

Attendance Policy

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Bournville School Pupil Attendance Policy

Principles

Bournville School is committed to maximising the attendance of every student during their education at school. Students with frequent absences are being denied equality of opportunity.

Attendance is inextricably linked to success in all aspects of academy life, including examinations and regular school attendance is vital if students are to benefit from the experiences which school offers them. Employers and other reference seekers value attendance and punctuality highly as an indicator of reliability.

Regular school attendance is based on a strong and supportive partnership between The School, parents, Bournville School Associates and other outside agencies, such as CSAWS- Central School Attendance and Welfare Services Ltd, Behaviour Support Service and Social Services.

Parents and carers have a legal responsibility to ensure that their children regularly attend school unless there is a genuine reason for being unable to do this and they have informed Bournville School. A child continues to be of compulsory school age until the last Friday of June in the academic year that they reach seventeen. From September 2015, they will be required to continue in some education, training or employment until their 18th birthday.

Aims

- To improve the overall attendance of pupils at school
- To improve pupil's attainment through good attendance
- To encourage parents to ensure that pupils arrive at school on time
- To make attendance a priority for all those associated with the school, including parents, pupils, teachers and associates.
- To work closely with parents in a supportive way in order to ensure maximum attendance

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- to recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;

- a range of resources that are effectively used to support and challenge learning;
- provide experiences which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- to foster and maintain links with our wider community

