

Attendance

Policy Number 6.4



Attendance

Attendance

Policy Number 6.4

Attendance Policy

1 STRATEGY

- 1.1 At Blakedown CE Primary School, children on roll are expected to attend school every day when it is in session, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

2 POLICY

- 2.1 At Blakedown CE Primary School, we are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance, including:
- Promoting good attendance;
 - Reducing absence, including persistent and severe absence;
 - Acting early to address patterns of absence;
 - Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2.2 Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Attendance

Policy Number 6.4

2.3 Definitions of absence

2.3.1 Authorised absence:

- An absence is classified as *authorised* when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note to explain the absence.
- Only the school can decide whether an absence is authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, or to spend time out of school to celebrate a birthday - this will not mean it is an authorised absence.

2.3.2 Unauthorised absence:

- Absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

2.4 Roles and Responsibilities

2.4.1 The Governing Body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Learning & Development Team/ Strategy Team are responsible for attendance, they monitor pupil attendance and pupil outcomes as part of their routines.

2.4.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

Attendance

Policy Number 6.4

2.4.3 The Designated Senior Leader Responsible for Attendance

At Blakedown CE Primary School, the designated leader for attendance is the headteacher. The following are additional responsibilities to the above:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Benchmarking attendance data to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Organising the delivery of targeted intervention and support to pupils

2.4.4 School Office Staff

The school office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the head/staff in order to provide them with more detailed support on attendance
- Monitor attendance data day to day (see section 7)
- Providing attendance reports on request of the headteacher
- Reporting concerns about attendance to the headteacher
- Work with the education welfare officers to tackle persistent absence
- The member of office staff responsible for this is Carys Wheadon and can be contacted via the school office on office@blakedownprimary.worcs.sch.uk or 01562 700243.

2.4.5 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information the school office. This is done twice a day, on entry to school at 8.50 a.m. and at the start of the afternoon at 1.00 p.m./1.10 p.m.

2.4.6 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9.20 a.m. on the day of the absence and each subsequent day of absence), and advise the reason for absence and when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Attendance

Policy Number 6.4

2.4.7 Pupils

Pupils are expected to:

- Attend school every day on time

3 PROCEDURE

3.1 Attendance Register

3.1.1 We will keep an attendance register and place all pupils onto this register.

3.1.2 All pupils should be ready to come into school by 8.50 a.m. each day. Pupils are entitled to enter the school from 8.40 a.m. The register is taken twice a day at 8.50 a.m. and 1.00 p.m. (KS1) and 1.10 p.m. (KS2). One school day, therefore, counts as two attendances. The register will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

3.1.2 We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of the circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

3.1.3 It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of an emergency or a fire drill.

Attendance

Policy Number 6.4

3.2 Unplanned Absence

- 3.2.1 The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.20 a.m. or as soon as practically possible by calling the school office.
- 3.2.2 Parents/carers can choose the absence line of the telephone answering service, but should indicate the reason for absence and a possible return date. Parents/carers can also come through to the main office to discuss the absence directly with the office staff.
- 3.2.3 We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the absence is in doubt, the school may ask the pupil's parents/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.
- 3.2.4 If a child is absent and a call from the parent/carer has not been received by 9.30 a.m., office staff will call home to establish the reasons for the absence and in order to check on the safety of the child.
- 3.2.5 If there are safeguarding concerns around an absence of a child or when a parent/carer has not made contact regarding an absence and is not contactable by the lunchtime registration, the office should inform the Headteacher/DSL who may decide to undertake a home visit to establish the safety of the child in person.

3.3 Planned Absence

- 3.3.1 Attending a medical or dental appointment will be counted as authorised as long as the pupils' parent/carer notifies the school in advance of the appointment.
- 3.3.2 School should be advised at the first point of the appointment being confirmed by calling the school office so that the planned appointment can be logged. A note may be sent to the school prior to the day of absence, e.g. if a pupil has a pre-planned medical appointment, this should be possible unless an emergency appointment has needed to be made.
- 3.3.3 Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason a medical appointment card or letter should be provided to the office, wherever possible.

Attendance

Policy Number 6.4

3.3.4 The pupil should be out of school for the minimum amount of time necessary and should return to school directly after the appointment.

3.3.5 The pupils' parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 4 outlines which term-time absences the school can authorise.

