



**Fawkham CE Primary School**

**Policy for Attendance**

**March 2024**

# Fawkham CE Primary School

## Attendance Policy

Church of England Vision for Education:

Deeply Christian, Serving the Common Good.

John Chapter 10 Verse 10 – I came that you may have life; life in all its fullness

Our Fawkham Family helps everyone to:-

- Follow in the footsteps of God, with God's love, help and guidance,
- Know that we are all special and different and that God has created us in this unique way
- Feel safe, happy and confident in our loving caring Christian family
- Work together through the living out day by day of our Core Christian Values
- Try our best, with the light of Jesus inspiring us to be the best that we can be ensuring that we flourish

## DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

We value diversity and promote equal opportunities for all.

This policy is the KCC model policy May 2023 for implementation on 21<sup>st</sup> March 2024 and reflects Working Together to Improve School Attendance May 2022 and is enforceable until 18<sup>th</sup> August 2024.

As a governing body, Fawkham CEP School has chosen to adopt this model policy.

This policy will be reviewed regularly and updates given to Governors, in line with any new information and guidance that becomes available.

Reviewed by: Miss Mandy Bridges (Headteacher)

To be reviewed: March 2025

Signed..... Date 21<sup>st</sup> March 2024  
(Chair of Governors)

Signed..... Date 21<sup>st</sup> March 2024  
(Headteacher)

### Statement of Intent – Purpose/Aims

Fawkham CEP School is committed to the continuous raising of achievement of all our children. Regular attendance is critical if our children 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

children and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

It is expected that children have an attendance of at least 96%.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at Fawkham CEP School.

## **Roles and Responsibilities**

### **Fawkham CEP School**

#### **All Children**

- ✓ We have developed and have a whole school culture that promotes the benefits of good attendance for all children.
- ✓ Accurately complete admission and attendance registers.
- ✓ Have robust daily processes to follow up absence.
- ✓ Our dedicated senior leader with overall responsibility for championing and improving attendance is the headteacher Miss Mandy Bridges [headteacher@fawkham.kent.sch.uk](mailto:headteacher@fawkham.kent.sch.uk)  
01474 702312

#### **Children at risk of becoming persistently absent**

- ✓ Proactively use data to identify children at risk of poor attendance.
- ✓ Work with each identified children and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- ✓ Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- ✓ If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

#### **Persistently absent children**

- ✓ Persistent is where a pupil misses 10% or more of school sessions
- ✓ Continued support as for children at risk of becoming persistently absent and:
- ✓ Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.
- ✓ Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- ✓ Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
- ✓ Where there are safeguarding concerns, intensify support through statutory children's social care.
- ✓ Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

#### **Severely absent children**

- ✓ Severe is where a pupil misses 50% or more of school sessions
- ✓ Continued support as for persistently absent children and:
- ✓ Agree a joint approach for all severely absent children with the local authority.

#### **Support for cohorts of children with lower attendance than their peers**

- ✓ Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- ✓ Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.

### **Support for children with medical conditions or SEND with poor attendance**

- ✓ Maintain the same ambition for attendance and work with children and parents to maximise attendance.
- ✓ Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- ✓ Consider additional support from wider services and external partners, making timely referrals.
- ✓ Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.

### **Support for children with a social worker**

- ✓ Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

### **Class Teachers**

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 children present, absent or late. The class teacher notifies Miss Mandy Bridges of children whose attendance is causing concern.

### **Attendance Officer**

It is the responsibility of Mrs Kate Fryer (Attendance Officer) [office@fawkham.kent.sch.uk](mailto:office@fawkham.kent.sch.uk) 01474 702312 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 (National Attendance Codes)

### **Attendance Codes**

#### Code Definition

/ Present (am)

\ Present (pm)

L Late arrival before the register is closed

D Dual registered at another school

B Off-site educational Activity

J At an interview with prospective employers, or another educational establishment

P Participating in a supervised sporting activity

V Educational visit or trip

## W Work experience

### Absence Codes (authorised and unauthorised)

#### Code Definition

#### Authorised absence

C Leave of absence granted by the school

H Leave of absence for the purpose of a family holiday granted by the school

E Excluded but no alternative made

I Illness (not medical or dental appointment)

M Medical or dental appointment

R Religious observance

S Study leave

T Traveller absence

#### Unauthorised absence

G Holiday not granted by the school or in excess of the period determined by the school

N Reason for absence not yet provided

O Absent without authorisation

U Arrived in school after registration closed

### Unable to attend due to exceptional circumstances

#### Code Definition

Y Unable to attend due to exceptional circumstances

X Non-compulsory school age pupil not required to be in school

Z Prospective pupil not on admission register

# Planned whole or partial school closure

- ✓ Parents informed termly of child's attendance figure – these are colour coded as follows:-