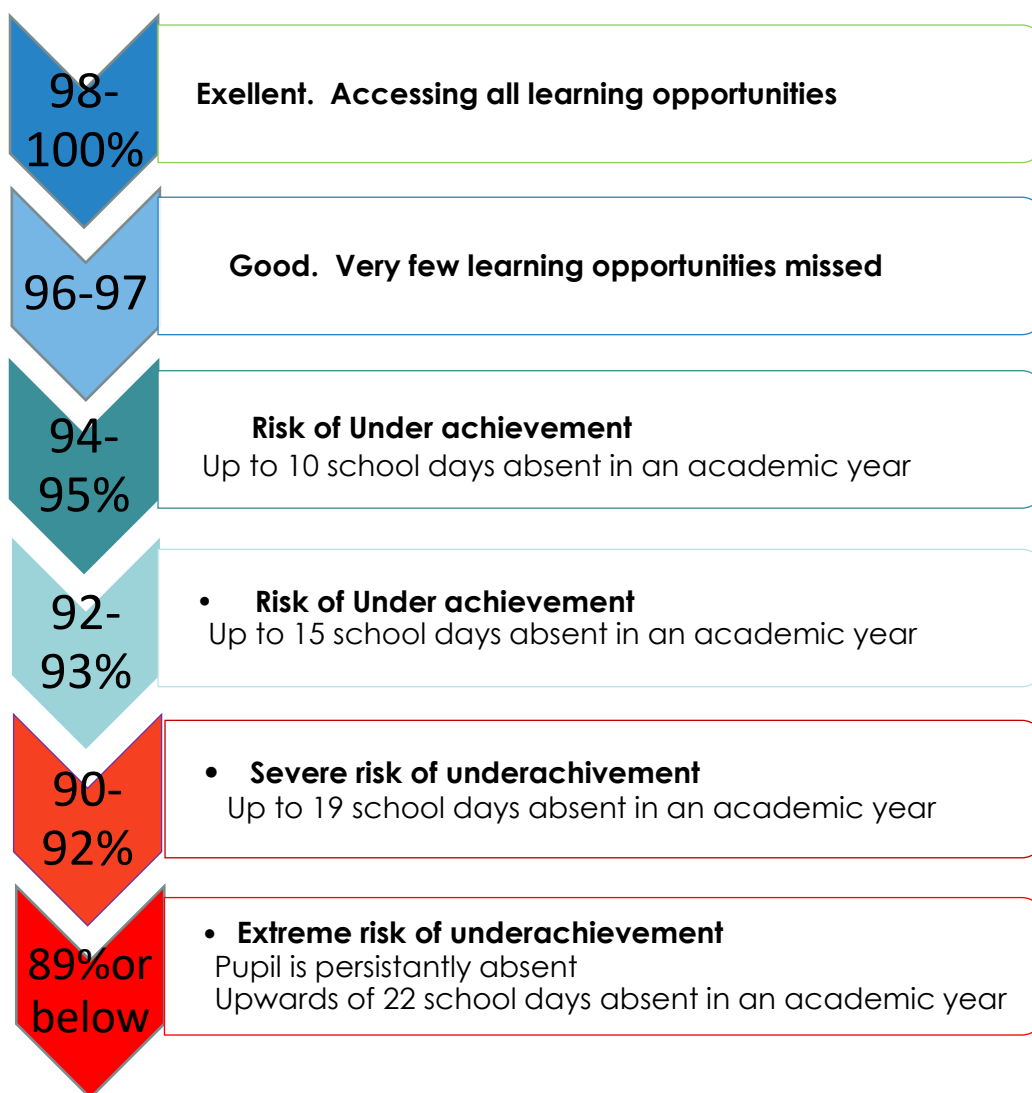
Legislative Framework

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success. At Bournville School we expect all children to achieve attendance that is at least 97%.



Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly,
- To arrive on time and appropriately prepared for the day, having eaten breakfast,
- To tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;

- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason;
- Regular, efficient and accurate recording of attendance;
- Follow up support if needed

Roles and Responsibilities for Attendance (Secondary)

Attendance Line Manager (Deputy Head of Academy): To oversee and monitor whole-school attendance and punctuality along with the Attendance Officer and Heads of Year; To report to Leadership Team, Academy Associates and FMAT and to ensure liaison with outside agencies such as CSAWS, Children's Services and any other relevant external agency.

Pastoral Team (Heads of Year):

To co-ordinate their team of form tutors regarding attendance issues. To reinforce good practice and reinforce key messages in Year assemblies. To ensure that good or improving attendance is recognised as part of our rewards and recognition system. To work with the Attendance Officer to initiate referrals for further intervention, including referrals to the 'Fast Track' system. To work with the Attendance Officer to ensure students good attendance is recognised and rewarded, and to help resolve difficulties when a student's attendance is low and / or falling.

Attendance Officer: To work with the staff to ensure students good attendance is recognised and rewarded; To ensure computerised registers are processed and any absences and lateness identified; To use 'Truancy Call' to inform parents immediately of any absence (text and call); To inform staff and students that registers close at 9.30am; To work closely with Heads of Year, Form Tutors, SENDCO and other staff in relation to students whose attendance is causing concern; To produce regular data analysis of attendance; To process and implement new systems of work in order to improve attendance; To communicate with parents as and when necessary; To put attendance intervention plans in place when needed; To conduct home visits to ensure students are safeguarded or refer to CSAWS for these, and to report any safeguarding concerns arising from attendance.

Form Tutors: To ensure accurate marking of registers and to ensure that attendance and punctuality are regular features of tutorial time; To ensure that planned absences are communicated to the Attendance Officer; To carefully monitor attendance patterns and report any concerns to the Attendance Officer. To respond to weekly feedback on student lateness by discussing concerns with them.

Teachers: To ensure electronic lesson registers are completed every lesson and in the case of ICT breakdown, to complete paper registers for the Attendance Officer. All period 1 registers must be completed by 9:10 am so that the Attendance Officer can initiate the 'Truancy Call' procedure. A register is to be completed within the first 15 minutes of all lessons. This is especially important for period 4 class registers, which act as the PM roll call.

Students: To attend regularly and punctually; To sign in at reception if arriving in school late and to produce a note to explain absences and lateness wherever possible.

Parents/Carers: To ensure that their children attend school regularly; To inform Bournville School at the earliest possible time of the reason for and the expected length of any absence; To respond promptly to an absence call from school or student absence letter; To ensure that no holidays are organised in term-time. Where possible we encourage parents to download the MyEd smartphone app (See External Links on the school website) in order to receive messages about their child's attendance. Parents can also monitor their child's attendance (and behaviour) using the Class Charts app. For more information regarding Class Charts please contact your child's Form Tutor who will be able to provide log in details.

