

Woodrush High School

An Academy for Pupils Aged 11-18



Attendance Policy

Reviewed by: M Holtom-Brown
Next Review: September 2026

1. Aims

1.1. To support every child in our school in aiming for 100% attendance throughout the academic year. We aim to do this through providing a stimulating and caring environment where students will develop into aspirational young people.

1.2. To ensure excellent attendance is an expectation we have of every student to support their academic success, their happiness and their general well-being in school.

1.3. To work closely with parents and relevant support services to address factors that may have a detrimental impact on any student's attendance.

1.4. To encourage students to attend school regularly and maintain excellent or good attendance.

2. Sense of Belonging

2.1. Woodrush High School recognises that students are more likely to attend school regularly when they feel **safe, valued, respected and connected** to their school community. A strong sense of belonging is therefore an important part of our approach to promoting and improving attendance.

2.2. We are committed to creating an inclusive and supportive school environment where every student feels that they are a valued member of the Woodrush community. We recognise that positive relationships, a sense of connection and feeling known and understood can have a significant impact on a student's engagement with school.

2.3. We will work proactively to ensure that students feel welcomed, supported and encouraged to attend school every day. Staff will seek to develop positive relationships with students and understand any individual circumstances that may affect their engagement, wellbeing or attendance.

2.4. We will:

- Promote positive and respectful relationships between students and staff.
- Ensure students feel **known, valued, listened to and supported**.
- Provide opportunities for students to develop positive relationships with their peers and feel part of the school community.
- Celebrate students' achievements, contributions and improvements in attendance.
- Identify students who may be experiencing disengagement, isolation or barriers to attendance and provide appropriate support.
- Ensure students returning to school following an absence are welcomed positively and supported to re-engage with school.
- Work in partnership with parents and carers to understand and address concerns that may affect a student's sense of belonging or ability to attend regularly.
- Work with pastoral teams and appropriate external agencies where additional support is required.

2.5. Our aim is for every student to feel that **they belong at Woodrush High School, that they are an important part of our community and that their attendance matters**.

2.6. By strengthening students' connection to school and supporting positive relationships, we aim to improve attendance, increase engagement with learning and support the **academic success, happiness and general wellbeing** of every student.

3. Statutory Framework

3.1. Attendance at school is compulsory. All children must attend school up to the last Friday in June in the academic year in which a student reaches the age of sixteen is a legal requirement. It is the responsibility of parents/carers to ensure regular attendance of their child.

3.2. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered will the absence be authorised.

3.3. As a school we will work together with parents, students and the Local Authority to improve attendance at school by reducing the number of absences and lates.

3.4. References: Working Together to Improve School Attendance 2026, KCSiE 2026, Act 1996 (EA 96) The Education (Pupils' Attendance Record) Regulations 1991 (ER91)

4. Rationale

4.1. Woodrush High School recognises the need for good attendance and views this as one of our key responsibilities; good attendance enhances students' opportunities for learning, prepares them to be responsible citizens and keeps them away from the dangers they may experience whilst being absent from school.

4.2. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

4.3. The routines that a child develops around attendance and punctuality are the same as any future employer and therefore essential life skills. We believe that future aspirations and attainment depend on good attendance.

4.4. This policy is written in conjunction with the schools safeguarding policy and behaviour policy

4.5. The school also has a Children Missing in Education Policy – these policies run in conjunction with each other

5. Impact on Attendance

5.1. It is our responsibility towards students to consistently strive to achieve 100% attendance as we recognise a direct link between good attendance and student achievement. We strive to consistently support students and their families even though they may be facing personal challenges.

