



Stanley Primary School



Attendance Policy

Policy	Attendance Policy
Blackpool Council model policy	None available <i>Blackpool procedures and guidance followed</i>
Reviewed by	K Manson and J Murphy
Date	September 2024
Approval level	Local Governing Board
Adopted	16/10/2024
Next review due	16/10/2025



Good attendance is going to school every day where possible. Good attendance is generally linked to good attainment and enabling a student to reach their full potential. 'Educational Neglect' is 'Neglect' and working together is key to improve attendance and outcomes for all.

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence and removing potential barriers
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board 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

3.2 The Head of School

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
- 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 intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

3.3 The SLT supported by Pupil Welfare Officer

The SLT supported by the Pupil Welfare Service is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head of School
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices
- Working with outside agencies



3.4 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 at the beginning of the morning and afternoon sessions.

3.5 School Admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before 8.40am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child and ensure this is kept up to date
- Ensure that, where possible, appointments for their child are made outside of the school day

3.7 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 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. 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 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

Pupils must arrive in school by 8.40am, on each school day.

The register for the first session will be taken at 8.40am and will be kept open until 8.45am. The register for the second session will be taken after pupils return from lunch (see timetable)

4.2 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 8.40 am or as soon as practically possible by calling the school office. (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 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.

4.3 Planned absence

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 and provides evidence such as an appointment card or text.

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.

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.

Parents/carers can obtain a request for leave form from the school office to notify of any planned absences.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code - L



- 30 minutes after the register has closed will be marked as absent, using the appropriate code – U

The school will closely monitor and regularly run reports on pupils that are late. Any pupils identified as consistently being late, their parents/carers will be contacted and any barriers discussed. The school will also write to parents/carers and make them aware of any missed learning due to continuous lateness.

4.5 Following up unexplained absence

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

- Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason and explanation to ensure proper safeguarding action is taken where necessary. If the school cannot reach any of the pupil's emergency contacts, the school may visit home, contact pupil welfare or contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call and text the parent/carer on each day that the absence continues without a reason. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels on the annual reports.

Pupils whose attendance falls below 97% will receive an attendance reminder and an offer of support from the pastoral team should they need it.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Head of School will rightly prioritise attendance.

Authorised Absence

This includes

- **Pupil illness**
- **Emergency dental and medical appointments**
- **Religious Observance** - Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart.



- **Traveller pupils travelling for occupational** purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Generally, **other absences** will not be granted during term time and **will only be authorised by the head teacher in exceptional circumstances**. A leave of absence is granted at the head of school's discretion, including the length of time the pupil is authorised to be absent for.

Unauthorised absence

Unacceptable reasons for absence which will be unauthorised, include but are not limited to:

- Days out
- Holidays in term time
- Shopping
- Hair cut
- Airport visits
- Birthday treats
- Looking after brothers and sisters at home
- Non-urgent medical or dental appointments
- Oversleeping
- Parents/carers working

Please note that the decision to authorise absences rests with school and not parents.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Head of School may require evidence to support any request for leave of absence.

5.2 Legal sanctions – Issuing Penalty Notices

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. The framework / code of conduct works in line with 'support first' (Working Together to Improve Attendance) for **attendance**-based Penalty Notices.

If issued with a fine, or penalty notice, each parent/carers must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

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



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

- The number of unauthorised absences occurring within a rolling academic year
- 10 sessions of unauthorised absence across a 10 school week rolling period (this does not have to be consecutive).
- 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.

Should the absence reoccur, a second penalty notice can be issued to the same parent for the same child within a rolling 3-year period being charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period

At the 3rd (or subsequent) offence(s) another tool will need to be considered (such as prosecution or one of the other attendance legal interventions).

When using PN for attendance cases a notice to improve will be required, in the local protocol this will be for a period monitoring period of 3 weeks

6. Strategies for promoting attendance

- Attendance league shared in weekly Key Stage 2 assembly
- Award at the end of the academic year for the class in each year group with the highest attendance
- 100% end of year certificates for individual pupils and an award
- Attendance is promoted in assemblies
- Attendance display and posters around school
- Promote on School Newsletter
- Build good relationships with families and hold regular meetings

7. Attendance monitoring

7.1 Monitoring attendance

SLT and the Pupil Welfare Officer will

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level



- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Carry out first day home visits if we have no contact from parents/carers and the child is absent

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

7.2 Analysing attendance

SLT and the Pupil Welfare Officer, with the Head of 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

