

## Attendance Policy

**We are committed to igniting aspiration and ambition in our communities. This includes promoting and safeguarding the welfare of all our children.**

This policy should be read in conjunction with [policies]:

1. Child Protection and Safeguarding
2. Supporting Children and School with Medical needs/ Managing Medicines

**Trust Leader Responsible for School Attendance: Andrew Aalders-Dunthorne, CEO**  
**Contact Details: [a.aalders-dunthorne@consortiumtrust.org.uk](mailto:a.aalders-dunthorne@consortiumtrust.org.uk)**

**Senior Leader Responsible for School Attendance: Simon Lea, Academy Head**  
**Contact Details: [s.lea@consortiumtrust.org.uk](mailto:s.lea@consortiumtrust.org.uk)**

**Contents:**

	Page
1. Introduction	3
2. Aims and Objectives	3
3. Definitions	4
4. Procedures	5
5. Responsibilities	5
6. Registration	8
7. Lateness	8
8. Absences	8
9. First Day Contact	9
10. Illness	9
11. Exceptional Leave (Requests for Absence during term time)	9
12. Promoting good attendance	10
13. Addressing attendance concerns	10
14. Monitoring and reviewing attendance within school	11
15. Appendix A: The Law	12
16. Appendix B: Annual Information letter to parents	14
17. Appendix C: Exceptional circumstances leave request notice	15
18. Appendix D: PN Model leave refusal letter	18
19. Appendix E: 92% warning letter	19
20. Appendix F: 95% warning letter	20
21. Appendix G: Part-time timetable checklist	21
22. Appendix H: Part-time timetable plan	22

## **1.0 Introduction:**

- 1.1 All settings are committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance by all. Only by attending school regularly, and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 All settings recognise its responsibilities to ensure children are in school and on time, therefore having access to learning for the maximum number of days and hours.
- 1.3 Our policy applies to all pupils registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.
- 1.4 This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the relevant Local Authority.
- 1.5 Although parents/carers have the legal responsibility for ensuring their child's good attendance, the whole Trust community; pupils, parents/carers, teachers, support staff and Trust Board work together with other professionals and agencies to ensure that all children are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.
- 1.6 Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A pupil whose attendance drops to 90% each year will, over their time at school miss just over 4 half-terms of learning or 19 full school days in each year.
- 1.7 The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment

## **2.0 Aims and Objectives**

- 2.1 This attendance policy sets out to all staff, pupils and parents the actions and expectations necessary to promote good attendance.
- 2.2 Trust Board Members are fully aware of the policy and expectations on promoting good school attendance.
- 2.3 Through this Policy we aim to:
  - Support the safeguarding of all children and families ensuring that pupils are in school.
  - Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in children a sense of their own responsibility.
  - Improve pupil's achievement by ensuring high levels of attendance and punctuality.

- Achieve a minimum of 98% attendance for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school and the community by raising the awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a pupil's education.
- Work in partnership with pupils, parents and staff, so that all pupils realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers and our attendance officer, in promoting good attendance.

#### 2.4 We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their pupil attends regularly and punctually.
- Provide parents with accurate, real time attendance data via the Arbor website.
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and Trust Board on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance by identifying barriers to school and developing strategies to overcome these.
- Developing and implementing procedures to follow up non-attendance at school.

### 3.0 Definitions

#### 3.1 Authorised absence

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, unavoidable medical/dental appointments, this is not an exhaustive list (but try to make these after school if at all possible).
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Where the absences are not authorised, we will inform parents of this.

#### 3.2 Unauthorised absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of the school. (Unauthorised holiday constitutes an unauthorised absence.)

