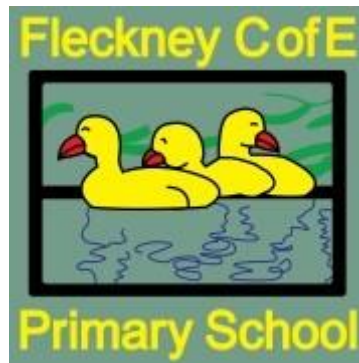


Fleckney C of E Primary School

Attendance Policy



Let your light shine Matthew 5:16

Be the best that you can be

Our Vision

Fleckney Church of England Primary School is a place where kindness, compassion and respect are at the heart of everything we do. We aspire for everyone to thrive and flourish and achieve our full potential in every aspect of school life. Through our Christian values, we nurture self-confidence, resilience and a sense of community so that we have an understanding of ourselves and our place in the wider world.

Date of Policy: September 1st 2024

Drafted by: S.Allen

Approved by: Governing Body

Date of Review: Annually

Aims

Fleckney C of E Primary School expects good attendance from its pupils in order that they can take full advantage of the learning experiences provided for them. The school aims to support pupils in developing positive attitudes towards punctuality and attendance.

Overwhelming evidence shows that children who attend school regularly are more likely to:

- Make better progress academically and socially
- Find school routines and school work easier to cope with
- Maintain closer friendships with other children

Our aim is to:

- Achieve attendance levels of 96% and above across the school
- Reduce persistent absence
- Significantly reduce requests for holiday during term time
- Improve punctuality
- Maintain and develop effective communication regarding attendance and punctuality between home and school
- Put positive measures in place to encourage 100% attendance

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 \(Penalty Notices\) \(England\) Regulations and amendments 2024](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [LEICESTERSHIRE'S LOCAL CODE OF CONDUCT FOR ISSUING PENALTY NOTICES 2024](#)

Roles and responsibilities

The Governors

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 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
- Is the attendance champion for the school

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating supportive reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is the Headteacher and can be contacted by phone on: 0116 2402288 and/or email: fleckneyprimary@fleckney.leics.sch.uk

Class teachers

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day
- Raise concerns about attendance to the SLT and record on CPOMS

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to a member of the senior leadership team in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends on time - every day
- Contact the school to report their child's absence before 9.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return (please see below)
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

First Day Calling

- If a child is absent from school, parents are expected to call or email the school on the first day of absence by 9:30am stating a reason. As a school we take our safeguarding duties very seriously. If parents have not contacted the school, we will initiate our "First Day Calling" procedure and phone parents at home or work to ascertain the reason for their child's absence. It is therefore vital that parents continually update the school on any changes to their contact details.
- If the school is unsuccessful at contacting a parent and still remains concerned, the school will move onto another person on the child's contact list.
- If the school is unsuccessful at contacting a family member (or friend if on the contact list), the school will send a text to priority 1 asking them to contact the school as a matter of urgency.
- If the school is unsuccessful at making contact and still remains concerned about the child's absence, further action may be taken by the school on that day, such as conducting a home visit – a text will be sent prior to the home visit.
- If contact or the home visit remains unsuccessful, we may enlist the help of the police and request a "Safe and Well" check to be conducted on the grounds of safeguarding.

Illness

- We expect parents to contact the school on the first morning of their child's illness, giving an explanation and expected date of return. We would expect parents to contact the school on the next morning of illness, and all following mornings – unless this was sickness and diarrhea (which is 48 hours after last bout). However, keeping a child off school for minor ailments such as a headache or slight cold is not acceptable.
- Information and advice on whether your child is too ill for school, can be found on the NHS website by clicking here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>
- In the case of a child with a high level of absences for medical reasons, we may request parents to provide evidence such as a stamped appointment card/compliment slip, prescription or prescribed medicine to support their child's absence. This is so the school can code the absence correctly.

- Repeated absence from school for illness will be discussed with, and referred to, the Leicestershire County Council Attendance Team to address the matter.

