



Policy	Attendance Policy
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Attendance Policy

Why we have this policy.

High attendance at school is important for children to do well in their learning. Children need to be on time and here every day. We need you to work with us to help make that happen. We expect children to be at school unless there is an unavoidable or exceptional reason, or unless there is a health problem that happens for a long time and means they cannot come. Children from Reception to Year 6 are all part of this policy.

This is the Government's information about how children must attend school: [Working Together to Improve School Attendance. August 2024.](#)

We have this policy so we can try to:

- Support children and their parents/carers to be at school every day and on time.
- Make sure all children can access school.
- Make sure that parents/carers know about the laws to do with attendance.

At school, we know that attendance is important and we will do all we can to support parents/carers to get children into school every day. Making sure children attend school is part of the work we do to make sure children are safe – called **safeguarding**.

What Everyone Must Do

Parents/carers:

- Make sure your child comes to school, and know that you have a legal responsibility to make this happen.
- Make sure your child is on time for school with all the things they need in time for the register. If your child is late, it might be marked as an 'unauthorised' absence.
- Tell school if your child has a medical appointment during the school day. We would like appointments to be after school if possible please. We might ask to see the text message, email or appointment card just to check that the appointment is happening.
- Make sure you contact school before **8:30am** if your child cannot attend school, telling school the reason.
- Tell school if your child is unhappy coming to school, so that we can help you and your child solve the problem that is making them unhappy.
- Fill out the form if you need to take your child out of school during term time. We won't authorise the absence unless it is for an exceptional reason. This means it has to be unavoidable and really important. If you take your child out of school even when school have said it will be unauthorised, you might be given either a penalty notice (which is a fine you have to pay) or a prosecution.
- Tell school if your phone number, email address or home address changes. Make sure we have more than one person's details in case we need to ring someone for your child in an emergency.
- If we suggest some things to help your child with attendance or problems, try and work with us to let them happen.

- Talk to us about any problems with attendance. This could be face to face or on the phone or email. It's better face to face if you can.

A child registered with a school has to attend school in the term after they are 5 years old. This is called 'statutory school age'. Parents/carers have a legal responsibility to make sure their child comes to school.

School:

- Be a safe place to learn.
- Keep regular and accurate records of when your child is in school and if they are on time.
- Check children's attendance and do something if they are not in school regularly.
- Contact parents/carers when a child is not in school if we have not had a message to say why from a parent/carer.
- Find out why a child is not in school if you have not given us a reason. Your reason may not mean we authorise the absence. If your child is off school for a long time or lots of times because of a medical condition, we might ask you for some information from a doctor to help us support your child.
- Celebrate when children come to school every day. This can be in assemblies, on social media, on displays or by telling you your child is doing well.
- Meet with the Local Authority Attendance Improvement Officer at Cambridgeshire County Council (AIO) to help us check attendance and see what else we need to do.
- Tell Cambridgeshire County Council if a child is not attending school enough.
- Decide what we think will help a child who is not attending school, and put that help and support in place.
- Work with other services to help a child's attendance. E.g. other schools, Cambridgeshire County Council, Social Care, Early Help, and the local community.
- Share the information about how much your child is coming to school with you and explain what good attendance is.
- Have the same rules for everyone about coming to school every day and on time.
- Have special support and follow the Local Authority Medical Needs Policy for children who cannot come to school because of medical or behaviour needs. This follows Section 19 of the Education Act 1996.
- Think about having an Individual Healthcare Plan if a child has medical needs.
- Work with the Access and Inclusion team at Cambridgeshire County Council to support children with medical needs who cannot come to school every day.

The Attendance Champion for our school is the Headteacher. She is a member of the Senior Leadership Team and can be contacted on 01480 466919.

All staff at school have to work hard to make sure attendance is good. The Headteacher is in charge of it. If we are worried about your child, we will tell you on the phone or by letter and you will be invited into school to talk to us about it.

Children:

- Come to school every day.
- Be here on time every morning.
- Have what they need for a day in school.
- Talk to their teacher about any problems they have that make them want to stay at home.

Governors:

- Look at the information about attendance every term.
- Make sure the Headteacher does everything in this policy.

The Local Authority (Cambridgeshire County Council):

- Support school and give us information and guidance by having meetings with us about attendance.
- Work with us when a child misses a lot of school.
- Work with schools to decide what legal sanctions (penalty notice or prosecution) would be appropriate.
- Work out what support a child needs to be able to access education if they have medical needs.