7.3 Using data to improve attendance

The Head of 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

7.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/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
- The school work with the pupil welfare service to monitor and intervene with those who are persistently late or absent after the close of the register.
- Create formal contracts with parents/carers



8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by Head of School. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



Appendix 1: attendance codes

Blackpool Council

Blackpool Council Attendance Codes

Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	<p>Attending education provision arranged by the local authority the nature of the educational provision is also to be recorded in the attendance register.</p> <p><i>The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(a) or section 42(2) or 61(1) of the 2014 Act.</i></p>
V	<p>Attending an educational visit or trip</p> <p><i>The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.</i></p>
P	<p>Participating in a sporting activity</p> <p><i>The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.</i></p>
W	<p>Attending work experience</p> <p><i>The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.</i></p>
B	<p>Attending any other approved educational activity the nature of the educational activity is also to be recorded in the attendance register</p> <p><i>The pupil is attending a place for any other approved educational activity within paragraph (11).</i></p>
D	<p>Dual registered at another school</p> <p><i>The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.</i></p>
Absent – Leave of absence	
C1	<p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p> <p><i>The pupil is absent with leave for the purpose of participating in a regulated</i></p>



	<p><i>performance or undertaking regulated employment abroad. “regulated performance”, in relation to a registered pupil, means a performance that section 37(2) of the Children and Young Persons Act 1963(b) applies to and which—</i></p> <p><i>(a) the pupil is authorised to take part in by a licence granted by a local authority under section 37(1) of that Act; or</i></p> <p><i>(b) the pupil does not need a licence for because of section 37(3) of that Act;</i></p> <p><i>“sentence</i></p>
M	<p>Leave of absence for the purpose of attending a medical or dental appointment</p> <p><i>The pupil is absent with leave for the purpose of attending a medical or dental appointment.</i></p>
J1	<p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</p> <p><i>The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution. This paragraph applies if—</i></p> <p><i>(a) the leave is to enable the pupil to attend an interview for employment or for admission to another educational institution; and</i></p> <p><i>(b) an appropriate person has asked for the leave in advance.</i></p>
S	<p>Leave of absence for the purpose of studying for a public examination</p> <p><i>The pupil is absent with leave for the purpose of studying for a public examination.</i></p>
X	<p>Non-compulsory school age pupil not required to attend school</p> <p><i>The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.</i></p>
C2	<p>Leave of absence for a compulsory school age pupil subject to a part-time timetable, agreed with the parent, clear, best interests, temporary and reviewed</p> <p><i>The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. 8) This paragraph applies if—</i></p> <p><i>(a) the pupil will be over compulsory school age at all times that the leave relates to; (b) the authorised person thinks that the pupil need only attend the school on a part-time basis; (c) the authorised person and the pupil or a parent who the pupil normally lives with have agreed the times and dates when the pupil will be expected to attend the school; and (d) the leave is to enable the pupil to be absent in accordance with that agreement.</i></p>
C	<p>Leave of absence for exceptional circumstance</p>



	<i>The pupil is absent with leave for any other purpose</i>
Absent – other authorised reasons	
T	<p>Parent travelling for occupational purposes</p> <p><i>The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.</i></p>
R	<p>Religious observance</p> <p><i>The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs</i></p>
I	<p>Illness (not medical or dental appointment)</p> <p><i>The pupil is unable to attend because of sickness.</i></p>
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	<p>The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).</p> <p><i>The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). There is a lack of access arrangements for a pupil whose home is in England if—</i></p> <p><i>(a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(a) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty;</i></p> <p><i>(b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(b) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or</i></p> <p><i>(c) the school is an independent school that is not a qualifying school and—</i></p> <p><i>(i) the school is not within walking distance of the pupil’s home;</i></p> <p><i>(ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and</i></p> <p><i>(iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.</i></p>
Y1	<p>The pupil is unable to attend because the school is not within walking distance of the pupil’s home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.</p> <p><i>The pupil is unable to attend because the school is not within walking distance of the pupil’s home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.</i></p>