Medical Appointments

- Parents are asked, where possible, to avoid making medical appointments for their children during the school day. Appointment letters and stamped appointment cards will be required for the school to code a child's absence correctly

End of the School Day

- Parents are responsible for making the proper arrangements to ensure their child/children are collected promptly from school at the end of the school day. Children in FS, KS1 and Years 5 and 6 depart/leave at 3.10pm and children in Years 3 and 4 depart/leave at 3.15pm
- Parents are expected to notify the school as soon (as is practical) if for any reason they will be late collecting their child/children at the end of the school day or from an after-school club.
- Parents are expected to notify the school if a designated adult (one which is not listed on the pupil's profile) will be collecting their child/children with a password to allow safe release of the child/children
- If attending an After School Club/Care, then parents are expected to collect their child/children as soon as the club is finished. The school is not responsible for child/children's supervision once school or after school clubs have finished
- Persistent late collection of children may result in the school informing Leicestershire County Council Children's Social Care on the grounds of safeguarding
- If a child is not picked up and no contact with named individuals has been made, the case will be referred to social care for immediate action

Pupils

Pupils are expected to:

- Attend school every day on time

Recording attendance

Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session (afternoon). It will mark whether every pupil is:

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

(See appendix 1 for the DfE attendance codes)

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 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

Punctuality

- Punctuality is important to foster positive attitudes to arriving at school on time. Therefore, the expectation is that parents ensure their children arrive at school by 8.50am (FS, KS1 and Years 5 and 6) or 8:55am (Years 3 and 4) prepared for the school day. Children who arrive late not only miss vital information given at the beginning of lessons, their arrival also disrupts and interferes with that of the teacher and other children in the classroom and can also make the child feel self-conscious
- Children who arrive after the school gates have closed must come into the building via reception, where the time and reason for arriving late will be recorded
- Parents of children who appear to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists, parents will be required to attend a meeting in school to address the issue

Pupils arrival times

- Children can come into school at 8.40am (FS, KS1 and Years 5 and 6)
- There is a 5 minute stagger to allow parents to drop off at different entrances
- The school side gates to the school open at 8.45am (Years 3 and 4)

The register

- The register is taken at 8.50am and returned to the office at 9.00am (FS, KS1 and Years 5 and 6)
- The register is taken at 8.55am and returned to the office at 9.05am (Years 3 and 4)
- Children who arrive in school after 8.50am must go directly to the school office where their time of arrival and reason for lateness is noted. They are then marked as late (L) in the register. Arrivals after 9.30am will be marked as an unauthorised absence unless the Head Teacher accepts the reason given
- The register is taken within 10 minutes of the afternoon session beginning

Pupils who arrive late must sign in through the school office.

Authorised and unauthorised absence

When a child is absent from school, the absence is recorded by the school as either authorised or unauthorised.

Parents cannot authorise their children's absence.

Authorised absence is defined as, when the school has given approval in advance for a pupil to be away, or exceptionally where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Unauthorised absence is defined as, when a pupil is away from school, or when a pupil is late after the register has closed for the session, without permission from an authorised person.

Persistent absence is defined as absence of 90% or below. Parents whose children are persistently absent risk prosecution if the absences are recorded as unauthorised. It is concerning to us if a child's attendance is 95% or below, the attendance lead in school will therefore monitor all attendance 95% or below.

Authorised absences

Absence may be authorised for occurrences such as:

- pupil sickness; evidence may be required
- serious or critical illness of a close relative
- unavoidable medical/dental appointments (evidence may be required)
- exceptional short term domestic circumstances
- religious observance
- bereavement
- wedding of immediate family member (limited number of days)
- attendance at or in connection with a Child's Hearing or Care Review
- approved activities for sports and the arts (evidence may be required)
- travelling (where ascribed to the Traveller Community)

Unauthorised absences

Absence will not be authorised for events such as:

- shopping trips
- birthday or other day trips
- non-medical appointments
- closure of a sibling's school for training days
- family holidays

Please see Appendix 1 for a full list of authorised and unauthorised absence codes.