Bournville Academy Associates: To maintain an interest in attendance statistics and encourage target setting for improvement; to review the success of the Attendance Policy. School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the whole school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Roles and Responsibilities for Attendance -Primary

Attendance Line Manager (Deputy Head): To oversee and monitor whole-school attendance and punctuality along with the Head of Primary; To report to Leadership Team, Academy Associates and FMAT, and to ensure liaison with outside agencies such as CSAWS, Children's Services and any other relevant external agency.

Primary Leadership Team (Head and Deputy): To co-ordinate their team of tutors regarding attendance issues; To reinforce good practice and reinforce key messages in Year assemblies; To contact parents if the form tutor is unable to establish reasons for absence; To work with the Attendance Officer to initiate referrals for further intervention, referral to the Fast Track system; To work with their Pastoral Leader to ensure students good attendance is recognised and rewarded.

Class Teachers: To ensure accurate marking of morning and afternoon registers and to ensure that attendance and punctuality are regular features of tutorial time. To ensure electronic registers are completed every morning and afternoon session, and in the case of ICT breakdown, to complete a paper register for the Staff and Student Welfare Officer. All morning registers must be completed by 9:10 am so that the Staff and Student Welfare Officer can initiate the 'Truancy Call' procedure, and afternoon registers by 1.10pm. To ensure that planned absences are communicated to the Staff and Student Welfare Officer. To carefully monitor attendance patterns and report any concerns to the appropriate Pastoral Leader. To respond to weekly feedback on student lateness by discussing concerns with them.

Parents/carers: To ensure that their children attend school regularly. To inform The Academy at the earliest possible time of the reason for and the expected length of any absence. To respond promptly to an absence call from The Academy or student absence letter. To ensure that no holidays are organised in term-time. To ensure that their child attends regularly and punctually. To sign their child in at reception if arriving in school late after the registers have closed and to produce a note to explain absences and lateness. Where possible we encourage parents to download the MyEd smartphone app in order to receive messages about their child's attendance. Parents can also monitor their child's attendance (and behaviour) using the Class Charts app. For more information regarding Class Charts please contact your child's Form Tutor who will be able to provide log in details.

Pastoral Lead for Primary: To ensure computerised registers are processed and any absences and lateness identified; To use 'Truancy Call' to inform parents immediately of any absence; To inform staff and students that registers close at 9.30am; To work closely with Primary Leadership in relation to students whose attendance is causing concern; To produce regular data analysis of attendance; To process and implement new systems of work in order to improve attendance; To communicate with parents as and when necessary; To put attendance intervention plans in place when needed. To conduct home visits to ensure students are safeguarded or refer to CSAWS for these, and to report any safeguarding concerns arising from attendance.

Bournville Academy Associates: To maintain an interest in attendance statistics and encourage target setting for improve the success of the attendance policy. School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the whole school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Procedures for Registration

The accurate and prompt recording of pupil attendance is essential and this information is required by the DfE (Department for Education). Attendance data is a module on SIMS, the internal academy network and this is monitored by the Attendance Officer.

Parents are asked to inform Bournville School by 8:30am (by email or by telephone) if their child is going to be absent that day and also on each subsequent day of absence. If the absence is going to be lengthy, they are asked to inform the Attendance Officer by letter or provide medical evidence if reasonable.

Parents are required to inform the Attendance Officer of medical and dental appointments in school time in advance by using the same system. We ask that parents try to ensure appointments are made outside of school hours, wherever possible. Parents are also asked to ensure that, if appointments in school time are unavoidable, students attend school prior to the appointment and are returned to school afterwards.

Primary school pupils late to school for any reason or who have to leave early are required to be signed in or out at reception by their parent or carer.

Secondary school pupils late to school for any reason, or who have to leave early, are required to be signed in or out at reception and agreement of arrangements by parent/carers ascertained.