What School Does for Attendance

The Headteacher is our Senior Attendance Champion, but for day-to-day attendance issues, please contact our Attendance Officers, these are Mrs Parkinson-Rose and Mrs O'Hagan on 01480 466919.

We make sure all children can come to school every day, and other services help us to offer support. Some children, e.g. Young Carers, might need more help to be able to come to school. We show families where they can get extra help if they struggle with coming to school. Sometimes Social Care help us to decide if a child needs support. We will work with families in many different ways to help them come to school every day. We have a special person for safeguarding called a Designated Safeguarding Lead. Anyone can talk to that person at school if they need help.

School has to look at all pupils' information and see who is coming to school every day. We use this information to see what we need to do to help groups of children. We share this information with different staff to make sure everyone knows how to support the children.

We have to share our attendance information with the Department for Education (DfE) so that we can see whether our children's attendance is as good as other schools, both nearby and in the whole UK.

We look at the information and if a child is not coming to school regularly, we will work with them to help it get better and we will contact you directly. Children who miss 10% of time at school might get a fine or penalty notice and we call them '**persistently absent**' (absent a lot of the time). Children who miss half their time at school (50%) are called '**severely persistently absent**' and if this happens, we will ask parents/carers to do lots of work with us to help and support the child.

We train every staff member to understand attendance so that everyone knows how to support children to come to school, and everyone knows who can help. We train, remind and support all staff to follow this policy. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in end of year reports.

Part of our work means we decide how to spend school money and how we use our staff to support attendance. We check how this is going by looking at our data to make sure the money we spend has a good effect and is helping to improve attendance.

Supporting Attendance



As a school, we try to work together with parents/carers to improve school attendance. This means that we will **listen to you and support you**. However, if this doesn't work, we may think about using the legal options below:

When we need to, we will put support in place to help improve a child's attendance or lateness. If this doesn't work, and your child doesn't meet a target for attendance set by school, we will send your details to the Local Authority Attendance Team. This might mean you get a Penalty Notice/fine, or may be prosecuted by Cambridgeshire County Council, as per section 444 Education Act 1996. This could be a fine of up to £2500 and/or 3 months in prison.

Lateness and attendance are checked every day by the **school attendance officer** who will:

- Look at pupil attendance for certain groups in school.
- Look at pupil attendance for children with medical needs.
- Check for pupils who are 'Children Missing in Education' and tell the Local Authority about them.
- Follow certain actions for parents who have requested to home educate their child.
- Follow certain actions to take children off the school roll if they need to.
- Look at the registers every day, checking authorised/unauthorised absence and other reasons parents/carers have given for pupils who are not in school.
- Send a 'Late Letter' to parents/carers when their child is late a number of times.
- Contact parents by telephone, email, or letter to find out why a pupil is not in school.
- Tell parents/carers if their child's attendance is too low.
- Offer support or tell you where you can find support in the community.
- Step One. Phone parents/carers and tell them that we are worried about a child's attendance/lateness.
- Step Two. Send a letter to offer support and explain the effect the absence/lateness is having on the child.
- Step Three. Send an invitation to attend a meeting to make an **Attendance Contract**. This is a supportive meeting, that you choose to agree to. We discuss the needs of a pupil and family and find ways to support you so your child can attend school.
- Step Four. If the Attendance Contract does not improve attendance, or if the parents/carers do not work with the support even when the school asks them to, then we will ask the Local Authority to decide if a penalty notice/fine or prosecution can be used.
- At Step Three or Four, school might choose to use a **Notice To Improve** letter. This is sent by the school and the Local Authority. It is a final try to improve attendance before using fines and prosecutions. It is used when parents/carers do not engage with us to support the child.
- After using an Attendance Contract or a Notice To Improve, if attendance does not get better, school will refer to the Local Authority for a penalty notice/fine or prosecution.
- Report pupils to the Local Authority when they have 10 'O' coded (unauthorised absence) sessions in school in a row. 10 *sessions* in a row = 5 days.

- Report pupils who have been off for 10 *sessions* of 'G' codes (meaning they asked for leave but the Headteacher did not agree to it) in a row to the Local Authority. We will ask them to use a penalty notice/fine or prosecution (it depends on how many times your child has had unauthorised term time leave – we explain this later on).
- Report pupils with 15 *days* of 'I' (illness) codes in a row to the Local Authority.

