



Attendance, Absence and Punctuality Policy

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1. Mission Statement

Martlesham Primary Academy believes that to facilitate teaching and learning, good attendance and punctuality is essential. Children cannot achieve their full potential if they do not regularly attend school, on time.

Martlesham Primary Academy is committed to providing an education of the highest quality for all its pupils. At Martlesham Primary Academy we consider good and regular attendance to be above 96%.

A key element is a child's attendance at school; only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. Regular school attendance is a major factor in ensuring that children are safe, achieve well and develop socially, emotionally and behaviourally. Good school attendance prepares children well for their future, preparing them for high school, further education, employment and training, and plays a crucial role in enabling them to become happy, healthy and successful adults. High achievement depends on good attendance. Children who miss out on lessons are vulnerable to falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

The whole school community; pupils, parents and carers, teaching and support staff and governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current statutory and Local Authority guidance. The school will ensure that all members of the school community know of the policy and have access to it.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
95%	Satisfactory	10-13	2-3
90-94%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

To support the above MPA are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to special educational needs and disability (SEND) they may have, either by regular attendance at school or otherwise.
- Promoting and modelling good attendance and punctuality behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our children.
- Rewarding regular attendance and good punctuality.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE current version of Keeping Children Safe In Education
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

The Education Act 1996 states that:

- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable:
 - a) to their age, ability and aptitude, and
 - b) to any SEND, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age:
 - a) when they attain the age of five, if they attain that age on a prescribed day, and
 - b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year:
 - a) if they attain the age of 16 after that day but before the beginning of the school year next following,
 - b) if they attain that age on that day, or
 - c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Martlesham Primary Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency for which the school has granted leave.

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason.

- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason.

Lateness:

- Arrival at school after the beginning of the school day but before the register has closed.

4. Roles and Responsibilities

The Governing Board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The Head Teacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance and punctuality expectations and procedures.
- Ensuring that every child has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring children do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance and punctuality behaviour.
- Using their professional judgement and knowledge of individual children to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Admin and Communications Lead is responsible for informing Suffolk County Council of any child being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Have been permanently excluded.

Children are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.

For the purpose of this policy, a parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person (i.e. lives with and looks after the child).

5. Staff Training

The school will recognise that early intervention can prevent poor attendance and/or punctuality. As such, staff will receive training in identifying potentially at-risk children as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school, or poor punctuality, could indicate a safeguarding concern, and know how such concerns should be managed.

6. Child Expectations

Children are expected to attend school every day and need to be ready for school, helping parents/carers to ensure that they arrive at school punctually.

7. Children at Risk of Persistent Absence (PA)

The school will ensure it provides support to children at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The Head Teacher will:

- Establish a range of evidence-based interventions to address barriers to attendance.

- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly review with the Admin and Communications Lead.
 - Engaging with Suffolk County Council attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics.

The Governing Body will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Where a child at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the child in line with the school's duty of care.

Where a child becomes at risk of PA, the school will:

- Welcome children back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with children and parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Lead weekly check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children with a social worker
- LAC
- Children who are eligible for FSM
- Children with EAL
- Children with SEND

8. Children Missing in Education (CME)

We understand the risks posed to children who are not receiving a full-time education, both in terms of their safety and their academic achievement. We are aware of both DfE guidance (Children missing education - Statutory guidance for local authorities, [2016]) and our Local Authority procedures concerning Children Missing in Education. We will work in full accordance with these expectations, including working jointly with Suffolk County Council to make reasonable enquiries to establish the whereabouts of a child who has not returned to school for ten days after an authorised absence or following twenty consecutive days of unauthorised absence.

We will share information from our admissions and attendance registers as requested with Suffolk County Council, and with other schools when a child transitions to or from our school, to support with effective implementation of the authority's policies relating to these statutory duties.

In the event of any safeguarding concern regarding a child who is missing in education, we will follow our safeguarding policy.

9. Children with Medical Conditions or Special Educational Needs and Disabilities

Some children face greater barriers to attendance than their peers. These can include children who suffer from long term medical conditions or who have special educational needs and disabilities. Staff at the school will work with the parents and be mindful of the barriers these children face and put additional support in place where necessary to help them access their full-time education whilst maintaining the same, high expectations regarding their attendance.

10. Part-Time Timetables

All children at our school are entitled to a full-time education. In very exceptional circumstances, where it is in a child's best interest, there may be a need for a temporary part-time timetable to meet their individual needs.

