to part of the school premises being closed
- Y4** Unable to attend due to the whole school site being unexpectedly closed
- Y5** Unable to attend as pupil is in criminal justice detention
- Y6** Unable to attend in accordance with public health guidance or law
- Y7** Unable to attend because of any other unavoidable cause
Absent - unauthorised absence
- G** Holiday not granted by the school
- N** Reason for absence not yet established
- O** Absent in other or unknown circumstances
- U** Arrived in school after registration closed
Administrative codes
- Z** Prospective pupil not on admission register
- #** Planned whole school closure

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Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7a Response to Leave Request (Not Authorising)

Appendix 7b Response to Leave Request submitted retrospectively (Not Authorising)

Appendix 8 Unauthorised leave confirmation of PN request

Appendix 9 School letter where they believe a holiday was taken

Appendix 10 Traveller Attendance letter

Appendix 11 Traveller Absence due to travelling

Appendix 12 School Referral Pathway

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Appendix 1

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

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

«dates_of_lates_before»

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

At our school the register is taken at 8.45am and at 1.00pm.

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

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

Yours sincerely

Headteacher

Appendix 2

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

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

«dates_of_lates_after»

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

At our school the register is taken at 8.45am and is closed at 9.00am for the morning session and taken again at 1.05pm and closed at 1.15pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

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

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

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

Yours sincerely

Headteacher

Appendix 3

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

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

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

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

Yours sincerely

Headteacher

Appendix 4

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

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

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

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

??

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

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

Thank you for your co-operation.

Yours sincerely

Headteacher

Appendix 5

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

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

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

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

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

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

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

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

Yours sincerely

Headteacher

Appendix 6

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated ??, «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Headteacher

Appendix 7a**«addressee»****«address_block»****«date_of_printing»****Dear «salutation»****Request for leave during Term-Time****For the attention of the parents of «forename» «surname»****I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.****From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".****The School's Attendance Policy confirms that:**

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

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.**Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.****Yours sincerely****Headteacher**

Appendix 7b

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

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

The School's Attendance Policy confirms that:

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

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

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

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Yours sincerely

Headteacher

Appendix 8

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

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

With reference to our letter dated ??date, the leave of absence taken between ??date and ??date has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Headteacher

Appendix 9

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. (State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £160 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £80 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

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Yours sincerely

Headteacher

Appendix 10

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

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

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

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

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Yours sincerely

Headteacher

Appendix 11

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from ??Date as you will be travelling due to your work.

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

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

Yours sincerely

'On a voyage of discovery; learning and growing together in the light of God.'

Compassion

Courage

Cooperation

Headteacher

'On a voyage of discovery; learning and growing together in the light of God.'