Registers

Reception to Year 6:

- The classroom door is opened at 8:40am.
- All outside classroom doors are locked at 8:45am.
- After the outside classroom door has been closed, you must come into school through the main entrance.
- Registers are open at 8:45am and close at 8:55am. Pupils who arrive at school after the register has been taken, but before it is closed, will be marked as 'L' - late on the register.
- Pupils who arrive at school after registers close at 8:55am, without an unavoidable reason, will be marked as 'U' - unauthorised late. This affects their attendance level.

Classroom door open	Register is being taken	Outside classroom door locked	Register being taken	Register closes
8:40 am	8:45 am	8:45 am	8:50 am	8:55am
On time 😊	On time 😊		Late 😞	Unauthorised 😞😞

It is the law that we do the register every morning and afternoon at school. If we don't know why a child is late, we have to mark it as unauthorised until a parent/carer gives us a reason. This must be no later than 5 days after the mark is made. Only the Headteacher may authorise or unauthorise an absence. The register can only be changed when we don't know the reason but then a parent/carer gives us the reason. If we make a change, the register has to show the original mark, the changed mark, the reason for the change, the date the change was made, and the name of the person who made the change. Registers are kept for six years as a record.

Lateness

When children arrive late at school, it means the child, the teacher and other children are disturbed and miss learning. Where pupils start to be late a lot, we will phone, email or write a letter to you to explain what is happening and offer you support. If the lateness continues, parents/carers will be invited to a meeting at school to discuss their child's lateness.

If the lateness still does not get better, even with the school's support, we may ask the Local Authority to use one of the legal options.

Reporting a Pupil Absence

Parents/carers must contact school on the first day their child is not in school by 8:30am. You must ring again every day that the child is not in school.

For any pupil not in school when the register closes at 9:30am, and school does not know the reason, a member of staff will try and get hold of the parent/carer.

The member of staff will ring every person on your child's record, starting with the first one, until we find out why the child is not in school. We will leave a message on voicemail if you do not answer. We will make a note of any conversations. Staff will mark the registers using one of the codes (see appendix 1 at the end of this policy).

If a parent/carer does not tell us why a child is absent, we will mark it as unauthorised. If we do not know where a child is, we might come to your house and knock on the door to see if your child is safe.

Illness

If your child has had sickness or diarrhoea, they can return after they have not been sick or had diarrhoea for 48 hours.

Children with mild coughs, colds, sore throats, sneezes and runny noses can come to school. However, if they have a temperature over 37.5 degrees, they should stay at home until their temperature has come down and they are well enough. This is a good website that the NHS and Government has made which tells you if your child is well enough to go to school or not: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-call-the-doctor/when-to-call-the-doctor).

Children should come to school unless they are too unwell to do basic things. We will ring you if they need to go home.

Medical Needs and Special Education Needs and Disabilities (SEND)

If a child cannot go to school because they are physically or mentally unwell, we will offer support to try and make it possible for the child to attend. The support starts with what is available for all children and goes up in levels if children's needs get more complicated.

If a child needs things that are a little bit different with their uniform, transport, timetable or at lunchtime, we will consider that. If a child cannot come to school at all because of their medical needs, then we will work with the Local Authority **Access and Inclusion Team** to work out what can be provided. We might need medical information from your doctor to do this but we will talk to you about that if we do.

If a child has an EHCP (Education, Health and Care Plan), we will work closely with the child's SEN Caseworker to support them with coming to school.

We can make changes to our policies and the way we do things in school to help meet the needs of pupils who find it hard to attend school, under section 20 of the Equality Act 2010 (where a pupil has a disability). We will do this together with parents/carers.

General Non-Attendance

This is different to being absent due to illness or other authorised reasons, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child does not attend school regularly, the school will work with you to find out why it is happening, and how school can help. If your child continues to be absent without authorisation from the school, then we may send your details to the Local Authority to consider a penalty notice or a prosecution. A pupil would need to be absent for 10

sessions (a morning or afternoon mark in the register is one session) over a period of 10 or more school weeks. Before school refer to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting where we discuss the barriers to attendance and try to break them down. If you do not join in with the support from school, we may choose to set targets for your child's attendance instead. We do this together with the Local Authority. This is called a Notice to Improve and is a last try at improving attendance before fines or a prosecution is asked for.