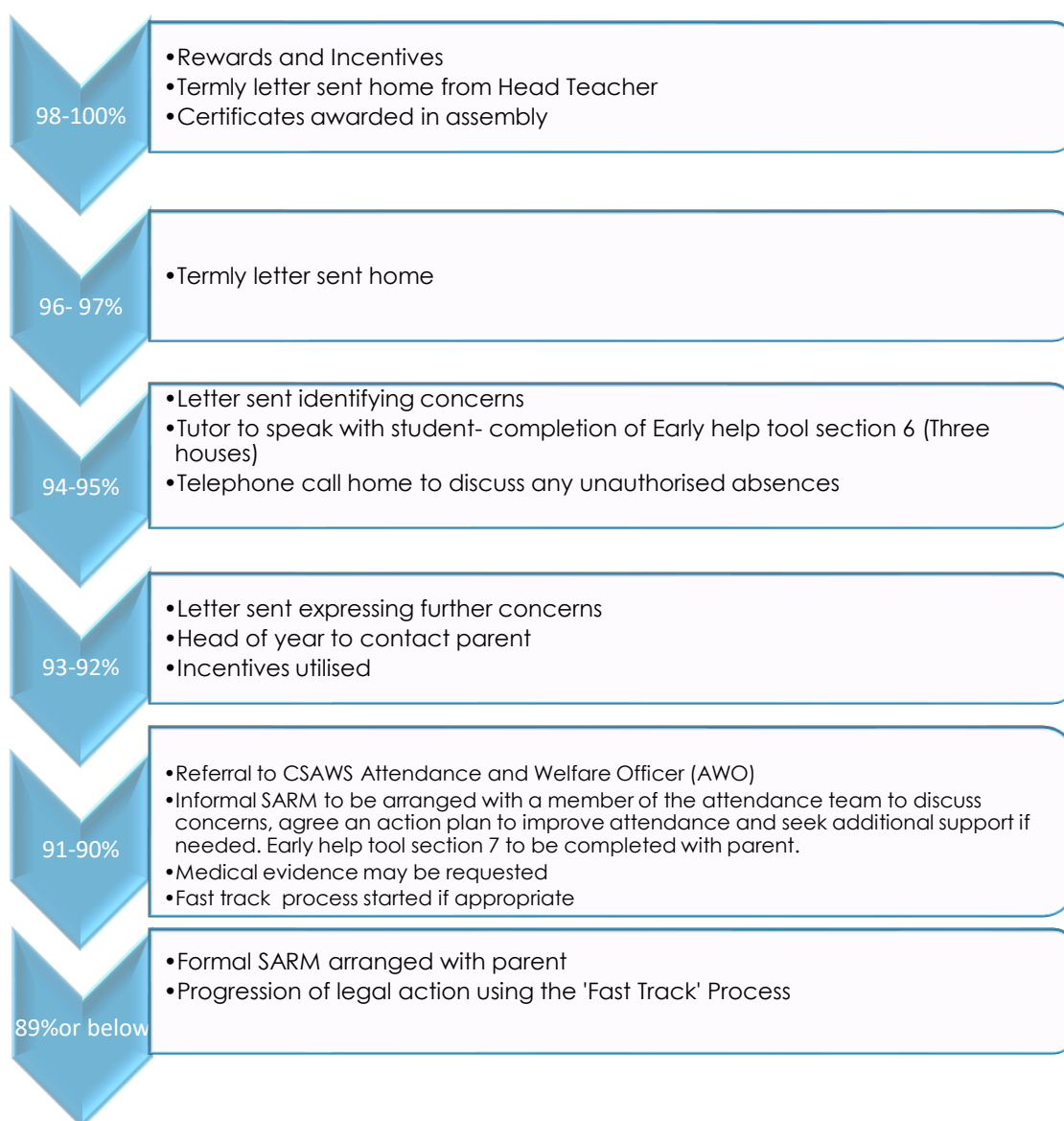
If Bournville School receives no reason for a pupil's absence, the Attendance Officer will mark the absence as unauthorised absence. The Attendance Officer may write to the parents of pupils who are absent, asking for an explanation. If no response is received, the absence will be recorded as unauthorised.