- Therefore, the absence is unauthorised if a pupil is away from school without good reason, even with the support of a parent.
- If the absence is unauthorised the Local Authority Attendance service will be notified of the absence and consideration may be given to a Penalty Notice or legal proceedings for non-attendance. A Penalty Notice is issued to each parent/carer of each pupil taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. If the fine is not paid on time, it may result in legal action being taken against parents/carers. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued, and the case would be presented to the Magistrates Court for consideration.
- **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. Legal action under Section 444(1) can result in a fine of up to £2500 and/or up to 3 months imprisonment.**

3.3 A Penalty Notice will be considered if a pupil's attendance is deemed as 'not regular'.

3.4 Further information on avoidable absences and the Law can be found in Appendix A.

#### 4.0 Procedures

- 4.1 Our school will undertake the following procedures to support good attendance:
- Record attendance twice daily (and in case of secondary schools in each lesson) and consistently record absence or lateness
  - Communicate clearly the attendance procedures and expectations to all staff, Trust Board, parents and pupils
  - Follow up absences and persistent lateness if parents/carers have not communicated with the school
  - Inform parents/carers what constitutes authorised and unauthorised absence
  - Strongly discourage unnecessary absence through holidays taken during term time
  - Work with parents/carers and other agencies to improve individual pupil's attendance and punctuality
  - Refer to the who in school? Any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve
  - Report attendance statistics to the LA and the DfE where required and/or requested
  - Schools must also inform the LA of every pupil who fails to attend regularly which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 continuous absences.

#### 5.0 Responsibilities

- 5.1 All members of our school community have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

5.2 Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter/prescription paperwork or packet.)
- As far as possible ensure that non-urgent medical or dental appointments are made outside of the school day or avoiding registration periods.
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school Office or Attendance Officer as soon as possible about any pupil's reluctance to come to school so that problems can be quickly identified and dealt with.
- Promote the link between attendance and attainment/progress.

5.3 Pupils are responsible for:

- To aim for high attendance – being in school every day
- To be on time for school
- Attend school appropriately prepared for the day.
- Take pride in attendance and punctuality.

5.4 Class teachers/class leads are responsible for:

- Welcoming pupils at the beginning of the day and for each lesson.
- Celebrating high attendance rates – both verbally and through the schools rewards system
- Class teachers/tutors are the child's first point of contact and will monitor daily attendance
- Take registers accurately and on time
- Highlighting concerns regarding attendance with parents and or pupils
- Discussing attendance during parent consultations or at individual parent meetings
- Raising concerns with the schools Attendance Lead where necessary

5.5 Academy Heads (or member of senior staff with responsibility for attendance) are responsible for:

- Monitor attendance and where concerns are identified, consult with parents/outside agencies to agree actions to address identified issues
- Inform the Trust ELT of attendance data through leadership reports
- Inform parents of attendance for their pupils in line with the school's reporting procedures
- Promote excellent attendance by pupils and provide opportunities to celebrate good attendance
- Monitor the attendance of individual cohorts of children and plan appropriate interventions at whole group level to address concerns.
- Consider requests for absence and meet with parents to discuss such requests as necessary

- Make referrals to the Local Authority for the issue of Fixed Penalty Notices as appropriate
- Monitor the progress of attendance interventions across key groups to ensure all pupils have the best opportunity for success.

5.6 Attendance Officer (usually delegated to the Academy Head) is responsible for:

- Overall monitoring of school attendance
- Identify trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to other agencies as appropriate
- Meet parents/carers in danger of being issued a first warning
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence
- Keep an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Academy Head
- Inform the Academy Head where there are concerns and acting upon them
- Provide background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Follow up absences with immediate requests for explanation via telephone calls or e mail
- Ensure attendance issues are raised by teachers at parent consultation evenings where necessary
- Collate and record registration and attendance information
- Take and record messages from parents regarding absence
- Contact parents of absent children where no reason for absence received
- Record details of pupils who arrive late or go home
- Send out standard letters regarding attendance.
- In the event of a pupil requiring to go home, permission must be sought from the Academy Head or their designate

5.7 The Attendance Officer has the responsibility for ensuring that all of the attendance data is accurately recorded on the Arbor attendance software. Regular meetings are held with the Trust Attendance Officer to discuss all attendance concerns and appropriate actions are taken following these meetings, such as letters sent to parents or meetings arranged to discuss attendance concerns.

5.8 Trust Board is responsible for:

- Attendance data and strategies for attendance support will be shared with the Trust Board during meetings enabling Trustees to offer challenge and support.
- Delegate operational duties to the CEO for attendance who will maintain an overview of policies and procedures in relation to attendance.