3.4 Lateness and Punctuality

3.4.1 Morning registration ends at 9.00 a.m. If a child arrives after the registration period, he/she will be marked as L - Late. After 9.20 a.m. this will be coded as an Unauthorised Late - U, which is marked as an absence.

3.4.2 If pupils are persistently late, the headteacher will issue a warning letter advising the parent that punctuality is not meeting expected standards and the impact that this is having on their child.

3.4.3 If after receiving this first letter, punctuality does not improve, then the parent/carer will be invited in to school to discuss this further and to investigate if there is anything school can do to support ongoing punctual attendance.

3.5 Unexplained Absence

Where any pupils we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may decide to undertake a home visit to establish the safety of the pupil in person or if there are ongoing safeguarding concerns may call Worcestershire Children First social services or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session
- Call the parents/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

3.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels via a half termly email specifying which banding the child's attendance falls

Attendance

Policy Number 6.4

within and whether or not further discussions are necessary to see where support is required in the first instance.

4 AUTHORISED AND UNAUTHORISED ABSENCE

4.1 Approval for Term-Time Absence

- 4.1.1 The headteacher will only grant a leave of absence to a pupil during term time if there are 'exceptional circumstances.' A leave of absence is granted at the headteacher's discretion, including the length of time the pupils authorised to be absent for.
- 4.1.2 At Blakedown CE Primary School, we define 'exceptional circumstances' as:
- Attendance at a family wedding or funeral;
 - Attendance at a special religious or cultural festival.
- 4.1.3 The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. At Blakedown CE Primary, the governing body has decided that in exceptional circumstances, the Headteacher may grant leave of absence of up to 2 days. In all such cases, the return date must be agreed by the Headteacher as any child who is absent for longer than 10 days after the agreed time can legally be removed from the school roll.
- 4.1.4 The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- 4.1.5 Any request should be submitted as soon as it is anticipated and, wherever possible at least 4 weeks before the absence. The absence should be requested using the absence request form, accessible via the website or from the school office. The headteacher may require evidence to support any request for leave of absence, this along with reasons for the request will be reviewed along with the pupil's previous and current attendance rate and current progress and attainment.
- 4.1.6 Any leave of absence that has not been agreed by the Headteacher will be automatically recorded as unauthorised.
- 4.1.7 Authorisation will not be granted retrospectively.
- 4.1.8 Any activity, holiday or event that can be arranged during the annual 13 week holiday time will not be authorised during the school term.
- 4.1.9 To have a week's winter or summer holiday in school time, because the cost is cheaper during term time does not constitute as an exceptional circumstance neither does a celebration of birthdays/anniversaries.

Attendance

Policy Number 6.4

4.2 Criteria by which the Headteacher will make decisions concerning the authorisation of a requested absence.

All requests will be considered in an individual basis and take into account:

- 4.2.1 The child's overall pattern of attendance; previous and current attendance rates;
- 4.2.2 The length, destination and purpose of the requested absence and whether it is likely to be a rare event in the life of the child;
- 4.2.3 An absence request for exceptional circumstances is unlikely to be approved unless the child's attendance is 95% or above for the past year;
- 4.2.4 The timing of the requested absence - one of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class; and for Year 2 and Year 6 pupils, in the build up to and during the National Curriculum tests;
- 4.2.5 Teachers will not set work for completion when a child is absent unless 4.3.1 applies; in all other cases, the child should be encouraged to keep up with daily educational tasks such as reading.
- 4.2.6 Valid reasons for authorised absence include:
 - Illness and medical/dental appointments (see 3.2 and 3.3)
 - Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
 - 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 is it not known whether the pupil is attending educational provision.

4.3 Long Term Absence

- 4.3.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 4.3.2 If the absence is likely to continue for an extended period, or be a repetitive absence due to illness, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Attendance

Policy Number 6.4

4.4 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

5. STRATEGIES FOR PROMOTING ATTENDANCE

The school recognises and celebrates good attendance and punctuality in a number of ways:

- Via the weekly newsletter - class percentage attendance and punctuality is shared with a weekly class 'winner'.
- The winning class is displayed on the school attendance board and the class with the most attendance and high punctuality receives a reward.
- End of half term assemblies where pupils' attending 97% or above are celebrated individually in front of the whole school.
- An email home to parents at the end of each term to those who have attended punctually and 97%+.

6. ATTENDANCE MONITORING

6.1 Monitoring Attendance

The school will:

- Monitor attendance daily, this will be carried out by teaching and office staff when the register is taken. Where children have been absent for a number of days or where this is happening on a weekly basis, this is flagged to the headteacher and appropriate action taken.

