



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN



Attendance Policy

Edenham C of E Primary School

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: Executive Head Teacher
Policy Date: September 2018
Policy Review Date: September 2022

Excellence Exploration Encouragement

Contents

Purpose, Values and Vision	1
Core Values	1
Key Principles	1
Statutory Duty of Schools	2
Expectations.....	3
Registration	4
How the school will deal with concerns relating to poor attendance	4
Categorising Absence.....	4
Fixed Penalty Notices.....	6
Safeguarding	6
General Data Protection Regulation	7
Encouraging Attendance Through Good Practice and Rewards.....	A-1
Responding to Non-Attendance	B-1
Reintegration	B-1
Commencement of section 155 of the Education and Skills Act 2008	C-1
School Attendance and Holidays During Term-Time	C-1
Liaising with Various Agencies Wherever Appropriate	D-1
Inclusion and Attendance Service:.....	D-1
Ensuring Pupil Information is up to date	D-1
Alerting Letters	E-1
Letter 1a – Alerting parents to concerns about a pupil's high level of absence.....	E-1
Letter 1b Further Absence following first letter	E-2
Letter 2 – Alerting parents to concerns about a pupil's unexplained absence(s)	E-4
Letter 3 – Accepting a request for a holiday in term-time	E-5
Letter 4 – Declining a request for a holiday in term-time	E-6
Letter 5 – Expressing concern after an unauthorised holiday	E-7
Letter 6 – Accepting a request for absence for religious observance	E-8
Application for Leave of Absence	F-1

Purpose, Values and Vision

The Edenham Church of England Primary School seeks to serve our families by offering children a caring and rich learning environment in which they may flourish as individuals and become valuable members of our local, and the wider world, community.

Inspired by the life of Christ, and living in his love, we aim for each person to reach their full potential in body, mind, heart and spirit by working together - pupils, parents, staff, governors and all other friends of our school.

Core Values

The core values we believe are essential to living and learning in the Edenham School community are:

- Respect
- Honesty
- Curiosity
- Compassion
- Caring
- Love and Friendship
- Faith
- Forgiveness

We strive to reflect our values and fulfil our vision through the following aims:

- To create a stimulating, interesting and challenging environment that is as exciting today as it is a preparation for our future
- To create a high-quality learning experience for all
- To enable everyone to think for themselves and welcome the opportunity to meet new people, alternative opinions or different beliefs
- To provide opportunities for all to explore and experience spirituality as individuals and as a community.

Key Principles

At Edenham School we believe that children learn best when:

- Teaching and Learning opportunities engage, enthuse and motivate them, foster their curiosity and engender enthusiasm for learning – this will include the regular use of learning outdoors, trips/ visits, visitors, use of high-quality artefacts and original sources of information.
- Opportunities for learning are well-planned and well-matched to their needs, ensuring good progress in the short, medium and long-term.
- Assessment informs teaching directly so that there is effective provision for all - support or challenge as necessary, time for practice and consolidation, time to share and celebrate their learning.
- The learning environment is ordered, the atmosphere is purposeful and learning-centred, and pupils feel safe.
- There are strong links between home and school, and the importance of parental involvement in their children's learning is recognised, encouraged, valued and developed.

Excellence Exploration Encouragement

The school believes that in order to ensure every one of our pupils can benefit from the education it provides - regular school attendance is essential. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

Statutory Duty of Schools

The Law states:

'The Education Act 1996 requires parents and carers to ensure their child receives efficient, full-time education, suitable to their age, aptitude, ability and any special needs they may have, by regular attendance at school or otherwise.'

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll. The school will comply with the most up to date statutory guidance and departmental advice from the DfE for all aspects of attendance whether mentioned in this policy or not.

Edenham CE Primary School

- Is committed to working in partnership with families and other agencies in order to achieve the best outcomes for pupils
- Provides a welcoming and caring environment where all members of the school community feel secure and valued
- Has an effective system of communication with pupils and parents/carers to support good attendance and punctuality and to provide appropriate information and advice.
- Will use an appropriate system of rewards and incentives to recognise the effort students make in achieving good attendance and punctuality.
- Follows Department of Education (DfE) guidance and best practice in the use of Penalty Notices as a deterrent to the removal of a pupil during term time. In line with current protocol, the Local Authority (LA) has the statutory duty to issue Penalty Notices and /or legal action.

