



[Type text]

*Growing and learning together and aiming to be the best that we can be,
in an environment based on Christian values.'*

Policy for Attendance and Punctuality

Appendix 1: Leave of Absence Request



[Type text]

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Policy for Attendance and Punctuality

Appendix 2

(insert date)

Dear Parents and Carers,

Please find on the reverse of this letter an attendance report for your child. This covers the period from the beginning of (insert date) up to the end of last term, (insert date)

The government expects schools and local authorities to:

- Promote good attendance and to reduce absence, including persistent absence;
- act early to address patterns of absence.

For your information:

Attendance in line with DfE expectations	95%+
Attendance below DfE expectations	90-94.9%
Persistent absentee	Below 90%

If you have any queries regarding these attendance figures, please contact the school office, who will be able to provide you with more information.

In line with school policy, I will contact you in the near future if I have any concerns about your child's attendance report. However, should you wish to discuss anything with me, the office will be happy to make an appointment for you.

With very best wishes,

Caroline Hancy



[Type text]

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Appendix 3

Sample Warning Letter following refusal to authorise a request for leave of Absence

Dear *name*

I am writing to you regarding your recent request that your child, *name* be given authorised leave of absence to take a holiday in term time (*or other circumstance - insert as appropriate.*)

Unfortunately I am not able to authorise this absence. The circumstances in which we are able to authorise these requests are limited and it is only in exceptional circumstances. Advice on what constitutes exceptional circumstances suggests situations such as children of service personnel and other employees who are prevented from taking holidays outside the term time, and families who need to spend time together following a crisis.

The guidance, clearly states, that where families take children out of school for holidays for reasons such as availability of cheap holidays and availability of desired accommodation the absence should not be authorised.

Should you choose to take the leave of absence in term time it will, as I said, be regarded as an unauthorised absence, and I will consult with the Local Authority.

The Local Authority will issue you with a fixed penalty notice under Section 444(1a) of the Education Act 1996. Any parents issued with such a notice will be subject to a prompt fine of either £60 per parent per child (if paid within 21 days) or £120 (if paid after the 21st day but within 28 days). Failure to pay the Fixed Penalty Notice is likely to lead to prosecution. If convicted you can be fined up to a maximum of £2500 per parent and/or receive a custodial sentence of up to 3 Months.

If you wish to discuss this matter further, with me, then I can be contacted on 01904 552910.

Yours faithfully,

Caroline Hancy
Headteacher