Attendance

Policy Number 6.4

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

6.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

6.3 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to class teachers and key stage leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

6.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance

Attendance

Policy Number 6.4

- Monitor pupils with persistent and severe absence more closely, send reminder letters to parents and set up regular meetings to address the issues causing the absence
- Will engage with these families with our local authority attendance officer who may carry out a visit to the home to ensure that the parents or guardians understand the seriousness of the situation.
- Will consider taking legal action (by issuing a Penalty Notice) against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis or who continue to remove their child from school without authorisation after all above attempts have failed.

7. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the headteacher. At every review, the policy will be approved by the full governing body.

8. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Safeguarding Policy
- Behaviour Policy

Attendance

Policy Number 6.4

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 |

Attendance

Policy Number 6.4

| Code | Definition | Scenario |
|-----------------------------|--|---|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |

Blakedown C E Primary School

Attendance

Policy Number 6.4

| | | |
|-------------|---|--|
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |
| Code | Definition | Scenario |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| 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 |

Attendance

Policy Number 6.4

Appendix 2

Attendance Ladder

| | | |
|--|--------------------------------------|------------------|
| 0 days missed = Best chance of success | 100% OUTSTANDING | ON TRACK |
| Equates to 4 school days off each year | 98% IMPRESSIVE | |
| Equates to 7 school days off each year | 96% GOOD | |
| Equates to 9 school days off each year | 95% ALMOST THERE | AT RISK |
| Equates to 11 school days off each year | 94% IMPROVEMENT NEEDED | |
| Equates to 18 school days off each year | 90% CONCERNED | OFF TRACK |
| Equates to 29 school days off each year | 85% SERIOUS | |
| Equates to 2 months off school each year | 80% VERY CONCERNED | |

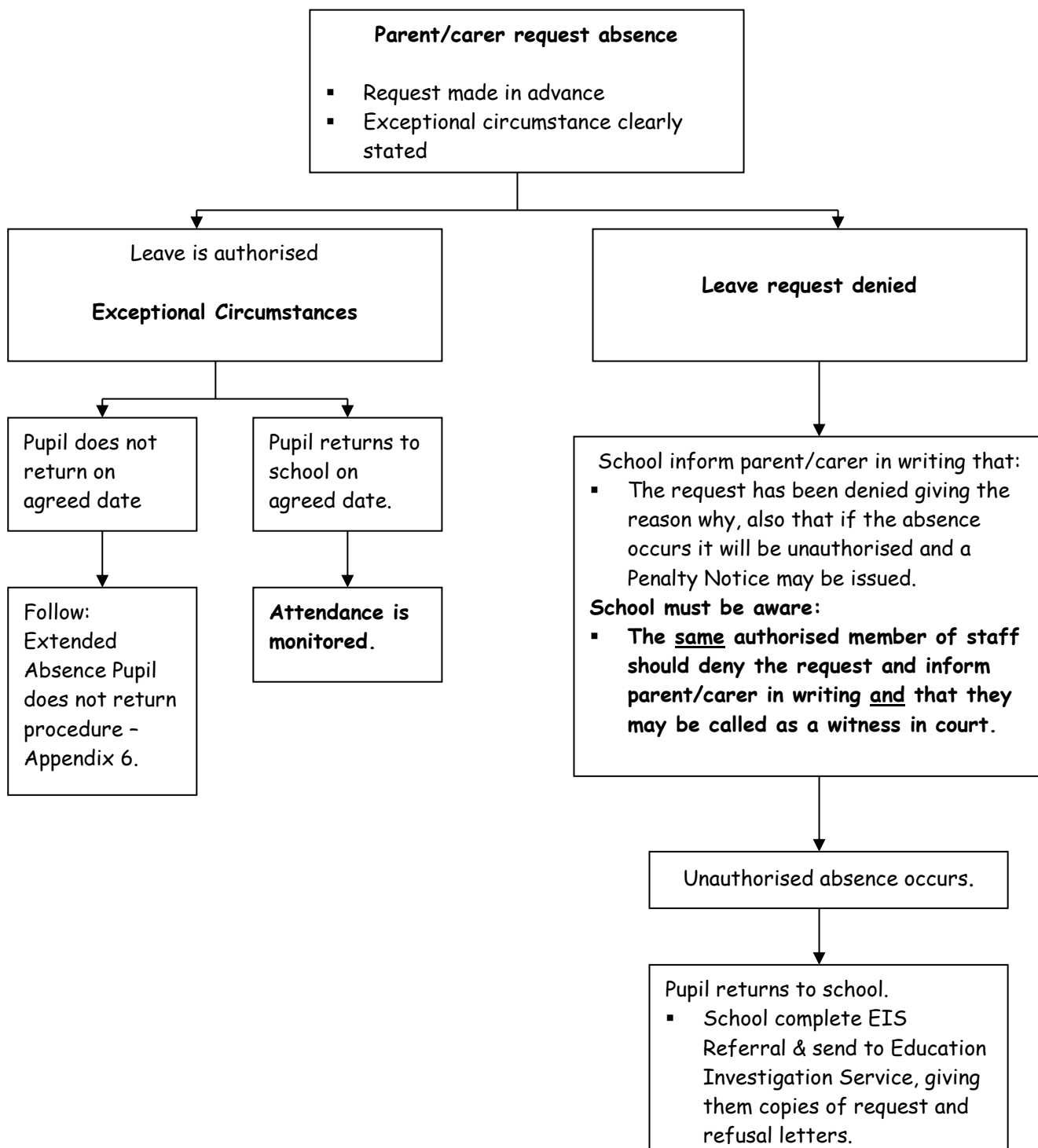
For every day you are absent from school, 5 hours of learning is lost