Primary pupils who arrive late to school between the times of 8.50am and 9:30 am will be met by a member of the primary staff and coded with a late mark ('L').

Pupils that arrive to school after 9:30am with no reasonable explanation will receive a "U" code for unauthorised late, arriving to school after the register is closed.

Procedures

We will follow the following process for rewarding attendance and addressing attendance concerns of all pupils.



Where attendance has deteriorated rapidly, there are concerning patterns of absence, a number of unauthorised absences, or parents have not responded to concerns raised, a referral will be made to CSAWS. Referrals will be made to the Education Legal team for the issue of penalty notices where pupils have 20 or more unauthorised absence sessions.

Absence

If staff are concerned about a pupil's absence or there is no response to text messages, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, other emergency contacts, home visits, and referrals to the CSAWS Attendance and Welfare Officer and/or to the police for a safe and well checks.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (*DfE Attendance Guidance, 2019*).

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (*KCSIE 2020 and 2021*) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process to report the absence.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:

- There are frequent odd days absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is a particular medical problems and school may need evidence to seek additional support/provide support

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Other reasons for absences

Other reasons for absence must be discussed with the school on each occasion. Notes written by parent/carer will not necessarily be accepted as providing valid reasons. The school will follow DfE Guidance and not authorise absences for shopping, birthdays or child minding.

Religious Observance

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of

their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to place and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Requests for Leave of Absence (exceptional circumstances)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Procedure for requesting a planned absence:

All Leave of Absence Requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 1) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

DfE guidelines make clear that authorised Leave of Absence during term-time should be regarded as exceptional. An example that was given - during 2012 London Olympics, all police leave was cancelled and as a result for that specific timeframe, it was agreed that requests for leave for the children of Police Officers affected by the cancellation of their leave would be treated as exceptional.

If a parent/carer considers they require their child to have a leave of absence for exceptional circumstances they should complete the absence request form which can be obtained from the school office (Appendix 2). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Head Teacher.

If the Head Teacher deems that the reasons for the request are exceptional and authorises the absences, a letter confirming that the request has been authorised will be sent to the parent/carer.

If the Head Teacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (appendix 3) must be used.

If, once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupil's register. If the trigger of 20 unauthorised absences (sessions) is met, then the absences should be referred immediately to Birmingham Education Legal Team for consideration and could result in the issue of a fixed penalty notice. The pupil should have been absent for a minimum of five continuous school days of G codes and have at least five prior school days (10 sessions) of other unauthorised absence in the previous 12 calendar months; or – for at least ten continuous school days of G codes, where there has been no other unauthorised absence in the previous 12 calendar months.

If a student is absent from school and school have not heard from the parent directly, the child has not returned from leave on the dates agreed; or the child has returned from a period of absence where the school suspect the student has taken unauthorised leave in term time school will send a letter informing the parent (appendix 4) and will then refer the leave to the legal team at the Local Authority.

Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session. If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time.



*Over one academic year

Persistent Lateness

It is the responsibility of Bournville School to be aware of and bring attention to, any emerging punctuality concerns.

In cases where a pupil begins to develop a pattern of lateness school will try to resolve the problem with parents/carers.

The Pastoral team or Attendance Officer may place a pupil on an 'Attendance and Punctuality Report' to monitor their punctuality to AM and PM registrations.

Parents of pupils who have a pattern of persistent lateness to the academy will receive a letter of concern.

To access the most of the school day we ask parents to ensure that their children are in school by 8:35am (this time may be subject to change during COVID restrictions). Children arriving after this time will be late for school and sign in at to the school reception. Where a pupil arrives after the register closes, this will be marked as an unauthorised absence (code U as per DfE compulsory attendance codes). School registration will close at 9.30am.