## **6.0 Registration**

- 6.1 The school is open from 08:30 each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning session. The attendance register must be completed by the class teacher by 08.45 (Attendance code / and \ for pupils who are present.)
- 6.2 School Day Details including when afternoon registers are taken:
- 8.00am - 8.30am - Breakfast Club
  - 8.30am - 8.40am- Morning Registration
  - 8.30am - 12.00pm - Morning Session
  - 12.00pm - 12.45pm - Lunch
  - 12.45pm - 12.55pm - Afternoon Registration
  - 12.45pm - 3.15pm - Afternoon Session
  - 3.15pm - 4.15pm (Monday to Wednesday) - Activity Clubs
- 6.3 All attendance records are documented using Arbor software. Attendance registers are legal documents, and these must be kept securely and preserved for a period of three years after the date they were last used. Parents have full visibility of Arbor attendance records.

## **7.0 Lateness**

- 7.1 Any pupil who comes into school after 08.45 will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L).
- 7.2 Any child who arrives for school later than 09.00 (15 minutes after start time) when the register is closed, will be marked as having an unauthorised absence for the morning. (Attendance code U).
- 7.3 Pupils who have attended a dentist or doctor's appointment and subsequently come to school later than 08.45 will have the absence recorded as a medical absence (attendance code M). Where possible routine dentist or doctor's appointments should be made outside of the school day.
- 7.4 Pupils who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.
- 7.5 Where there have been persistent incidents of lateness:
- The Senior Leader responsible for attendance will meet with the parent/carer to create an action plan to improve punctuality. Should punctuality not improve the Local Authority may be approached to give consideration for a fixed penalty notice.

## 8.0 Absences

- 8.1 Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with full details of the reason for their absence. Please avoid using phrases such as "poorly" or "sick".
- 8.2 All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Academy Head has the responsibility to determine whether absences are authorised or unauthorised.
- 8.3 Where we have not received reasons for a child's absence within 5 days the absence is recorded as unauthorised (attendance code O) in line with Department for Education Guidance.

## 9.0 First Day Contact

- 9.1 Where a child is absent from school parents/carers should contact the school office by 08:45, where we have not received any verbal or written communication from the parent, then the Attendance Officer or a member of the administrative team will telephone home by 10.00 am. If no response is received other contacts held for the child will also be contacted. If we have not heard from any contacts, then a home visit may be conducted.
- 9.2 If no response is received to this home visit the child is referred to the Local Authority as a possible Child Missing Education. Contact may also be made with Children's Services and/or the police in line with safeguarding procedures.

## 10.0 Illness

- 10.1 When pupils have an illness that means they will be away from school long term, the school will do all it can to send material home, in collaboration with any professionals, so that they can keep up with their schoolwork (where this is appropriate).
- 10.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school (where this is appropriate).
- 10.3 Where over the course of an academic year, a pupil has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

## 11.0 Parental Request for Absence from School for Holiday

- 11.1 With effect from September 2013 the government abolished the right of the Academy Head to authorise absence specifically for holidays of up to 10 days per year. Instead, the Academy Head will only be allowed to grant leave of absence for any reason if they are satisfied that ***exceptional circumstances*** exist.

11.2 Should parents be considering a holiday during term time a leave of absence request form must be completed by all adults with parental responsibility **BEFORE the holiday is booked**. Where a holiday is not authorised, consideration will be given to requesting a penalty notice from the Local Authority for this period of absence if a child's attendance is deemed as 'not regular'.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

## 12.0 Promoting Good Attendance

12.1 School leaders should design a recognition and reward system to promote good attendance, that is relevant to the setting and has the support of the school community.

## 13.0 Addressing Attendance Concerns

13.1 The school expects pupils to attend every day, on time and ready to learn.

13.2 It is important for pupils to establish good attendance habits early on in their school career. It is the responsibility of the Academy Head and the Trust Board to support good attendance and to identify and address attendance concerns promptly. Parents should ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents are always informed.