Attendance

Policy Number 6.4

Appendix 3

**Chart 1 - Leave of Absence in Term Time
Authorisation Procedure**



Attendance

Policy Number 6.4

Appendix 4

Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Headteacher the request form **overleaf**. **The form should be sent to the school in time for the request to be considered well** before the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of:
 - The exceptional circumstances stated that have given rise to the request;
 - The age of the child;
 - The stage of the child's education and progress and the effects of the requested absence on both elements;
 - The overall attendance pattern of the child;
 - The nature of the trip.
 - Students/pupils on examination courses or due to take SATs will **not** normally be granted leave of absence.
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where request for a grant of leave of absence are received from only one parent the response letter - agreeing or refusing - will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
6. Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.

Attendance

Policy Number 6.4

7. Should the School decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

Attendance

Policy Number 6.4

Appendix 5

Request for Leave during Term Time

To: The Headteacher of Blakedown C.E. Primary School. Date:.....

I request consideration of a grant of absence from school during term time for:

My child (full name).....

For the period from (date).....to (date).....

The **exceptional** circumstances and reason for this request are:

.....
.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Child(ren) (full name(s)).....School(s) attended:.....

.....
.....

Signature of 1st Parent/Carer.....Print Name.....

Signature of 2nd Parent/Carer.....Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

FOR OFFICE USE ONLY

Current Attendance.....%

Last Year's Attendance%

Number of school sessions taken as leave during term time.....(this Academic Year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed.....Date.....

Notification of decision: Date letter sent to parent.....

Appendix 6

Attendance

Policy Number 6.4

School Letter Leave Not Agreed

Date

Dear (Parents name)

(Child's Name and Date of Birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school for (number of days), (dates).

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance.

Therefore, if the absence occurs the dates will be unauthorised.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil's name) attendance for this academic year.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

H.E.Beckford-Bond

Attendance

Policy Number 6.4

Appendix 7

School Letter Leave Agreed

Date

Dear (Parents name)

(Child's Name and Date of Birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school for (number of days), (dates).

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil's name) attendance for this academic year.

I hope this letter explains the reason for the decision that has been made.