5.2. Poor attendance can lead poor outcomes – this is outlined below and is communicated to both students and parents through the 'Parents Attendance Booklet' which is sent to parents annually, outlining our expectation

Likely Outcomes	Grade 9-5 English / Maths	Grade 9-4 English / Maths	Average English Grade	Average Maths Grade	Positive Progress	Days Lost to learning per year
Attendance above 96%+	50%+	70%+	5+	5+	~60%	7
Attendance 90%+	35%+	60%+	5	4	~50%	19
Attendance 85%+	10%+	20%+	3	3	~20%	26
Attendance 80%+	0%	20%+	2+	2	~20%	36

6. Expectations

6.1. We expect that teachers will encourage and monitor attendance at lessons and registration.

6.2. We expect that teachers will be consistent in their approach to attendance, working in partnership with parents.

6.3. We expect that teachers will ensure students are aware of their own attendance levels and how those levels impact on their learning.

6.4. We expect every parent or carer to accept shared responsibility for their child's regular and punctual attendance.

6.5. We expect that attendance will be closely monitored and recognised as an achievement.

6.6. We expect that students having issues with attendance will be quickly supported and closely monitored to improve attendance.

6.7. Sanctions and rewards through monitoring are outlined on following page:

7. Stages of Action (See also Appendix A - Roles and Responsibilities)

	Action we take	Hours of lost learning each year	Days missed each year	Education missed at Secondary School
Excellent Attendance 100%-96%	Commended for excellent attendance – Half termly email for 100% attendees/assemblies	15-20hrs	3-4 days	¼ term
Good Attendance 96%-94%	Commended for good attendance – half termly email	20-35hrs	4-7 days	½ term
Requires Improvement 94%-92%	Monitored - Warning letter of concern if declining	36-60hrs	9-12 days	2 terms
Poor Attendance 92%-90%	Parents contacted by Inclusion Team – Formal Warning Letter	75-95hrs	15-19 days	½ year
Persistent absence 90%-80%	Meeting held with Attendance Welfare Officer	95-140hrs	19-28 days	¾ year
Critical <80%	Meeting Held with Deputy Headteacher /Headteacher – possible legal proceedings for prosecution	>140hrs	>28 days	1 year

8. Recording of Attendance

8.1. Woodrush High School will ensure it fulfils its legal obligation to register students every morning and afternoon. A student needs to be present at both attendance registrations to receive 100% attendance for that day. Morning registration takes place at 08.25am at the start of line up and students arriving after 8.25am will be recorded; afternoon registration takes place at 2.00pm during lesson 5. Teachers record students' attendance electronically and all lesson registers are to be completed within the first 10 minutes of the lesson time.

8.2. In order to track students' whereabouts throughout the day; deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of students, classroom teachers will take a register at the beginning of every lesson to record absence and lateness. If a student arrives after a register has been taken teachers will amend their registers at some point during the lesson.

8.3. Coding of attendance – Teaching staff will use Present (/ \), Absent (N) or late (L) as codes for the statutory am/pm registers and for each lesson

8.4. Attendance Welfare Officer will add additional coding as needed (See chapter 8 Working together to improve school attendance 2026)

9. Lateness and Punctuality

9.1. The prompt arrival by all students each day is crucial to the effective running of the school. Every part of school they miss, by being late, means that they are behind with what is being delivered within the classroom.

9.2. At Woodrush High School we believe that every moment matters and therefore persistent lateness is not tolerated and will be sanctioned.

9.3. The main school gates will lock at 8.25am and any student who arrives after this time will have to access the school by the hub entrance. They will be marked late and the number of minutes late recorded.

9.4. Any student arriving late to school will be required to remain in the **Hub classroom until 9:00am**. During this time, students will be supported to reflect on their punctuality and identify strategies to help them arrive at school on time. Students will also participate in the **form tutorial programme**. This approach is intended to provide appropriate support and guidance while promoting positive attendance and punctuality habits.

9.5. If a student arrives at school after 8.25am, without a valid reason from parents/guardians, students are given a lunchtime intervention which will take place during first 15 minutes of lunch. This is to support the student with strategies to arrive to school on time.

9.6. If the student does not attend the lunchtime intervention non-attendance SDR will be issued.

9.7. Students will be deemed late to lessons if they arrive to lessons after the Ready to Learn bell (5 minutes into the lesson). Teachers will issue a C1 for lateness to lesson.