If a student is late twice in a week, they will receive a 30 minute after school detention. If a student is late three times or more in a week, they will receive a one hour detention after school.

The registers are monitored daily and to identify pupils who are arriving late and regular late arrival for school will be challenged as not acceptable. Pupils who have 20 or more U codes will be referred onto the 'Fast Track' legal process for the issue of a Penalty Notice.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of pupils learning and positive strategies should be employed to minimise such effects.

Key Principles:

- We should always keep in touch with a student/and his/her family during a long absence
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff

Head Teacher and SENCO will consider phased returns where appropriate. This will be considered in line with the Local Authority process and procedure, which includes seeking expert advice from relevant professionals and co-ordinating a multi-agency meeting. Consideration needs to be given to any Special Needs the pupil may have and appropriate support identified. Consideration will be given to a package of support which may include providing a mentor.

Class Teachers will ensure that the pupils feel welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Attendance, Safeguarding and Children Missing Education

A child missing from education (CME) is a potential indicator of abuse or neglect. Bournville School follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the Local Authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Bournville School follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

In September 2016, the Department for Education updated the statutory guidance to reflect the 2016 amendments to the Education (Pupil Registration) (England) 2006 Regulations.

All schools (including academies and independent schools) must notify their Local Authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended). Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii).

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

Truancy within School

Bournville School monitor attendance to each lesson period of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Officer informs the PastorTeam and On Call Staff to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

If a student is caught truanting from the academy and/or lessons the following interventions may be implemented:

- The parent/carers will be informed by telephone and/or letter and the student may be placed on attendance report.
- A detention or other sanction may issued.
- Regular spot checks will be carried out to check on the student's future attendance.
- Parents/carers may be invited into the academy to attend an interview with the student's Head of Year.
- Students and parents may be required to agree and sign a contract of attendance.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Bournville School. Attendance to approved alternative providers is monitored and reflected on school registers. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Bournville School.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, Birmingham Local Authority guidelines and school regulations.

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the Head Teacher has either approved in advance for a pupil of compulsory school age to be absent, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Head Teacher [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within two weeks. School complies with and uses the DfE Compulsory National Attendance Codes to categorise absence (Appendix 5).

Use of Attendance Data

All schools must provide their attendance data to the DfE. Most schools use their management information systems to send their data via school census. The figures returned are then published by the DfE as part of the annual publication of school statistics.

Bournville School collect, use and store attendance information about our pupils and may receive information about pupils from their previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS follow up attendance concerns with parents and carers on school's behalf.