Y2	<p>The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency</p> <p><i>The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.</i></p>
Y3	<p>Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.</p> <p><i>Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.</i></p>
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	<p>Unable to attend as pupil is in criminal justice detention</p> <p><i>(a) in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984(b);</i> <i>(b) remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(c); or</i> <i>(c) detained under a sentence of detention. A pupil is in criminal justice detention if they are</i></p>
Y6	<p>Unable to attend in accordance with public health guidance or law</p> <p><i>The pupil's travel to or attendance at the school would be</i> <i>(a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or</i> <i>(b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.</i></p>
Y7	<p>Unable to attend because of any other unavoidable cause the nature of the unavoidable cause is also to be recorded in the attendance register.</p>
Absent – unauthorised absence	
G	<p>Holiday not granted by the school</p> <p><i>code G (absent without leave for the purpose of a holiday);</i></p>
N	Reason for absence not yet established, needs to be amended in 5 school days
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed



Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Para 11 as per above

A pupil is attending a place for an approved educational activity if—

- (a) the place where the pupil is attending is not the school or any other school at which the pupil is a registered pupil;
- (b) the activity is educational in nature but not—
 - (i) educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or
 - (ii) an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff;
- (c) the pupil's attendance at that place for that activity has been approved by a person authorised to do so by the proprietor; and
- (d) the activity is to be supervised by a person thought by the proprietor or head teacher to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved under sub-paragraph (c).

Paragraph 12

There is a lack of access arrangements for a pupil whose home is in England if—

- (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act **(a)** for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty;
- (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act **(b)** for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or
- (c) the school is an independent school that is not a qualifying school and—
 - (i) the school is not within walking distance of the pupil's home;
 - (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and
 - (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.

Paragraph 12

A pupil is in criminal justice detention if they are—

- (a) in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984 **(b)**;
- (b) remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 **(c)**; or
- (c) detained under a sentence of detention.

Paragraph 9

(9) This paragraph applies if the leave is to enable the pupil to attend—

- (a) another school at which they are a registered pupil;
- (b) any other place for educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or
- (c) any other place for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.



95%	=	47 LESSONS MISSED EACH YEAR 9.5 days or 1 week & 4.5 days of learning missed
90%	=	95 LESSONS MISSED EACH YEAR 19 days or 3 weeks & 4 days of learning missed
85%	=	143 LESSONS MISSED EACH YEAR 28.5 days or 5 weeks & 3.5 days of learning missed
80%	=	190 LESSONS MISSED EACH YEAR 38 days or 7 weeks & 3 days of learning missed
75%	=	237.5 LESSONS MISSED EACH YEAR 47.5 days or 9 weeks & 2.5 days of learning missed

EVERY DAY MATTERS!

WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?

PERCENTAGES BASED ON 190 ACADEMIC DAYS



Appendix 2: Parental Request form for leave due to exceptional circumstances

Parental Request form for leave due to exceptional circumstances

Please note that completing this application does not guarantee that it will be granted

Date of request:

Name of Children:	First Name	Surname	Year Group/Class
If this request is for a holiday please list who is going			
1 st date of school absence:		Last day of absence:	
Length of absence applied for (number of school days only):			
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School
Contact Details			
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:	First name:	
	Surname:	Surname:	
	DOB:	DOB:	
	Address:	Address:	
	Postcode:	Postcode:	
	Email:	Email:	
	Home phone number:	Home phone number:	
	Mobile:	Mobile:	
	Alternative number while away:	Alternative number while away:	



Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...	
Point of departure (eg. Airport, Coach, Train Station etc.):	Destination:
Emergency Contact Details (preferably someone who is staying in Blackpool): First Name: Surname: Address: Postcode: Relationship to the child: Contact Number:	<u>*Provide copies of travel plans to support your request. *</u> If child is not leaving with parent(s) who is accompanying them? Who will be caring/responsible for the child? Why is/are the parent(s) not leaving with the child? Name: Relationship to child. Address: Postcode

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines

I understand if my request is unauthorised I am most likely to be issued a Penalty Notice and fined, per parent, per child.

Once a penalty notice is issued, I have 28 Days in which to pay the fine of £160, per parent, per child. If this is a first offence and I pay the fine within 21 days the fine will be at the lower charge of £80 per parent, per child.

If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty



verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.

I understand that I will only be issued with a maximum of two penalty notices within a three year rolling period, any further offences will be dealt with by way of a prosecution in the magistrate's court for the offence of failing to ensure my child attends school regularly under the following sections of the Education Act: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is Unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place, being a detriment to their education and causing implications to my own employment.



Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

For School use only

Any previous request:

Is the requested absence during exams:

Do the contact details for Parents match those held on our system:

No/Yes

Yes/No

Yes/No

Notes:

Notes:

Notes:

Reason for refusal/Comments:

Authorised

Approved

for
School days

Unauthorised

Not approved

for
School days

Headteacher Signature