9.8. If a student has not arrived by 09.00am and the school have not received a reason for absence, an unauthorised absence mark will be given, and parents or carers will be contacted via telephone or text message.

9.9. Key Vulnerable Students are on a first day calling list and will be contacted accordingly if they have not arrived by lesson 9.00am.

9.10. Form Tutors and Heads of Year will monitor student lateness to school and will check attendance at Same Day Resolutions.

9.11. The school reserves the right to adapt its sanctions for lateness during the course of a school year, based on whether the above-described sanctions are having effect.

10. Authorised Absence

10.1. All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2025 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

10.2. These circumstances are:

10.2.1. Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).

10.2.2. Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.

10.2.3. Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.

10.2.4. A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable)

10.2.5. Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

10.3. Generally, the DfE and Woodrush High School does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

11. Medical Appointments

11.1. All medical or dental appointments should be made outside of the school day

11.2. Where this cannot be made; all students attending medical/dental appointments must complete the medical appointments form on school website 48 hours prior to appointment,

11.3. The Medical Appointment Link [here](#) must be completed at least 48 hours in advance of the appointment stating reason for appointment with relevant evidence for example dentist or hospital appointment letter.

11.4. If the student is leaving school early, they must hand their mobile phone to Student Services before leaving.

11.5. will authorise the absence and complete the relevant Medical Appointment Form.

11.6. The completed Medical Appointment Form must be forwarded to JEL.

11.7. The student must report to Student Services at time of appointment and to sign out and collect their mobile phone.

11.8. Student should be collected from Main Reception by Parent/Carer.

11.9. Office staff will formally sign the student out and amend the Arbor register using the M code to record the medical appointment.

11.10. Any student arriving after registration, due to medical reasons, will be recorded as late but the medical appointment will be noted, and this mark will not impact the student's overall attendance.

11.11. If no evidence of a medical appointment is provided, an absence mark will be recorded (which will adversely affect attendance).

11.12. If a student will be having frequent appointments, we request that parents inform their child's Inclusion leader or inform Mrs Davies (Attendance Officer). We will look at exceptional circumstances on an individual basis.

12. Roles and Responsibilities (See Also Appendix A - Attendance Responsibilities)

12.1. At Woodrush High School we believe the responsibility of good attendance is shared between the student, parent and school.

12.2. Parents or carers will;

- Make all reasonable efforts to ensure their child attends school 100% of the time and arrives punctually.
- Notify the school, preferably by telephoning the absence line (01564 823 777), detailing the reason for the absence and stating an estimated return time.
- To arrange medical/dental appointments outside of the school day. When this is not possible it is expected that students return to school before or after their appointment.
- To supply medical certificates or other evidential material if requested by school.

12.3. The School will;

- Mark registers accurately and monitor data closely to pick up patterns of poor attendance at the earliest opportunity.
- Contact parents as soon as a student is recorded as absent and a reason has not been given. This procedure is in line with safeguarding guidelines to ensure we are aware of student's whereabouts at all times. If we do not have any contact from parents, and we have concerns, we may do a home visit.
- In line with safeguarding procedures, if a child has been absent from school for a period of 10 consecutive days we have duty to report this to the local authority.
- Monitor all students' attendance closely and intervene at the earliest opportunity to explore reasons for poor attendance.
- Praise good attendance and celebrate high attendance.

12.4. Woodrush High School has a legal responsibility to ensure each student is supported to achieve **good** attendance and must follow a legal framework set by Worcestershire County Council to prosecute parents who refuse to engage with school to improve attendance levels.

12.5. Persistent Unauthorised Absences will result in Woodrush High School issuing a penalty notice or further legal action.

13. Penalty Notices

13.1. As a school we apply penalty notices in line with Worcestershire County Council Policy:

- Unauthorised absence may be subject to a penalty notice fine:
 - £160 per parents per child (This includes both parents even if not in the same household) if paid within 28 days
 - £80 per parent per child, if paid within 21 days for a first-time absence.
 - If a second period of unauthorised absence occurs within a 3-year timescale, this is also subject to a penalty notice fine
 - £160 per parents per child, to be paid within 28 days.