Rewards

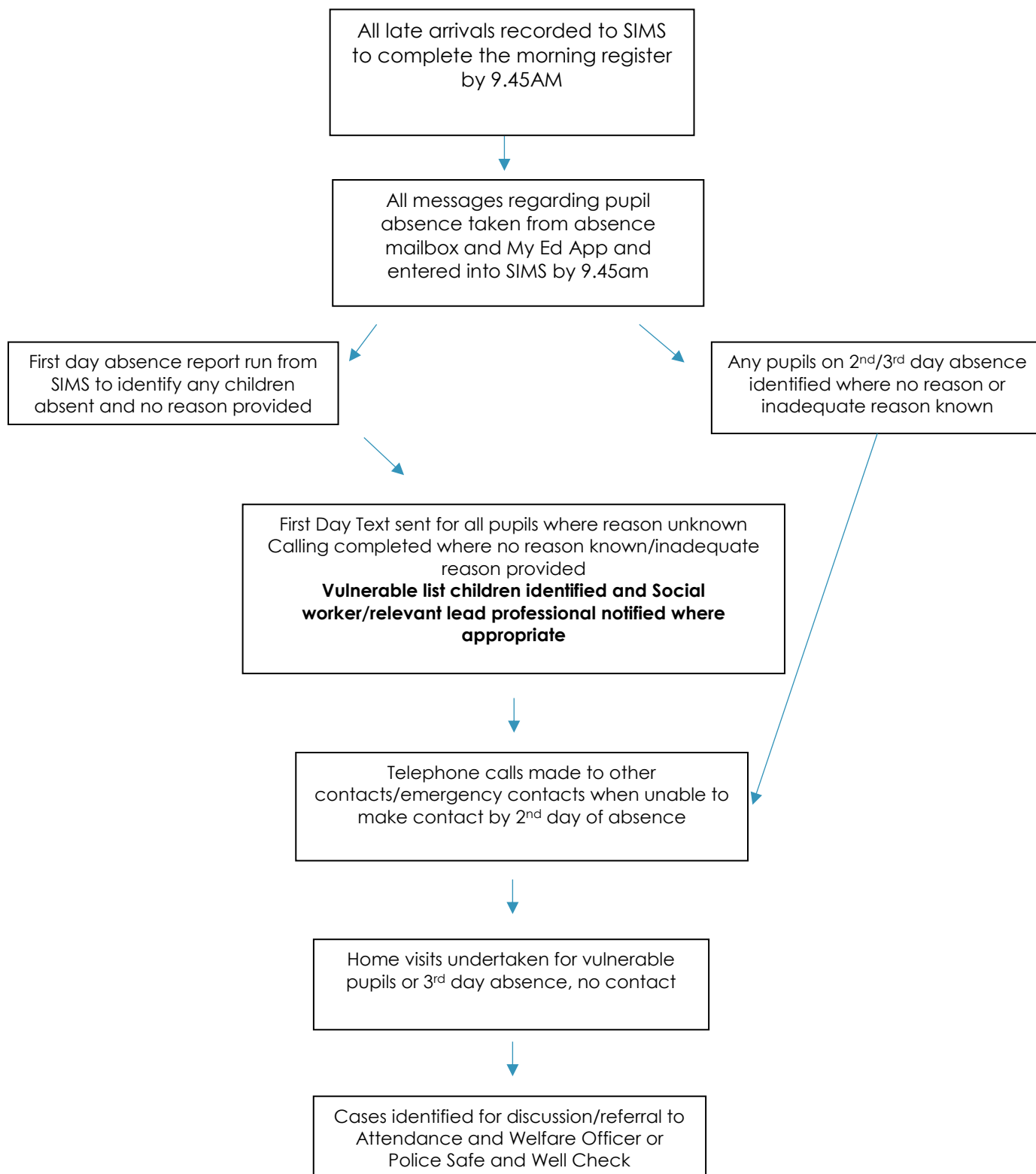
At Bournville, good and improved attendance is celebrated and rewarded. Students are presented with certificates or other rewards for high attendance and for improved attendance.

This document also links to the following policies

- Behaviour Policy
- Special Educational Needs and Disabilities Policy
- Safeguarding Policy

Appendix 1

School Absence Procedure



Appendix 2

EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....

Dates of Absence

From To
 No of school days

Address where we will be staying.....

.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name DOB Address Signature Date	Parent/Carer Name DOB Address Signature Date
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Request **agreed / denied**

Signed Head Teacher

Dated

Appendix 3**LD1**

Ref:

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»**

Thank you for your recent leave of absence request.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.

If you decide to take the leave the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action taken.

If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

Head Teacher

Appendix 4**LD2**

Ref:

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»**

This letter is sent to parents/carers whose child is/has been absent from school due to possible unauthorised leave in term time.

If it was not unauthorised leave but illness which caused your child's absence you will need to provide medical evidence to the school in order for it to be authorised. This could include:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Doctors or GP 'sick' notes are not required unless the child has been treated abroad.

If you asked a friend/relative to notify the school of the leave, you must contact the school yourself, to explain the absence - but this does not mean it will be authorised.

Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted

Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.

Unauthorised absence may result in a Penalty Notice being issued or legal action being taken against you. I would also advise that if your child is still currently absent from school, you must return the child to school with immediate effect.

Yours sincerely,

Head Teacher

DATE OF APPROVAL	December 2021	EFFECTIVE FROM:	1 st December 2021	NEXT REVIEW:	December 2023
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