<b>% Attendance</b>	<b>Percentile Rank for all Children Nationally</b>	<b>Colour Paper</b>
<b>97.18+</b>	<b>Top 10%</b>	<b>GREEN</b>
<b>96.86+</b>	<b>Top 20%</b>	
<b>96.62+</b>	<b>Top 30%</b>	
<b>96.41+</b>	<b>Top 40%</b>	<b>YELLOW</b>
<b>96.19+</b>	<b>Top 50%</b>	
<b>95.95+</b>	<b>Bottom 50%</b>	<b>PINK</b>
<b>95.7+</b>	<b>Bottom 40%</b>	
<b>95.39+</b>	<b>Bottom 30%</b>	<b>RED</b>
<b>94.92+</b>	<b>Bottom 20%</b>	
<b>94.91+</b>	<b>Bottom 10%</b>	

## Analysis of Data

Miss Bridges termly (6 times per year) analyses attendance data, identifying patterns of absence including:

- ✓ Whole school and individual pupil basis
- ✓ Groups e.g. FSM, SEN, PP, CiC, GRT, EAL
- ✓ Compare with national data
- ✓ We have signed up to DfE attendance data collection to access these statistics
- ✓ Share our daily school attendance data - GOV.UK ([www.gov.uk](http://www.gov.uk))
- ✓ Share relevant attendance reports with key staff to aid discussions with families
- ✓ Use data to understand the impact of interventions.

## **Timeline of Staged Approach for Managing Poor Attendance**

- 95 - 100% attendance - class teacher/ Attendance Officer to investigate and notify Miss M.J.Bridges of concerns. Miss Bridges to contact 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.
- Discussions had with Nina Chaggar - School Liaison Officer/Inclusion & Attendance Services at meetings held twice each academic year

## **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 Fawkham CEP School the register is taken at 8:55 am and 1:05pm. Children arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9:25 am and 1:10pm. Children 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 Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, 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

- 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 Head Teacher can authorise absence using a consistent approach. The Head Teacher 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 non specific 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.

## **Penalty Notices Proceedings for Poor Attendance**

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.**

- 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 £120 to be paid within 28 days, reduced to £60 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 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 unavoidable cause (the sickness or 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.



## **Parents**

Parents have a legal duty to ensure that their child(ren) 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 children at risk, encouraging anti-social behaviour.

### Children

- ✓ Ensure their child attends every day the school is open except when a statutory reason applies.
- ✓ Notify the Attendance Officer – Mrs Kate Fryer – [office@fawkham.kent.sch.uk](mailto:office@fawkham.kent.sch.uk) 01474 702312 as soon as possible when their child has to be unexpectedly absent and state the reason for absence. **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.**
- ✓ Only request leave of absence in exceptional circumstances and do so in advance.
- ✓ Book any medical appointments around the school day where possible.
- ✓ Work with the school and local authority to help them understand their child's barriers to attendance.
- ✓ Proactively engage with the support offered to prevent the need for more formal support.

Children are expected to arrive by 8:55am. All children that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

## **Kent County Council**

### **All children**

- ✓ Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- ✓ Have a School Attendance Support Team (PIAS) that works with all schools in their area to remove area-wide barriers to attendance.
- ✓ Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- ✓ Offer opportunities for all schools in the area to share effective practice.

### **Children at risk of becoming persistently absent**

- ✓ Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for children who are persistently or severely absent or at risk of becoming so.
- ✓ Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.
- ✓ If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

### **Persistently absent children**

- ✓ Continued support as for children at risk of becoming persistently absent and:
- ✓ Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.
- ✓ Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.
- ✓ Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

### **Severely absent children**

- ✓ Continued support as for persistently absent children and:
- ✓ All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.
- ✓ Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

### **Support for cohorts of children with lower attendance than their peers**

- ✓ Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

### **Support for children with medical conditions or SEND with poor attendance**

- ✓ Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.
- ✓ Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.

### **Support for children with a social worker (VSK - Virtual School Kent)**

- ✓ Regularly monitor the attendance of children with a social worker in their area.
- ✓ Put in place personal education plans for looked-after children.
- ✓ Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting children previously looked after.

**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**

## 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 ?? am and at ?? pm.

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 School Nurse or Family Liaison Officer, 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 ?? am and is closed at ?? am for the morning session and taken again at ?? pm and closed at ?? pm for the afternoon session. Children 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

Head Teacher

## 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 School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Head Teacher

## 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\_authorized\_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

Head Teacher  
The School

## 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 £120, reduced to £60 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

Head Teacher



## 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

Head Teacher

## 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 £120 to be paid within 28 days, reduced to £60 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

Head Teacher

## 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 £120 to be paid within 28 days, reduced to £60 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 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 £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 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.

Yours sincerely

Head Teacher

## 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.

Yours sincerely

Head Teacher

## 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

Head Teacher

### Kent School Referral Pathway – Pupil Attendance