13.2. Failure to make payment of penalty notices issued may lead to court proceedings.

13.3. A third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996.

13.4. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

14. Request for Absence within Term Time (See Appendix B)

14.1. Woodrush High School's policy is that requests for absence for a family holiday during term time will not be authorised. This is in line with the Local Authority Guidance in relation to holiday requests during term time. We do appreciate that there are exceptional circumstances for requests. Penalty notices will be given to each parent of each child.

14.2. Other absence in term time will only be authorised under exceptional circumstances.

14.3. If a parent still wishes to apply for permission, they will need to fill out a 'request for a leave of absence during term time' – these are available on request from the school.

14.4. Parents must realise that taking holidays during term time is not beneficial to their child's education and should be avoided. No parent can demand leave of absence for the holiday as a right.

15. Incentives and Rewards

15.1. Woodrush High School recognises that it is important to ensure students have a strong sense of belonging and that good attendance is rewarded. Students achieving 100% attendance each half term will be recognised and congratulated with an email from the Deputy Headteacher and a A3 awards.

15.2. Students maintaining 96%, or above, improved attendance will be issued with an A2 award each half term.

15.3. The school regularly considers methods to ensure that there are high profile positive messages about good attendance that run across the school.

15.4. Incentives and rewards will be

16. Monitoring, evaluating and reviewing the policy

16.1. The above policy and procedures will be reviewed annually by the Deputy Headteacher responsible for attendance. They will also be responsible for providing statistics on attendance on a regular basis to the Senior Leadership Team and the full governing body where required. The SLT and governor link will regularly review this policy and the impact it is having on attendance levels throughout Woodrush High School.



Thresholds for Attendance Improvement and Management

Excellent Attendance	<96%	<92%	Persistently Absent Students <90%	Severely Absent Students <80%	Legal Action
Attendance will be celebrated in school form time and assemblies each week	Form Tutor monitors attendance on a daily basis of children in their form group	Attendance Welfare Officer supports Head of Year and Student Engagement Leaders (SEL) to monitor attendance across year group - 2 week cycle	Attendance Welfare Officer Monitors attendance data across the school - identification of those at risk of being Persistently Absent	In School Meeting with Parents, Child, Deputy Headteacher and Attendance Welfare Officer - Arbor Note	If there is a lack of engagement or support from families, the Headteacher will proceed to legal intervention through the Local Authority
Termly Certificates of Excellent attendance will be sent home with students and letters to parents	Form Tutor contacts home if concerns start to arise e.g. Split Weeks or irregular absences	Head of Year/ Assistant Head of Year contacts home - barriers identified to non-attendance	Initial Parent Meeting (Arbor Note) to discuss barriers preventing good attendance in line with expectations	Attendance Welfare Officer supports parents to overcome barriers - targets set and reviewed weekly	An Evidence Review of a the child's attendance record by Attendance Welfare Officer
Form Tutors will contact home as needed to celebrate improvements in attendance	Arbor Communication Note Made - Heading - 'Attendance Concern'	Improvement Letter sent regarding Attendance - This Includes Targets for Improvement - Arbor Note made and monitored	Early Help Plan or Parenting Support Plan/Contract put in place - Arbor / Safeguarding Notes	Safe and Well Checks in Place and home visits to encourage good attendance	Involvement with Children's services as needed by Safeguarding Team
Achievement Points given by Form Tutors to reward Excellent Attendance on Arbor	Any concerns regarding barriers to attendance passed to Designated Safeguarding Lead (DSL) or Deputy (DDSL) or Head of Year (HoY)	HoY/Asst. HoY - Support DDSL if Early Help Assessment is needed (DEC)	Work with external partners and in school pastoral teams to improve attendance - voluntary access to support from parents	Work with external bodies including Children's Services to support families to overcome barriers (DEC)	Other Legal Action - Holidays in term time or 10 day absence with no reason given - fixed term penalty notices (£80 per parent per child - £160 if not paid within 21 days)