13.3 Concerns about attendance are raised with parents/carers via texts/letters and phone calls home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

13.4 Where a child's attendance record does not improve over a period the following process will take place

- 95% letter to inform parents of attendance
- 92% if no improvement following the 95% letter
- Parents to attend meeting to discuss attendance

- Attendance action plan with parents/carers (4 weeks)
- Review action plan
- No improvement legal interventions

13.5 Fixed penalty notices will be issued for unauthorised absence, which will include unauthorised holiday requests, unauthorised lates and unauthorised absence

13.6 Parents have a legal duty to ensure regular attendance and if they fail to do so, may commit an offence under Sections 7 & 444 of the Education Act 1996.

#### **14.0 Monitoring and Review Attendance within school**

14.1 The Academy Head/Senior Leader will ensure that:

- A recording and reporting system is in place and is maintained.
- Attendance statistics, strategies and impacts are reported to the Senior Leadership Team and to the Trust.

14.2 The Trust Board receives monitoring reports on attendance and the implementation and effectiveness of this policy.

14.3 The effectiveness of the policy will be measured by the overall rates of pupil attendance and the numbers of pupils falling into the Persistent Absence category. This data will be shared with Trustees to improve our aspirations for our communities

## Appendix A

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child or made the subject of court proceedings under section 444 Education Act 1996. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. \*Penalty notices £80 if paid within 21 days increasing to £160 if paid after 21 days and before 28 days.

<b>AVOIDABLE ABSENCE IN TERM TIME</b>	
<b>The Facts</b>	<b>The Law</b>
<p>School aged pupils in are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.) the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p style="text-align: center;"><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £80* fine per parent per child if</p>	<p>The law allows the school to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are <b>exceptional circumstances</b> which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient evidence/information in order to establish this fact. The request for leave must come from the parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away for a period of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006</p> <p>In case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed</p>

<p>your child's attendance is deemed to be 'not regular', falling below the threshold of 96%.</p>	<p>from roll, there is no guarantee that the child will regain a place at the school.</p>
<p><b>Unavoidable absence from school will be authorised. Examples include:</b></p> <ul style="list-style-type: none"> <li>• Genuine illness</li> <li>• Unavoidable medical/dental appointments (but try to make these after school if at all possible).</li> <li>• Days of religious observance.</li> <li>• Seeing a parent who is on leave from the armed forces</li> <li>• External examinations</li> <li>• When traveller children are on the road with their parents for work purposes</li> </ul>	<p><b>Other examples of absence from school that will not be authorised include:</b></p> <ul style="list-style-type: none"> <li>• Any type of shopping</li> <li>• Looking after siblings or unwell parents</li> <li>• Minding the house</li> <li>• Birthdays</li> <li>• Resting after a late night</li> <li>• Relatives visiting or visiting relatives.</li> <li>• Parental appointments</li> </ul>
<p>Please contact the Academy Head if you wish to discuss this issue.</p> <p><b>The law requires parents to ensure their children receive an efficient full-time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</b></p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	

**Appendix B**  
**INFORMATION LETTER TO ALL PARENTS (ANNUAL)**  
**Whole School Warning Letter regarding unauthorised leave of absence (holidays)**

**NAME AND ADDRESS**

Dear Parent/Carer

Here at {enter school name}, we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Academy Head using the school's request form.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

The decision to submit a request for the issue of a Penalty Notice will be considered when a child's attendance is deemed to be 'not regular'. The definition of 'not regular' in this instance is when it is below the threshold. For all trust schools, this attendance threshold is set at 96%, in line with national attendance data. In the Autumn Term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year.

Yours sincerely  
Academy Head

## Appendix C

### Exceptional circumstance leave request notice to parents /carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Academy Heads to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at {Enter school name}.

**APPLICATION BY PARENT/CARER (to be completed by each parent/carer)**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Academy Head (via School Office) **at least 15 school days** before the date you wish to remove your child from school.