The Different Types of Leave

Authorised leave

This is if a child has been off school for a reason that we agree with. For example:

- Illness or a medical appointment. If they are well enough, children should be at school for the rest of the day if they go to an appointment.
- Religious Observance – official religious days which are decided by the religion. E.g. Eid.
- The absence has been authorised by the Headteacher because it is short, exceptional and unavoidable.

Unauthorised leave:

This is when a child is away from school when school would say no. E.g.

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- A parent/carer has not given a reason for the child not being in school.
- A parent/carer has not completed an Absence Request Form.
- Being off school for something that the Headteacher does not think is exceptional.

The code given to a child in the register is the Headteacher's decision. They will use guidance from the Government (DfE) to make their decision.

Term-Time Leave

Parents may not take their child out of school for a term-time holiday. If you want to ask for time off school, you must fill in a Term-Time Leave Request Form (Appendix 2). This has to be filled in **before** you take your child out of school and no later than 5 School days before.

If school think you have taken your child out for term time leave, we will write to you and ask you to explain why your child was not in school. If you can't give school a reason, then the absence may be recorded as unauthorised, and we may send your details to the Local Authority for a penalty notice/fine.

Exceptional circumstances (*this means rare, unavoidable, short*) will be looked at by the Headteacher.

If you request term time leave for any of these, they will **not** be allowed. We would send details to the Local Authority for a penalty notice/fine:

- Cheaper holidays/flights in the UK or abroad.

- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extending the time off if a pupil has not come back to school after an agreed absence.
- Leave taken because some transport might be affected by things and might not run.

Penalty Notices

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

The fine for a penalty notice is £80 per child, per parent/carer. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

← Three-Year Period →		
First Term Time Leave 10 sessions (5 days) or more.	Second Term Time Leave 10 sessions (5 days) or more.	Third Term Time Leave 10 sessions (5 days) or more.
£80 for each child per parent. E.g. if two parents take 3 children away, the fine would be $£80 \times 3 = £240$ per parent. The total would be £480. If you pay after 21 days it rises to £960. If you don't pay after 28 days = a prosecution.	£160 for each child per parent. E.g. if two parents take 3 children away, the fine would be $£160 \times 3 = £480$ per parent. The total would be £960. If you don't pay after 28 days = a prosecution.	Prosecution.

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

Appendices

Appendix 1 - Register Coding

Appendix 2 - Application for leave of absence during term time

Appendix 3 – Example Soft Letter

Appendix 4 – Example Letter – Invite to Attendance Contract Mtg letter

Appendix 5 – Example Letter – Attendance Contract not working and there are barriers to attendance

Appendix 6 - Example Letter - Failed to attend Attendance Contract Letter. Child is open to outside agency professionals

Appendix 7 - Example Letter – Notice to Improve letter was not successful, referring for legal sanctions.

Appendix 8 - Example Letter – Unauthorised Response to Term Time Leave Request

Appendix 9 - Example Letter – Suspected Term Time Leave

Code	SIMS Description	DfE Description / Explanation
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
J1	Leave of absence - Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
Q	Unable to attend – lack of LA access arrangements	Unable to attend the school because of lack of access
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – Widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools site being unexpectedly closed
Y5	Unable to attend – Detention sentence	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with Public health guidance or law

Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
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Appendix 2 - Application for leave of absence during term time

Student Details:

Name: _____ DOB: _____ Class: _____

Address: _____

Contact number : _____

I request that my child be granted leave of absence from Wheatfields Primary:

First day of absence: _____ Date of return: _____

Total school days _____

Sibling details of compulsory school age:

Name: _____ DOB: _____

School: _____

Name: _____ DOB: _____

School: _____

Name: _____ DOB: _____

School: _____

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **WILL NOT** be able to consider your request without your supporting documents. Please read our attendance policy carefully.

Signed _____ Date: _____

For school use only:

The school has considered your request for leave of absence and your child's absences will be recorded as follows:

Number of authorised sessions: _____

Number of Unauthorised sessions: _____

Number of unauthorised sessions to date: _____

Signed _____ Date _____

Appendix 3 – Example Soft Letter

Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

We have noticed that your child <forename> attendance has deteriorated, I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

We know that a lot of families already have a supportive network of relatives, friends and community groups. However additional support is also available for families via an Early Help Assessment, where help can be provided from trained professionals who can provide support, signposting and access your community offer. If you would like to discuss this process in more detail, please contact XYZ (Attendance Lead/ Champion).