For example, where a medical condition prevents a child from attending full-time education and a part-time timetable is considered as part of a re-integration package.

Any part-time timetable will have a time limit by which point the child will be expected to attend full-time, either at school or an alternative provision. This will be kept under regular review with the child and their parents.

11. Absence Procedures

Parents will be required to contact the School Office via telephone as soon as possible on the first day of their child's absence. They will also be required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent. This is required even if the parent has already contacted the school. Alternatively, parents may call into school and report to the School Office where arrangements will be made to speak to a member of staff.

A telephone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school.

The Admin and Communication Lead will:

- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to establish the pupil's whereabouts or to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- Head Teacher to speak to the parents at home time if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded on Arbor.
- When no contact has been established the school will consider conducting a home visit or request a safe and well check from the Police, if the absence is unusual or school has concerns regarding the child's welfare. This may also result in a referral to Suffolk County Council Children Services.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the Admin and Communications Lead will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day.

This will allow the DSL to make an informed decision on the necessary response, this may include a referral to the Police or Children's Services.

The school will always follow up any absences to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

In the case of PA, arrangements will be made for parents to speak to the Head Teacher.

If a child's attendance drops below 96% a formal meeting will be arranged with the child's parent.

Where a child has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the child from the admissions register if the school and Suffolk County Council have failed to establish the whereabouts of the child after making reasonable enquiries. (*CME statutory guidance pg 8, para 18*).

12. Parental Involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with the children and their families about the expectations of school life, attendance, punctuality and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with children and their families to support attendance and punctuality, e.g. social services.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance / punctuality or require support.

13. Attendance Register

The attendance register is taken at the start of each school day and at the start of the afternoon session. This register will record whether children are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

Class registers are recorded using Arbor. The system ensures no children are missed and pupil information can be shared quickly and securely.

Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

The following codes will be used:

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C = Authorised absence

E = Excluded but no alternative provision made

H = Authorised holiday

I = Illness

M = Medical or dental appointments

R = Religious observance

B = Off-site education activity

- G = Unauthorised holiday
- O = Unauthorised absence (for other reasons)
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Child not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant children who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years from the date of the last entry.

14. Education Welfare Officer

If children are persistently absent, the Head Teacher will attempt to resolve the situation through a parent agreement. If the situation cannot be resolved and attendance does not improve, Suffolk County Council's Education Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices to parents.

The Head Teacher and Admin and Communications Lead will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence and will provide regular reports to staff across the school to enable them to track the attendance of children and to implement attendance procedures.

Where a child's absence is 50% or below, the Head Teacher will report this to the relevant staff members in school (e.g. DSL) and the Deputy Director of Education (DDoE), providing them with a detailed report of the issues relating to the poor attendance and the school's actions to address this.

The DDoE may decide to refer to this the Safeguarding lead for further advice and support.

15. The School Day

Schools are expected to publish their school hours on their website.

Schools are expected to be teaching a minimum of 32.5 hours each week at the latest from September 2023 and should be actively working towards this during 2022-23.

The 32.5 hours includes all the time that all pupils are expected to be in school from the point at which the register is taken to the end of the school day. This includes break times, lunch times, assemblies and so on. However, it does not include optional before or after school clubs.

For schools that operate a 'soft start' at the beginning of the day, this time does NOT count towards the 32.5 hours. The school day begins at the time at which the register is taken and all pupils are expected to be in school.

16. Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at **8.50am**. Children should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by **9.20am**. Children will receive a late mark if they are not in their classroom by this time.
- The register closes at **9:20am**. Children will receive a mark of absence if they do not attend school before this time.
- Children attending after **9:20am** will receive a mark to show that they were on site, but this will count as a late mark.
- After lunch, registers are marked by **1:00pm**. Children will receive a late mark if they are not in their classroom by this time.
- The register closes at **1:10pm**. Children will receive a mark of absence if they are not present.

17. Term Time Leave

The school will require parents to observe the school holidays as prescribed; therefore, the Head Teacher will be unable to authorise holidays during term-time in most cases. The Head Teacher will be only allowed to grant a leave of absence in exceptional circumstances.

Applications should be made in advance and the Head Teacher must be satisfied by the evidence, which is presented, before authorising term-time leave. The Head Teacher will determine the amount of time a child can be away from school during term-time. Any leave of absence is at the discretion of the Head Teacher. Any requests for leave during term-time will be considered on an individual basis and the child's previous attendance record will be considered.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods.
- When a child's attendance record shows any unauthorised absence.
- Where a child's authorised absence record is already above 10 percent for any reason.