Planned absence

Medical and Dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Where a child is having extended absence due to a planned operation the parent/carer must notify the school in advance.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

An absence request form (Appendix 3) can be collected from the school office or found on the school website. We advise that all forms should be returned to the school office and authorised by the Headteacher before booking a trip.

Family holidays during term time

Parents are strongly urged to avoid booking a family holiday or requesting leave of absence during term time.

A pupil's absence in term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days that they are away, but they are also less well prepared for the lessons building on this when they return.

From 1st September 2013, the amendments to the Education Regulations in relation to absence from school give NO entitlement to parents to take their child/children on holiday during term time.

However, the Headteacher can, in exceptional circumstances, grant a leave of absence. The Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Parents must notify the Headteacher in writing if they wish to apply for leave of absence from school for any reason using the appropriate form (**see Appendix 3**).

Each request will be considered individually, case by case, taking into account the circumstances and the child's attainment, attendance and ability to catch up on missed schooling. The following will not be deemed as exceptional circumstances:

- The availability of cheap holidays or desired accommodation
- Holidays which overlap the beginning or end of term
- Holidays booked by a third party

All term time holiday of 5 consecutive days or more will be referred to the LA Attendance Team. Also, 5 days of term time holiday taken in a 10 week period (for example 2 days and then 3 days a month later) will also be referred to the LA attendance team.

Compassionate Leave

The death of a close family member can be a traumatic experience for a child/children and as such the school will deal sympathetically with a parent's request for their child/children to be absent from school to attend a funeral or associated event.

Change of School

If parents decide to move their child/children to another school, they must inform the current school as soon as possible. The child/children will not be removed from the current school roll until the following information has been received:

- The date the child/children will be leaving the current school
- The date the child/children will be starting the new school
- The name and address of the new school
- Confirmation from the new school that they have started. Only then will they be removed from roll and a CTF sent to their new school

- The family's new home address and phone number, if moving to a new house

Religious Observance

We will authorise absence on these grounds provided written confirmation is received from the religious body to which the parent belongs stating that the day or days are exclusively set apart for religious observance. We would appreciate if parents could give advance notice of their religious observance days.

Public Performances

Children from birth to the end of Year 11, who take part in entertainment performances, both professional and amateur, require a "child performance licence" which are issued by the Local Authority where the child lives; this is Legislation. The licence is designed to protect the child's health, education and welfare. The licence applies to children performing on licenced premises and is needed if:

- There is a charge for the performance
- The child performs for more than 4 days in a fixed period
- The child is participating in paid sport, photography or modelling
- The child is going to be absent from school

Should a child be involved in a performance that will fall on a school day, their parent must request permission from the school in writing, with supporting documentation for the child to attend. Your request will be discussed with the Head Teacher after which you will be written to with a decision or the relevant form signed.

We would appreciate it if parents could give advance notice of their child's performance days.

Children who perform without a license may be breaking the law. This could mean a risk of prosecution for a production company.

For further information, contact the Child Performance and Employment Team:

Phone: 0116 305 7820

Fax: 0116 305 6330

Email: childreninentertainment@leics.gov.uk

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by **9.30am** by contacting the school office staff.

We will mark absence as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence 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.

NHS guidance such as [Is my child too ill for school?](#)

How to report unplanned absences

In the event of an unplanned absence, we request you follow these steps:

- **Contact the school:** on the day of the absence, please contact the school office before 9.30am to inform us about your child's absence. You can report an absence by email: fleckneyprimary@fleckney.leics.sch.uk or phone call: 0116 2402288
- **Provide a reason for absence:** Please clearly say the child's name, class (if known), specific reason for absence and who is calling. If you wish to give further details, please request a call back

Please note: Parents are required to notify the school daily whenever a pupil is absent giving the reason for absence by 9.30am.