Terms used

Within academy documentation the term 'parent/carer' is used to address those with responsibilities for children. For the purposes of attendance matters and identifying those with legal responsibilities for attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

- The natural parents of a child, whether they are married or not
- Anyone who although not a natural parent, has parental responsibility for a child; any person, who although not a natural parent, has care of a child

Excellence Exploration Encouragement

Expectations

We expect all pupils to attend school regularly. Pupil attendance should be at a minimum of 90% - below 90% is regarded as persistent absenteeism. Attendance of 95% or higher is regarded as good attendance. If the school has any concerns over absence, we will initially invite parents to meetings about attendance discreetly, perhaps by telephone call or letter. In some circumstances this may mean discussing with them the reasons why a referral is being made to the Education Welfare Service or another agency and the expectation that this is to support and assist the family. If there are Child Protection concerns then the Lincolnshire Safeguarding Child Protection Procedures will be followed immediately, in line with our school's Safeguarding Policy.

We expect the following from all our pupils:

- That all pupils attend school regularly.
- That all pupils will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents: (Appendix 3)

- It is the responsibility of parents and carers to be fully aware of our School Attendance Policy.
- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend by no later than 9:05 am and then confirm it in writing by email, or by letter on their child's return to school.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.
- To provide appointment information for any medical or exam appointments as soon as is possible ahead of the absence request date. It is the parents' responsibility to provide evidence of absence to support their request.
- To apply in writing to the Head Teacher for all requests for absence no less than 14 days in advance of the absence. Applications made after this time will automatically be unauthorised unless they meet the threshold of 'exceptional circumstances' which must be detailed in the letter and this will be at the discretion of the Head Teacher.

Parents and pupils can expect the following from school:

- Information regarding procedures for notification of absence to be issued to parents annually.
- Parents or guardians to be contacted when reasons for absence are unknown and unauthorised.
- Regular, efficient and accurate recording and monitoring of attendance.
- Reporting of attendance statistics.
- Immediate and confidential action to be taken on any problem notified to us.
- Registration to be undertaken by the Class Teacher twice daily. This will be done for morning sessions at 8:50 and for afternoon sessions at 1:05pm.
- Recognition and reward for good attendance.

Excellence Exploration Encouragement

Registration

Pupils are allowed onto the school site from 8:30am.

Registers opens at 8:45 for morning sessions and 1:00pm afternoon sessions. Pupils arriving after these times will be marked as late. Any pupils arriving after 9:05 or 1:20pm will be deemed as unauthorised absence.

Legal action can be taken for continued unauthorised absence.

How the school will deal with concerns relating to poor attendance

The school actively discourages absence of pupils during term time in order that their learning is not disrupted and they can maximise their educational achievement.

Lateness

- If your child arrives after the close of register, they will be recorded an unauthorised absence.

or

- If they are persistently late, despite arriving within the registration window, action may also be taken.

Action the school will take:

- If your child continues to be late, we will invite you into school to discuss our concerns at a School Review Meeting. This meeting will include the appropriate staff, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- Attendance will then be monitored; if there is no improvement and there is a regular pattern of lateness/unauthorised absence over the following 10 days the school will conduct a further School Review Meeting at which an action plan will be put into place.
- Attendance will be monitored for a further 10 days.
- If there is no improvement and there is a regular pattern of lateness/unauthorised absence in these 10 days the school may choose to issue you with a fixed penalty warning letter.
- If there is no improvement following this, the school may request the issue of a fixed penalty notice.

Categorising Absence:

- All absences are classed as unauthorised until a satisfactory reason for the absence is given.
- Only the Head Teacher, in the context of the law can approve an absence, not parents.
- Emerging patterns of authorised absence should be reported to the Head Teacher by staff or parents.
- Reasons for absence will be entered into the register using the statutory code symbol as appropriate.

Authorised absence

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **Unauthorised** including holidays, shopping trips, birthdays, visiting or being visited by friends.

The following may be reasons for authorising absences:

- Illness.