**Pupil Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Year/Tutor Group:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Name of Parent/Carer completing this form:** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_ **Date of return to school:** \_\_\_\_\_

If leaving your home address before the first day of absence, please provide the date on which you will leave \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_ **days** **Reason for absence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I understand that if the absence request is unauthorised the school may request that Suffolk Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £180 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that if a further Penalty Notice is issued (within 3 Years), it carries a fine of £160 per parent. **I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

**Please inform us if you have a child in another local school – we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.**

Name of child \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

Signed ..... Dated .....

*(Please ensure you give at least 15 school days' notice of the proposed absence)*

---

***Below to be completed by the school:***

FAO – Academy Head

% Current	% Last Year	Comments

Pupil Name: ..... Tutor: ..... Year: .....

**0 AUTHORISED:**

Request has been authorised for the following dates only:

\_\_\_ / \_\_\_ / \_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_

**0 UNAUTHORISED:**

Signed ..... Academy Head                      Date \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

## Appendix D PN Model Leave Refusal Letter (for school use)

NAME AND ADDRESS

Date

Dear Name of parent/carer(s)

I am writing regarding your request to take (Pupil Name) out of school on Date until Date.

The law states that a planned absence from school should only be authorised for pupils in 'exceptional circumstances'. Here at [enter school name], we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, before reaching a decision.

Under the circumstances, we regret that on this occasion we are unable to authorise your request for absence. If (Pupil Name) does not attend school on the dates concerned, the absence will be recorded as unauthorised. In cases where parents subsequently report their child as ill during this period, medical evidence may be requested to support this.

I urge you to reconsider your decision.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

I would like to offer you the opportunity to contact {enter staff contact or team} at {enter school name} if you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved. If you would like to discuss this matter further, please contact the school.

Yours sincerely  
Academy Head

## Appendix E

### 92% LETTER

NAME AND ADDRESS

Date

Dear **Name of parent/carer(s)**

During our weekly attendance check, it has been brought to my attention that **(Pupil Name)**'s attendance has still not improved and is at **x%**. As you know good attendance is very important and we are very committed to this.

If there is no improvement in your child's attendance you will be asked to come to school for a meeting to discuss your child's attendance. Please be aware on receipt of this letter, no further absences will be authorised without evidence and therefore you may be at risk of legal interventions.

As a school we are able to offer many areas of support to parents. We feel that a meeting would allow us to explore any issues around attendance and possible support we that can be put in place to help you to improve this.

It is widely acknowledged that good attendance supports children's emotional and social health and development according to Ofsted children whose attendance is lower than 90% are less likely to achieve good results in their SATS and later on GCSEs.

We look forward to working closely with you on this matter and seeing the improvement in your child's attendance.

Yours sincerely

Academy Head

## Appendix F

### 95% LETTER

NAME AND ADDRESS

Date

Dear **Name of parent/carer(s)**

During a recent attendance check, it has been brought to my attention that **(Pupil Name)**'s attendance is **x%**. As you know good attendance is very important and we are very committed to this.

We appreciate that there are many circumstances that can affect a child's attendance at school. Although you may have already had contact with the school about your child's absences, we would like to remind you that as a school we are able to offer many areas of support to parents.

If there is any situation which you feel may be affecting your child's attendance and you would like support with, please contact our Home School Liaison Manager, via the school office.

It is widely acknowledged that good attendance supports children's emotional and social health and development according to Ofsted 2002, and children who attend school regularly are more likely to achieve good results.

We look forward to working closely with you on this matter and seeing the improvement in your child's attendance.

Yours sincerely

Academy Head

**Appendix G**  
**Part-time timetable checklist**

Action	Evidence
Reason for P/T	
Consultation with SENCO / Academy Head	
Meeting with Parents -consent signed	
Agreed timetable	
Local Authority Informed	
School staff aware and office informed re attendance pattern	
Review Meetings	
Exit Plan	

## Appendix H Part-time timetable Plan

Schools should complete this paperwork in the exceptional circumstances that a temporary part-time timetable is considered necessary to meet a pupil’s individual needs and, in the child’s, best interest.

I have read the Trust’s Attendance policy including:

use of part-time timetables to manage behaviour:

All fields must be completed.