All Pupils >96%

Parents/Carers are expected to	Schools will	Other Stakeholder Involvement
• Ensure your child attends school except when a statutory reason applies • Notify the school on the day your child is absent • Book medical and dental appointments outside of school hours • Do not take holidays in term time	• Have a clear attendance policy and expectations around attendance that is known by all • Develop and maintain a culture that promotes the benefits of good attendance • Have robust systems in place that follows up attendance • Have a senior leader with responsibility for championing and improving attendance	• Trustees – ensuring the school has robust systems to monitor attendance and ensure staff training is in place

Pupils at risk of becoming persistently absent from school – Attendance 90% to 92%

• Work with us as a school to help us understand barriers to your child's attendance • Proactively engage with support offered to prevent the need for more formal support • React to attendance concerns through improved attendance of your child	• Identify groups of at-risk children on a weekly basis – attendance concern letters issued to parents/carers to identify and support • Work with each identified pupil and their parents/carers to understand and address reasons for absence – including in school barriers • Out of school barriers – signpost for support for school support or external services – In School Early Help • Take the lead in a multi layered approach with other partners including the local authority if needed	• Local Authority – Signpost to services to support those at-risk of becoming persistently absent • School and Children's Services – facilitate an early help assessment to create a multi agency approach
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Persistently Absent Pupils – Attendance <90%

• Ensure attendance to meetings in school to discuss attendance concern and to remove barriers • Proactively engage with an Early Help Plan to prevent the need for legal intervention	• Parent Meeting - Attendance letter sent requesting parent/carer meeting to discuss attendance barriers and to create an Early Help Plan • Make parents/carers and the child aware of legal intervention if attendance doesn't improve • If there are safeguarding concerns work with external agencies and children's services to support the family	• Trustees – Support the school in issuing legal interventions • Local Authority – Formal Support Options including parenting contracts and education supervision orders
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Severely Absent Pupils – Attendance <80%

• Proactively engage with support offered including voluntary Early Help Plan	• Parent Meeting with Senior Leader – prosecution warning if no improvement • Agree a joint approach for all severely absent pupils with the local authority • If appropriate, conduct a children's social care assessment and build attendance into children in need or child protection plans	• Local Authority – Provide support to create family plans and EHCP as needed. Ensure joint working between children's services and other statutory safeguarding partners
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Supporting Pupils with medical conditions or SEND

• All sections - As above	• Maintain the same ambition for attendance and work with pupils and parents/carers to maximise attendance • Ensure joined up pastoral support and put in place additional support and adjustments such as individual healthcare plans and ensure provision outlined in any child's EHCP	• Trustees – Support the school in monitoring cohorts of children's attendance across the school • Local Authority – Work with relevant service and partners e.g., SEN, Educational Psychologists and Mental Health Service to ensure joined up support for families. • Ensure suitable education such as alternative provision due to health reasons
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Supporting pupils with a Social Worker

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| <ul style="list-style-type: none">• Work with the school and local authority to understand their child's barriers to attendance | <ul style="list-style-type: none">• Inform the pupils social worker if there are unexplained absences | <ul style="list-style-type: none">• Children's Services - Regularly monitor attendance• Local Authority - Personal Education Plans for Looked After Children |
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Attendance at Woodrush

It is really important that we have a whole school, student-centered approach towards attendance; working collaboratively and in partnership with all stakeholders. Equally, it is vital that our approach is supportive so we can support both families and students with any barriers to attending school.

The table below clarifies the level of support a student will receive to minimise school absence. This approach will allow the response to be proportional to days lost over the full school year and will allow us to ensure any support is provided proactively and early.