Excellence Exploration Encouragement

- Music or dance exams.
- Close family bereavements, parents, siblings or grandparents.
- Hospital, medical and or emergency dental appointments – evidence of appointments should be provided to school.
- Days of religious observance.
- Fixed term exclusion.
- Permanent exclusion until removed from roll or reinstated.
- Off-site education

Parents and carers are required to notify the school of their child's absence **every morning** of absence, giving the reason by calling 01778 591207. This expectation is in line with safeguarding as non-attendance is considered a safeguarding matter.

Parents must then follow this up with a written letter on the child's return. If the school does not hear by the close of registration, the absence will be followed up accordingly. The school reserves the right to determine whether an absence is authorised or not. Although a reason may be provided, it does not mean that the absence will be authorised as the reason may not be deemed appropriate, reasonable or if there are on-going attendance concerns.

Unauthorised Absence

Section 7 of the Education Act 1996 states: *The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise.*

From 1st September 2013, absences **may only** be authorised under 'exceptional circumstances' and the changes make it clear that family holidays **do not** count as exceptional circumstances. Children removed from school for the purposes of family holidays will have to be recorded as 'unauthorised absence'. Unauthorised absences will be recorded on a child's school report and feature among the information passed on to secondary schools at Y7.

Unauthorised absences also have a wider impact on the school. From September 2013 the rate of Unauthorised absence carries greater weight as part of Ofsted inspections and an attendance rate below 97% could be judged 'requires improvement'. It is of benefit to the school, it's staff and all its pupils to work together to ensure a very good rate of attendance throughout the school.

Parents should ensure that requests for authorised absence are reserved for genuinely exceptional domestic circumstances.

Absences will also not be authorised under the following circumstances:

- Holidays.
- Cheaper holidays during term time.
- Shopping trips.
- Birthdays.
- Visits to and from friends.
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.

Unusual circumstances may arise that lead to a young person being absent from school. It is for the Head Teacher to decide whether the explanation offered is reasonable.

Excellence Exploration Encouragement

Persistent Absence (Appendix 3)

Persistent absence has a huge impact on learners, their potential and their success in school. For guidance please see Appendix 3.

Fixed Penalty Notices:

If a child has unauthorised absences recorded (through non-attendance or lateness), it could lead to the issuing of a Fixed Penalty Notice.

Section 444 of the Education Act 1996 enables Local Authorities to issue a Fixed Penalty Notice where a parent has failed to ensure the regular school attendance of their child at school that they are a registered pupil at or other education provision provided for them.

Fixed Penalty Notices will be issued at the discretion of the Headteacher/Executive Headteacher, and Local Authority procedures will be followed. In the event of a Fixed Penalty Notice being issued, the Headteacher/Executive Headteacher must inform the LAAT Governance Officer. All instances of Fixed Penalty Notices will be reported to LAAT Directors.

- Fixed penalty notices are issued per parent, per child, where there is unauthorised absence from school.
- The penalty is £60 and if unpaid within 21 days this rises to £120.00.
- If the penalty remains unpaid after 28 days the Local Authority can choose to prosecute under Section 444 of the Education Act, unless the penalty has been issued in error.
- Prosecutions are dealt with in the Magistrates court and could result in a criminal record if upheld.
- A Fixed Penalty Notice can also be applied for where a pupil is found in a public place when they should be in school or during a period of exclusion from school.

As a School, we aim for above 95% attendance and above for all our pupils in the school. If attendance falls to or below 90%, the child is considered to be a persistent absentee (as above) and action by the school will be taken in line with this policy (Appendix 2).

Safeguarding

Attendance is a safeguarding matter. Edenham School's CE Primary School is fully committed to safeguarding and promoting the welfare of all its pupils. Safeguarding in our school includes:

- Bullying including cyber bullying
- Children missing education
- Child missing from home or care
- Child sexual exploitation (CSE)
- Domestic violence
- Drugs and Substance misuse – pupils, staff, families
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Hate
- Mental health
- Missing children and adult strategy

Excellence Exploration Encouragement

- Obesity/ Malnutrition
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Selfharm

Please refer to our Safeguarding Policy to understand the school's position on safeguarding all our pupils in relation to attendance.