Yours sincerely

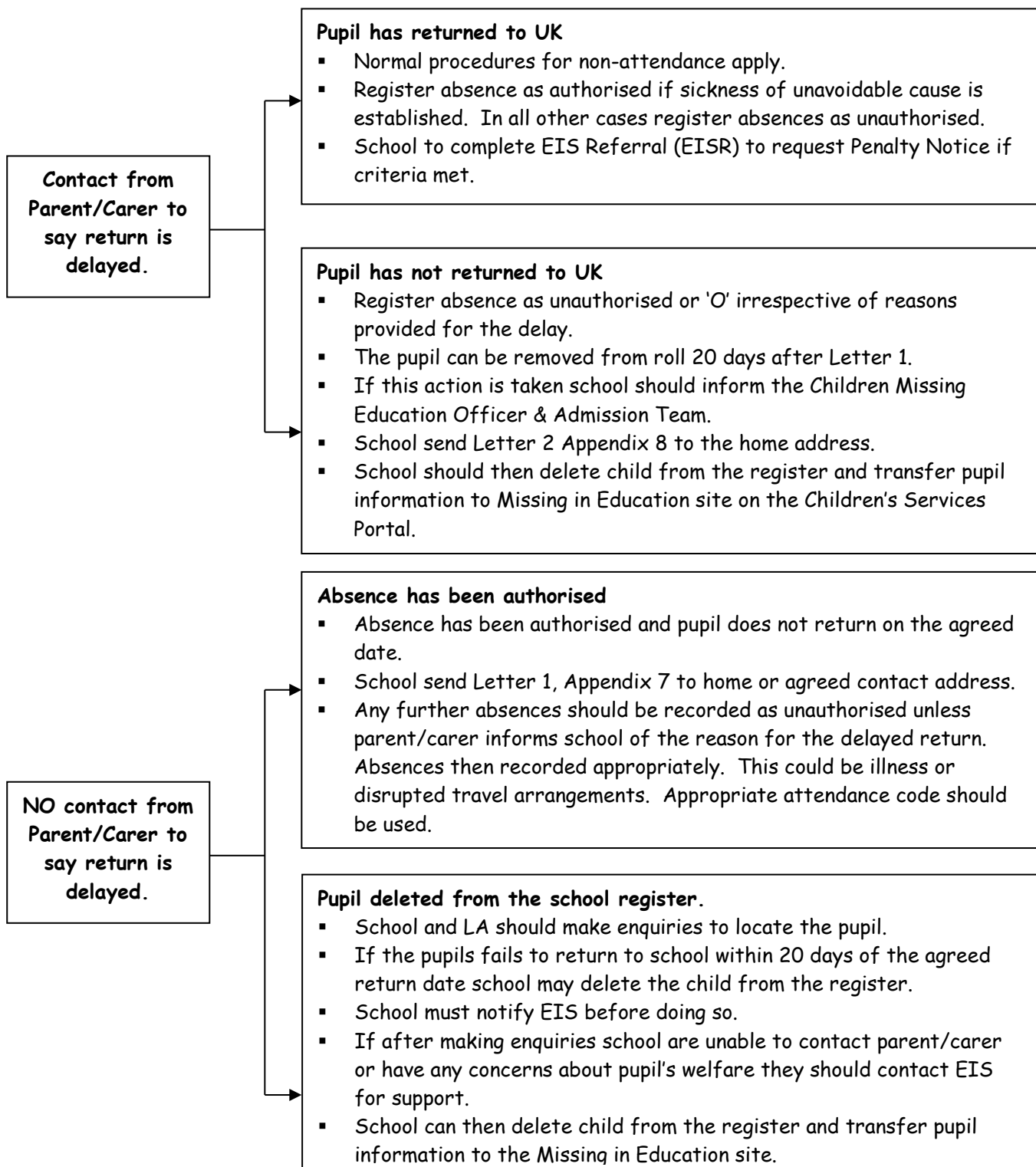
H.E.Beckford-Bond

Attendance

Policy Number 6.4

Appendix 8

Chart 2 - Absence in Term Time
Pupil does not Return Procedure



Appendix 9

Attendance

Policy Number 6.4

Letter 1

Date

Dear (Parents Name)

(Child's Name and Date of Birth)

Your child.....has now been absent from school forschool days. Before your child left England, you agreed that he/she would return to school on As this date has now passed and your child has not returned, I need to let you know that, if your child has not returned to school before(i.e. 20 days after the agreed return date) we will take him/her off the school register.

This means that your child can only be re-admitted if there is a place available at this school.

This is in line with the Worcestershire County Council policy.

Please contact me as soon as you return.

Yours sincerely

H.E.Beckford-Bond

Appendix 10

Letter 2

Blakedown C E Primary School

Attendance

Policy Number 6.4

Date

Dear (Parents Name)

(Child's Name and Date of Birth)

Your child.....has now been absent from school forweeks.

Following my letter dated.....and in line with the Worcestershire County Council policy, I have removed your child from the school register.

This means that your child no longer has a place at this school.

To arrange provision for the future education of your child you now need to contact the School Admissions team to seek further advice on 01905 846689

Please contact me as soon as you return.

Yours sincerely

H.E.Beckford-Bond