Further support is also available in the community, more information can be found on H.A.Y website. Please scan the QR code below.



Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc Record of attendance

School Attendance Leaflet

Appendix 4 - Example Letter Invite to Attendance Contract Mtg letter

Date

Name and address of parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

Dear Parent,

Thank you for working with us to help improve «forename»'s attendance. Their current attendance is xx%. However, this is still a concern and can potentially affect their life chances. We would like to work with you to offer support to help improve «forename»'s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

- is a voluntary contract that you can end at any time.
- Can last as long as is helpful
- Can include regular catch-ups to offer support
- Can help to reduce barriers to attendance
- Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract.

(if young person is NOT open to other professionals, please remove below):

We recognise that «forename»'s is being supported by other professionals. It's important that we all work together to make it as easy as possible for «forename»'s to access education. We believe that an Attendance Contract can help to achieve this.

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

Date: xxx Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance. If you have any queries please do not hesitate to contact me on the number above

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personne

Encs Record of Attendance

School Attendance Leaflet

Attendance Leaflet (delete if not appropriate)

Appendix 6 - Example Letter Failed to attend Attendance Contract Letter. Child is open to outside agency professionals

Date

Name and address of parent

Dear xxx

Re: Child Name: xxx **DOB:** xxx **School:** xxx

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held at xxx on xxx at xxx.

We acknowledge that the situation may be difficult for you at this time and recognise you may already have lots of meetings to attend. We would welcome another chance to meet with you to continue offering our support to you and <<forename>>.

<<forename>>'s attendance is currently xx%.

If child is NOT Section 19 (medical needs):

It is important that we work together and that <<forename>>'s attendance improves. The attendance contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and <<forename>>'s attendance doesn't improve, we will need to liaise with the Local Authority to discuss next steps, as per our attendance policy.

If child IS Section 19 (medical needs):

It is important that we work together and that <<forename>>'s attendance improves. The attendance contract is a more informal route aimed at improving attendance. We acknowledge that an Attendance Contract is voluntary, however supporting <<forename>>'s life chances and wellbeing is important and we are hopeful that the attendance contract will support this, as per our attendance policy, which outlines how we support medical needs.

To arrange the Attendance Contract meeting, please telephone xxx on 0xxxxxxxxxxx or email example@school.com. We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Appendix 7 - Example Letter Notice to Improve letter was not successful, referring for legal sanctions.

Dear xxx

Re: Child Name: xxx **DOB:** xxx **School:** xxx

It is disappointing that despite our offers of support, <<forename>>'s attendance has failed to improve sufficiently. In our Notice To Improve letter dated xxx, we warned yourself of the legal requirements and the expectations of the Notice To Improve as per our attendance policy.

As <<forename>>'s attendance has not significantly improved, this is notice that we will be ceasing the monitoring period and are referring this matter to the Local Authority for enforcement action to be considered.

The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Despite this referral to the Local Authority, offers of support remain open to you and <<forename>>. If you have queries or would like to engage with support, please contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)

Appendix 8 - Example Letter Unauthorised Response to Term Time Leave Request

Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

Thank you for completing the term time leave request form as per procedure.

The Education (Pupil Registration) (England) Regulations 2006 was amended in

September 2013. The amendments made clear that Head teachers **may not** grant any leave of absence during term time unless 'exceptional circumstances' exist.

We have considered your application carefully and the reasons for the absence you have highlighted, however on this occasion we do not believe that the explanation provided can be justified as "exceptional circumstances".

Should you still decide to continue to take your child out of school during term time, then please note that the absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

See graph for example;

← Three-Year Period →		
First Term Time Leave 10 sessions (5 days) or more.	Second Term Time Leave 10 sessions (5 days) or more.	Third Term Time Leave 10 sessions (5 days) or more.
£80 for each child per parent. E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent. The total would be £480. If you pay after 21 days it rises to £960. If you don't pay after 28 days = a prosecution.	£160 for each child per parent. E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960. If you don't pay after 28 days = a prosecution.	Prosecution.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

Attendance Officer / Head of Year / Head teacher or other relevant Pastoral Personnel

Appendix 9 - Example Letter Suspected Term Time Leave

Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I am writing about «forename»'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»'s absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

Attendance Officer / Head of Year / Head teacher or other relevant Pastoral Personnel