General Data Protection Regulation

The General Data Protection Regulation (GDPR) places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Encouraging Attendance Through Good Practice and Rewards

Attendance will be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 20 minutes of the start of the session.
- Attendance checks each week.
- An annual certificate for 100% attendance achieved throughout the year (attendance is 100% if there has been no absence).
- An 'improved attendance' certificate for any pupil achieving a greater than 10% improvement in attendance in any on short term when attendance has been below expectations.
- Weekly recognition of classes achieving 100% attendance.
- All awards to be awarded by the Head Teacher and/or a school Governor as appropriate.
- Identifying, targeting and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Establishing a mechanism for working with those parents who are concerned that their children may be experiencing difficulty in attending school. E.g. holding a Parents Consultation Meeting.

Responding to Non-Attendance

When a pupil does not attend, the school will respond as follows:

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone or by letter if parents are not on the telephone.
- Where there is no response, a letter will be sent after three days of unexplained absence, or there may be a visit from a member of the school staff. The school will phone the appropriate bodies for advice on the way forwards.
- Where non-attendance continues, the case may be discussed with an Inclusion and Attendance Officer (EWO), the school's Designated Safeguarding Lead or SENDCo and further action planned.
- After 10 days, unless other action is planned, the parents will be invited to attend a meeting in School review Meeting in school. This meeting will also include the appropriate staff, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- Attendance will then be monitored; if there is no improvement and the unauthorised non-attendance continues over the following 10 days the school will conduct a further School Review Meeting at which an action plan will be put into place.
- Attendance will be monitored for a further 10 days.
- If there is no improvement and there is a regular pattern of unauthorised non-attendance the school may choose to issue you with a fixed penalty warning letter.
- If there is no improvement following this over the next 10 days, the school may request the issue of a fixed penalty notice from the Inclusion and Attendance Team at Lincolnshire County Council.

The Head Teacher will be informed of any absence which:

- Appears low (below 90%)
- Appears irregular - shows regular patterns e.g. repeated absence on the same day(s) of each week
- Has a regular pattern of lates, even if they fall within the 'authorised lates'
- Is unexplained e.g. unauthorised

Following referral of any matter to the EWS the school will take part fully in monitoring the situation and work fully with the relevant parties and agencies in the interest of the individual child. Such monitoring and cooperation may well concern matters other than those directly relating to attendance issues.

Reintegration

- The return to school for a pupil after long-term absence requires special planning.
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in class as appropriate. Support from the SEN Co-ordinator may be required.
- A reintegration meeting will be held with the Head teacher, parents and pupil if a pupil has been absent for a lengthy time. Notes will be made of the meeting, including areas identified for support, actions agreed and expectations of the school.

Excellence Exploration Encouragement

- A Pastoral Support Programme may be requested by making a further referral through the BOSS support service. It will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Commencement of section 155 of the Education and Skills Act 2008

From 3 September 2012, the criminal offence for parents who fail to secure their children's regular attendance at school will be extended to include failure to attend at alternative provision. Parents will be legally responsible for ensuring that their children of compulsory school age attend the alternative provision arranged for them.

This could be in circumstances where the child has been excluded for a fixed period from school or where the child has been asked to attend for educational purposes. Parents must be notified of the arrangements by the appropriate authority and informed of the consequence of non-attendance. This legislation puts attendance at any alternative provision on the same footing as attendance at a school or pupil referral unit (PRU) and supports the Government's focus on improving attendance for all pupils.

School Attendance and Holidays During Term-Time

At Edenham School's CE Primary School the highest possible attendance rate for every child is a school priority and we are constantly monitoring attendance and punctuality to ensure that each individual can achieve their best.

The school is **will not authorise** any absence during term-time unless there are exceptional circumstances.

Should parents or carers choose to take their child on holiday during term-time they must accept that unless there are 'exceptional' circumstances outlined in writing then a code 'G' is entered in the register which indicates a holiday that is not authorised by the school and therefore is against the law.

The information below demonstrates a summary of how school attendance can affect a child's future progress and we would ask that parents bear this in mind before considering to allow their child to remain absent from school for any avoidable reason including holidays.

Above 97%	Fewer than 6 days absence in one academic year Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.
95%	Fewer than 10 days absence in one academic year Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.
90%	19 days absent from school in one academic year Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their best.
85%	29 days absent from school in one academic year These pupils are missing six weeks of their education and will find it extremely difficult to keep up and achieve of their best.
80%	Pupils with this level of attendance are missing a year of school over five years that they attend school. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.