The office staff will:

- 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

Following up unexplained absence

IMPORTANT: Actions on school absence where no contact has been received

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

In line with guidance from the Department of Education to ensure welfare for all children, the school shall take the following actions on absence of a pupil:

If parents have not contacted the school, we will initiate our "First Day Calling" procedure and phone parents at home or work to ascertain the reason for their child's absence. It is therefore vital that parents continually update the school on any changes to their contact details.

If the school is unsuccessful at contacting a parent and still remains concerned about the child's absence, further action may be taken by the school on that day, such as conducting a home visit.

If contact or the home visit remains unsuccessful, we may enlist the help of the police and request a "Safe and Well" check to be conducted on the grounds of safeguarding.

Reporting to parents/carers

The school will regularly inform parents/carers about their child's Attendance Champion and absence levels, ensuring communications on attendance are timely, regular and talk about emerging attendance patterns early.

It is concerning to us if a child's attendance is 95% or below, the attendance lead in school will therefore monitor all attendance 95% or below. Concerns over attendance may be communicated to parents/carers through a phone call, face to face meeting or our through attendance monitoring letters. All parents will also receive an attendance figure on their pupil's annual written school report.

Legal sanctions

The school or local authority can fine parents/carers 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. 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

National Framework for Penalty Notices – Information for parents – See Appendix 4

6. Strategies for promoting attendance

- Implementing the whole school policy
- Discussing attendance when required at parents' evenings
- Making contact with parents if we have initial concerns
- Monitoring attendance and punctuality and dealing with it promptly.
- Keeping governors aware of attendance matters
- Sending out our attendance guidelines annually

As a school we always adopt a 'support first' approach when promoting excellent, regular attendance.

7. Attendance monitoring

Our Attendance Champion will monitor all attendance 95% or below.

Monitoring attendance

The school will:

- Monitor attendance and absence data at least 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 compared to the national average. This will be shared this with the governing board.

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

Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school 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

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/carers 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
- Use a staged intervention process focused on ensuring families have the opportunity to receive appropriate support to address persistent absence as soon as possible

Staged Intervention Process – See Appendix 2

At any point in the process the school may refer the case straight to the Leicestershire County Council Attendance Team if the parents/carers are failing to engage with the school or it is felt to be in the best interests of the child.

Monitoring arrangements

The school reserves the right to review this policy to ensure it remains aligned to our vision and values at any point or if guidance from DfE is updated.

10. Links with other policies

This policy links to the following policies:

- Child protection policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Codes

Code	Description
/	Present (AM)
\	Present (PM)
B	Attending any other Approved Educational Activity
C	Other authorised circumstances
C1	Leave of absence - regulated performance or employment abroad
C2	Leave of absence - part-time timetable
D	Dual registration
E	Suspended or excluded without alternative provision
G	Family holiday (not agreed)
I	Illness
J1	Leave of absence - Interview for employment or transfer
K	Attending alternative provision arranged by the LA
L	Late (before registers closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend - lack of access arrangement
R	Religious observance
S	Study leave for public examination
T	Travelling with parent for occupational purposes
U	Late (after registers closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend - non-compulsory school age pupil
Y1	Unable to attend - normal transport not available
Y2	Unable to attend - widespread travel disruption
Y3	Unable to attend - unavoidable partial closure
Y4	Unable to attend - unavoidable full closure
Y5	Unable to attend - criminal justice detention
Y6	Unable to attend - public health Guidance/Law
Y7	Unable to attend - unavoidable other than Y1-Y6
-	All should attend / No mark recorded

Appendix 2: Staged Intervention process

Universal Support

Threshold/triggers	Strategies to be used	Monitoring procedures
96%-100% attendance	<p>Regular reminders of the importance of good attendance, through letter reminders, website, etc. Attendance Ladder.</p> <p>All attendance across the school will be reported to parents every term. This will be through a letter given at parents evening.</p>	<ul style="list-style-type: none"> - Attendance officer to monitor individual, groups and whole-school attendance to identify any concerns. - Recorded through SIMS - Class teachers to be on alert for any absence patterns.