Number of days absent in a year.	Staff involved	Support and response from school.
Stage 1: 3 days absence	Inclusion Team	- Monitoring levels of child absence, Stage 1 letter sent to parents. Stage 1 letter sent to students with support - Internal support/ intervention offers explored.
Stage 2: 6 days absence	Inclusion Team	- Concerns regarding attendance. Stage 2 letter sent to parents. - Stage 2 letter sent to student with wellbeing survey - Meeting with Form tutor/ AHOY
Stage 3: 9 – 12 days absence	Pastoral Team	- Student is at high risk of becoming a Persistent Absentee. Stage 3 letter sent to parents to arrange a formal Team Around Child (TAC) meeting - potential external support offered. - Unauthorised absence – first notice warning/fines.
Stage 4: 12 days absence	Deputy Head Teacher	- Child is at serious risk of becoming a Persistent Absentee, - TAC meeting strategies in place and no improvements Formal warning notice sent to parents. - External support reviewed and discussed. - Unauthorised absence – formal warning/fines
Stage 5: 16 days absence	Head Teacher Local Authority	- The school will work closely with the Local Authority. - All avenues have been exhausted and support is not working or being engaged with. - The school will now enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education. - Continued support for the child and family.
Critical: 19 days absence +	Local Authority	- The child is now considered a Persistently/Severely Absent child. - Persistently/Severely Absent is when a pupil's attendance is below 90%. - The child and family will continue to be supported at a Local Authority level.

As a reminder, Woodrush High school is obligated to follow the most recent DFE guidance 'Working Together to Improve School Attendance' introduced in August 2024. For further information please click on the relevant links below:

Information	Please click on link below
5 Foundations Attendance framework	5 Foundations Website Text.docx
DFE Guidance for attendance	Working together to improve school attendance - GOV.UK
School Attendance – Legal information	School Attendance – Legal information

Appendix B

APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

IMPORTANT NOTES

- 1 If your child is a persistent absentee (attendance below 90%) – the request will automatically be rejected
- 2 If you feel that absence from school in term time is unavoidable, complete this form below and return to Student Services not less than SIX WEEKS before the planned absence is due to begin.
- 3 Parents are advised that they have no automatic right for their children to be absent from school.
- 4 **Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.**
- 5 No absence will be authorised during any examination periods, this includes internal examinations and Controlled Assessments
- 6 You must notify the school immediately if for any reason, your child is not able to return to school by the agreed date. In such cases, you should explain the circumstances and also indicate the revised date for return. Failure to keep the school fully informed can result in your child being removed from the school's register.
- 7 Unauthorised absences will be accompanied by a penalty notice – this will be £80 per child per parent leading to £160 if not paid within 21 days.

Parents and Carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important schoolwork and may not be able to catch up. This could have serious consequences regarding progress, attainment and opportunities later in life.
- Other pupils' education could be affected – the time teachers must help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be recaptured later.
- There are 190 school days in a year – these leaves 175 days for holidays, cultural activities and family time.

If you withdraw your child from school for this leave it will be recorded as unauthorised absence. You will be served with a Penalty Notice or a summons to court for your child's unauthorised absence. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Request for leave during term time application form

Parents and carers are reminded that leave of absence taken **without** permission during term time may result in the issue of a Penalty Notice by the Local Authority. The cost of the fine is £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid within 28 days. Failure to pay an issued fine could result in prosecution in the magistrates' court. If a second period of unauthorised absence occurs within a 3-year timescale, this is also subject to a penalty notice fine. £160 per parents per child, to be paid within 28 days.

Date:

I request consideration of a grant of leave of absence from school during term time for:

Name of Child: (full name) _____ **DOB:** _____

First date of absence: _____ **Last day of Absence:** _____

Please state reason for leave (include any exceptional circumstances to be considered):

I have (an)other child(ren) in (an)other school(s) as follows:

Full Names and school attended:

Signature of 1st Parent/carers: _____ **Print Name:**

Signature of 2nd Parent/carers: _____ **Print Name:**

After consideration, the Headteacher will write to you to let you know if the absence is authorised or not.

For Office Use Only

Number of school days applied for: _____

Agreed / Not agreed Signed (Headteacher) _____ Date: _____

Notification of decision letter sent to parent(s): Date: _____