Excellence Exploration Encouragement

Liaising with Various Agencies Wherever Appropriate

Good relations and working practices are essential. Agencies have difficult roles in that they endeavour to support both the school in meeting its legal obligations as well as the home and pupil in ensuring that the latter's educational opportunities are maximised. Some parents need the support of these agencies so that they can fulfil their legal obligations to their children.

Inclusion and Attendance Service:

- The Inclusion and Attendance Officer will continue to work closely with teachers, pupils and their families, whilst the priority will relate to attendance matters, other activities may include behaviour problems, exclusions, special educational needs, child protection, child employment and children in entertainment and any other problems that prevent a young person benefiting fully from the educational opportunities available to them.

In accordance with the Inclusion and Attendance Service Remit and Procedures can support schools in a variety of ways:

- Liaise with identified school staff.
- Where necessary, instigate legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.
- Accept referrals that meet the referral criteria.
- We will support schools in the use of penalty notices and parenting contracts within the provisions of the Anti-social Behaviour Act 2003.

Other Agencies are to be used where appropriate in individual cases.

Good partnerships between schools and the appropriate agencies can ensure a greater impact on school attendance than when they act alone.

- Educational Behavioural and Support Services.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Care.
- Local police

Ensuring Pupil Information is up to date

Schools should ensure, as far as possible, that the information they hold on pupils and parents is accurate and up to date. This will help to ensure that contact with families is effective and that referrals to other agencies can be actioned effectively. Principle 4 of the Data Protection Act 1998 states 'Personal Data shall be accurate and, where necessary, kept up to date.'

Alerting Letters

Letter 1a – Alerting parents to concerns about a pupil's high level of absence(s)

Letter 1b – Further Absence following first letter

Letter 1c - Referral following no further improvement in attendance

Letter 2 – Alerting parents to concerns about a pupil's unexplained absence

Letter 3 – Accepting a request for a holiday in term-time

Letter 4 – Declining a request for a holiday in term-time

Letter 5 – Expressing concern after an unauthorised holiday

Letter 6 - Accepting a request for absence for religious observance

NB - All letters must be sent on school headed paper

Letter 1a – Alerting parents to concerns about a pupil's high level of absence

{Date}

<<Address block>>

ABSENCE FROM SCHOOL

Re: [pupil's name] - DoB

Dear <Name of Parent>

I am writing to express my concern at [pupil's name] recent high levels of absence from school. Our school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every child.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

In accordance with our procedure to improve attendance and achievement, I am writing to you because your child's attendance has fallen to ...%. A copy of the attendance record is enclosed.

I realise that there may be good reason for your child's recent absences and you may have already told us about it. However, it is vital that all pupils at our school attend at least 95% of the time.

With your support, I would expect your child's attendance to improve. If it does not, you will be invited to a meeting with the [Head Teacher] to discuss your child's attendance and any support the school can give.

If you have any concerns or wish to discuss this further, please do not hesitate to contact the school. I look forward to seeing an improvement in [pupil's name] attendance.

Yours sincerely,

[Name]

Executive Head Teacher

Excellence Exploration Encouragement

Letter 1b Further Absence following first letter

{Date}
<<Address block>>

ABSENCE FROM SCHOOL

Re: [pupil’s name] - DoB

Dear <Name of Parent>

On <date> I wrote to you advising that [pupil’s name] attendance had fallen to ...%. Unfortunately, there has been no significant improvement in his/her attendance and this is continuing to cause concern. A copy of the attendance record is enclosed.

I must remind you that parents and carers have a responsibility to ensure their children receive an adequate education under section 444 of the 1996 Education Act. It is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. You are invited to attend a meeting at school with the attendance lead on <date> at <time> to discuss your child’s attendance and offer our support in improving this.

If you are unable to attend on this date please contact the school to arrange a mutually convenient time.

Please complete the reply slip below to confirm you will be attending this meeting.

Yours sincerely,

[Name]

Executive Head Teacher

.....

Attendance Meeting <date>

Child’s Name: [pupil’s name]

I will / will not be able to attend the attendance meeting on <date>

Signature:

Please return to the School Office, FAO: Executive Head Teacher.

Letter 1c Referral following no further improvement in attendance

{Date}

<<Address block>>

ABSENCE FROM SCHOOL

Re: [pupil's name] - DoB

Dear <Name of Parent>

Following our Attendance meeting on <date>, I note that there has been no significant improvement in [pupil's name] attendance. [pupil's name] attendance for this academic year has fallen to...%. A copy of the attendance record is enclosed.