Stage One- Initial Target Support

Threshold/triggers	Strategies to be used	Monitoring procedures
<p>92-96% attendance</p> <ul style="list-style-type: none"> - Five or more late arrivals over a half-term period - These % will vary depending on the number of school days. For example 95% 1 day missed out of 20 is 95% - therefore a letter would not be sent. 	<p>An appropriate member of staff will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance</p> <p>If attendance falls below school's expected level of attendance (i.e. 95% or 3 separate instances of absence or 5 late arrivals) a letter will be sent outlining the need for an improvement in attendance and offering support if families need it.</p> <p>Support: Consider the external agencies that can address the individual needs of the pupil/family and make referrals as required.</p>	<ul style="list-style-type: none"> - Attendance Champion to conduct weekly checks on pupil's data. - Recorded through SIMS - Class teachers to monitor pupil more closely.

Stage Two- Enhanced Target Support

Threshold/triggers	Strategies to be used	Monitoring procedures
<p>88%-92% attendance</p> <p>Continued late arrivals over a half term period</p>	<p>An appropriate member of staff will have another discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance</p> <p>A second letter will be issued offering parents a meeting with the school to discuss attendance</p> <p>Support: Individual attendance plan initiated - support will be offered in line with this plan</p> <p>Consider whether any additional partners could be engaged - make referrals as needed.</p>	<ul style="list-style-type: none"> - Attendance Champion to conduct weekly checks on pupil's data. - Recorded through SIMS - Class teachers to monitor pupil more closely.

Stage three- Intensive Support for Persistent Absentees

Threshold/triggers	Strategies to be used	Monitoring procedures
<p>Attendance below 87%</p> <p>Continued late arrivals despite support offered at previous tiers</p>	<p>An appropriate member of staff will have another discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance</p> <p>A final letter is issued requesting a meeting with parents, with date and time.</p> <p>Support: Individual attendance plan reviewed</p> <p>During the attendance plan review, those involved will identify whether any additional support could be offered by the school or partner agencies</p>	<ul style="list-style-type: none"> - Attendance Champion to conduct daily checks on pupil's data. - Recorded through SIMS - Class teachers to offer more direct support as needed - A referral may be sent to the EWO or attendance team

Stage Four- Use of Parental Responsibility Measures

Threshold/triggers	Strategies to be used	Monitoring procedures
<p>Strategies introduced at stage three have failed to improve attendance</p> <p>Any of the thresholds for legal action have been met</p>	<p>An appropriate member of staff will continue to have discussions with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance</p> <p>The local authority will be notified of the school's concerns</p> <p>Local authority to utilise appropriate legal powers to enforce attendance</p>	<ul style="list-style-type: none"> - Attendance officer to conduct daily checks on pupil's data. - Recorded through SIMS - Class teacher to maintain regular individual support as required - School to liaise with the local authority regularly to support any measures that are being taken - A 'Notice to Improve' will be issued from the Attendance Team at the local authority - School may wish to source an EWO to support

Appendix 3: Child's exceptional circumstances absence application form

Fleckney C of E Primary School

CHILD'S EXCEPTIONAL CIRCUMSTANCES ABSENCE APPLICATION FORM

NAME OF CHILD/CHILDREN CLASS..... CLASS.....	
DATE OF ABSENCE FROM.....TO..... NUMBER OF DAYS	
PLEASE NOTE: - Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances - Any leave taken without prior consultation will be marked as "unauthorised absence."	
Reason why this absence could not take place outside of term time hours (if applicable): 	
SIGNED:	DATE:

.....
.....

Reply from Head Teacher

NAME OF CHILD/CHILDREN CLASS..... CLASS.....	
DATE OF ABSENCE FROM.....TO..... NUMBER OF DAYS	
I am able to give permission for you to take your child/children out of school	<input type="checkbox"/>
I am unable to give permission for you to take your child/children out of school	<input type="checkbox"/>
REASON FOR DAYS NOT AUTHORISED: 	
SIGNED:	DATE:

Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.