REASONS FOR THE PLAN:		Please provide further details
Physical Health	<input type="checkbox"/>	
Mental Health	<input type="checkbox"/>	
Behaviour	<input type="checkbox"/>	
Reintegration or transition (following extended period away from school)	<input type="checkbox"/>	

A meeting must be arranged with parent/carer and relevant professionals involved with the child.

Date of Meeting:		Name of pupil:	
Name of School:			

Please name below all parents/carer and professionals involved with the child. Please see [guidance](#).

Name:	Role & Organisation:	Attended meeting?	Unable to attend. Have they been informed of the parttime timetable? What were their views?
		<input type="checkbox"/>	
		<input type="checkbox"/>	

SEND Status:

No SEND	<input type="checkbox"/>	SEN Support	<input type="checkbox"/>
EHCP applied for	<input type="checkbox"/>	EHCP in place	<input type="checkbox"/>
EHCP in place awaiting specialist provision	<input type="checkbox"/>	Is an emergency annual review needed?	<input type="checkbox"/>

Start date of timetable:	
--------------------------	--

What is the child's view?

What is the parent/carer's view?

What are the risks to the pupil not being in school? What are we doing to mitigate the risk?	
Risk	Actions to be taken to mitigate risk

What will happen to ensure a successful return to fulltime attendance?		
Actions to be taken:	By When:	Person responsible:


Proposed timetable leading to fulltime attendance:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total time in Education
1						
2						
3						

Signed and agreed as appropriate:

Role:		Parent:	
Date:		Date:	
Signature:		Signature:	

Review meeting: By end of week 3

Date of Meeting:		Name of pupil:	
Present at meeting:			

Review

What is the child's view?
What is the parent/carer's view?
What is the school's view?

Review of Actions agreed

What will happen to ensure a successful return to fulltime attendance?	
Action:	Update:

Further actions to be taken

What will happen to ensure a successful return to fulltime attendance?		
Actions to be taken:	By When:	Person responsible:

New timetable:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total time in Education
4						
5						
6						

Review meeting: By end of week 5

Date of Meeting:		Name of pupil:	
Present at meeting:			

**Review**

What is the child's view?
What is the parent/carer's view?
What is the school's view?

**Review of Actions agreed**

What will happen to ensure a successful return to fulltime attendance?	
Action:	Update:

Will the pupil successfully reintegrate by the end of week 7?
If no, please consult Head of Service Inclusion

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	05/08/2017	Principal/CEO	To clarify the arrangements relating to FPN in light of High Court judgement To clarify the 'regularly' bench mark for CMAT schools To advise of additional independent advice available to families with a child that has additional needs To advise of the appointment and contact details of the SASO
V3	07/05/2020	HOSWISA	Updated to include first day calling and procedures when dealing with absence
V4	09/09/2021	HOSWISA	Addendum added 'Attendance Update 2021/22
V5	28/6/2022	Attendance Officer	Updated policy with national colleagues, allowing individual schools to adopt a localised version.
V6	23/11/2022	Trust Attendance Officer	Updated and reviewed to include special schools
V7	13/1/2023	Attendance Officer	Updated registration/lateness times and coding.
V8	1/2/2024	Attendance Officer	Updated to include a directive to inform LA of regular absence and appendices updated.
V8.1	20/9/2024	CEO	Updated in line with legislation and charging.
V9	08/04/2025	CEO	Updated to include enhanced parental access to attendance data on Arbor, clarified actions at school level to promote good attendance and to provide a framework for pupils on part-time timetables.

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	23/9/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	28/09/2016
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	30/5/2020
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	30/05/2020
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	14/07/2022
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	14/07/2022
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	15/12/2022
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	15/12/2022
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	13/01/2023
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	15/2/2024

Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	15/2/2024
Andrew Aalders-Dunthorne	CEO	Electronic signature	26/9/2024
Steve Martin	On behalf of the Trust Board	Electronic signature	26/9/2024
Andrew Aalders-Dunthorne	CEO	Electronic signature	22/5/2025
Steve Martin	On behalf of the Trust Board	Electronic signature	22/5/2025

This policy will be reviewed every 3 years by CEO or as required by changes in legislation.

At every review, this policy will be approved by the Education & Learning Committee.

**END OF DOCUMENT**