As discussed at our meeting, it has now become necessary to refer [pupil's name] and the concerns around his/her attendance to the county Education Welfare Officers, [name of officer if possible]. She will contact you in due course.

Should you have anything you wish to discuss concerning this matter, I will continue to be available.

Please contact the school should you require an appointment.

Yours sincerely,

[Name]

Executive Head Teacher

Letter 2 – Alerting parents to concerns about a pupil's unexplained absence(s)

{Date}

<<Address block>>

UNEXPLAINED ABSENCES FROM SCHOOL

[pupil's name] – DoB

Dear <Name of Parent>

I am writing to express my concern at [pupil's name] recent unexplained absence(s) from school. This absence occurred <on> <between> <date/s>. I enclose a copy of your child's attendance record is enclosed.

Our school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every child.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

I therefore request that you contact the school as a matter of urgency to discuss this matter.

Yours sincerely,

[Name]

Headteacher

Letter 3 – Accepting a request for a holiday in term-time

{Date}

<<Address block>>

YOUR REQUEST FOR A HOLIDAY ABSENCE

[pupil's name] – DoB

Dear <Name of Parent>

Thank you for your request to take [pupil's name] out of school between [date] and [date]. In this case, I am prepared to agree to your request.

I have not made this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance through the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I will agree to a similar request, from you or other parents, in the future.

Yours sincerely,

[Name]

Headteacher

Letter 4 – Declining a request for a holiday in term-time

{Date}

<<Address block>>

YOUR REQUEST FOR A HOLIDAY ABSENCE

[pupil's name] – DoB

Dear <Name of Parent>

Thank you for your request to take [pupil's name] out of school between [date] and [date].

In this case I regret I cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance through the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance cannot be directly compared with decisions made by the school in the past, and nor does it set a precedent. It does not mean I will not agree to a similar request, from you or other parents, in the future.

I am sorry to have to disappoint you.

Yours sincerely,

[Name]

Headteacher

Letter 5 – Expressing concern after an unauthorised holiday

{Date}

<<Address block>>

HOLIDAY ABSENCE

[pupil's name] – DoB

Dear <Name of Parent>

I am writing about your action in taking [pupil's name] out of school for a family holiday between [date] and [date].

Our school works in partnership with parents to provide the best education for each child and believes that regular attendance through the year is essential to every child's success and fulfilment. We expect you to consult the school before booking holidays that mean your child will be absent.

I am concerned, as I believe this absence could have a detrimental effect on [your child/children's or name/s] education.

I strongly urge you always to consult with the school before making plans that involve a pupil's absence from lessons or other commitments.

Yours sincerely,

[Name]

Headteacher

Letter 6 – Accepting a request for absence for religious observance

{Date}

<<Address block>>

YOUR REQUEST FOR ABSENCE FOR RELIGIOUS OBSERVANCE

[pupil's name] – DoB

Dear <Name of Parent>

Thank you for your request to take [pupil's name] out of school on [date] because of [insert religious occasion]. In this case, I am prepared to agree to your request and it will be considered an authorised absence.

Each request for an absence is considered on its merits at the time. We recognise that a family's religious beliefs and traditions are intrinsic to their sense of identity. However, please note that my decision in this instance does not set a precedent, and does not necessarily mean I will agree to a similar request, from you or other parents, in the future.

Yours sincerely,

[Name]

Headteacher

Application for Leave of Absence

- Full school attendance is vital for your child's educational progress. Parents/ carers are expected to ensure that their children attend school regularly.
- Absence during term time will only be authorised in exceptional circumstances. If you feel your circumstances are exceptional, please complete and return this form before making any travel arrangements.
- Please see our schools Attendance Policy and Guide for Parents for further information available from the school office, or <http://www.edenham.lincs.sch.uk/policies.asp>

Surname of Pupil			
First Name(s) of Pupil			
Date of Birth			
Name of Parent/Carer		Class	
Address of Pupil			
Day Time Telephone Number			
Reason for Absence (including destination) (please attach further information if necessary)			
Educational activities to be undertaken while away (please attach further information if necessary)			
First Date of Absence			
Date of return to School			
Signature of Parent/Carer			
Date of Application			