If parents take their child out of school during term-time without authorisation from the Head Teacher, they may be subject to sanctions such as penalty fines.

18. Leave During Lunch Times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the Head Teacher – it is at the Head Teacher's discretion as to whether a child will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time. This request will be submitted to the Head Teacher. The Head Teacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The Head Teacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Where permission has been granted, the Head Teacher will ensure staff are informed. Our lunch time hours are 12:00noon to 1:00pm. Children will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the School Office when taking them off the premises. The child will be signed out and back in using the pupil register at the School Office. A member of staff will be available before the child leaves the premises and upon their return to sign them back in. No child will leave the premises before the member of staff has given their permission.

The Head Teacher reserves the right to withdraw their permission at any time. This may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Head Teacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time. The request will be submitted in writing to the Head Teacher.

Permission will be updated on a half-termly basis and letters will be sent to parents at the end of each term to confirm whether they would like their request to continue.

19. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of children and understand the importance of continuity in each child's learning. All children are expected to be in their classes by 8.50am and 1:00pm, where the teacher will record the attendance electronically. Any child with permission to leave the school during the day must sign out at the School Office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a child might be truanting. If truancy is suspected, the Head Teacher is notified, and they will contact the parent to assess the reasons behind the child not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the child, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

20. Leaving the School without Permission

Children will not be permitted to leave the school premises during the school day unless they have permission from the school. Please refer to REAch2 Missing Pupil Policy.

21. Religious Observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

22. Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office.

If the appointment requires the child to leave during the school day, they will be signed out at the School Office by a parent. Children will be expected to attend school before and after the appointment wherever possible.

23. Modelling, Sport and Acting Performances/Activities

The school will ensure that all children engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the local authority which authorises the school's absence(s).

Additional arrangements will be made by the school for children engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. This may involve private teaching. These arrangements will be approved by the local authority who will ensure the arrangements are suitable for the child.

The child will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child would be required to attend a school maintained by the local authority issuing the licence. This requirement will be met by ensuring a child receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the child would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the local authority and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the local authority, it is at the discretion of the Head Teacher to authorise the leave of absence for each day. The Head Teacher will not authorise any absences which would mean that a child's attendance would fall below 97%. Where a licence has not been obtained, the Head Teacher will not authorise any absence for a performance or activity.

24. Young Carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each child will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for children who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

25. Rewarding Good Attendance and Punctuality

The school will acknowledge outstanding attendance and/or punctuality with good attendance and punctuality rewarded.

The school will develop strategies for ensuring that children with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

26. Attendance Monitoring and Review

Attendance and punctuality will be monitored throughout the year, and addressed as below:

1.	Weekly attendance monitoring to identify children whose attendance falls below 96%.	Head Teacher and Admin and Communication Lead.
2.	Children with attendance below 96% are sent a letter to address the issue that attendance is a concern.	Head Teacher
3	If a child who has been flagged with attendance below 96% does not improve after letter 1 then the parents are sent letter two. They are invited to school to talk to the Head Teacher to address the issues for poor attendance. At this meeting the Head Teacher will identify a timeline for improvement then the next step would be a referral to the Educational Welfare Officer.	Head Teacher
4	If a child's attendance does not improve after weekly monitoring and a meeting with the Head Teacher, then a referral is made to the Educational Welfare Officer.	Educational Welfare Officer

The Head Teacher is responsible for the school management of attendance, policy and systems to ensure that Martlesham Primary Academy intervene in non-attendance at an early stage. The Head Teacher meets with the Admin and Communications Lead on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken.

In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the child, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, all parties should work together to identify the reasons why and either adjust or change the approach.

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

GUIDANCE

To be completed and returned to the school prior to the leave, along with a letter detailing the exceptional circumstance for which the leave of absence is required.

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Completing the form:

- Use for all absences other than sickness.
- Return form to school in advance of requested absence otherwise the absence will automatically be unauthorised.
- Use a separate form for each child and each absence.

Child's Name:	Date of Birth:	Class:
First Day of Absence:	Last Day of Absence:	
Number of Days Requested:		
Reason for Requesting Absence in Term Time:		
Which exceptional reason does your request fulfil? (please tick)		
Serious and sudden illness of a close relative and you must leave in an emergency		
A one off, never to be repeated occasion that can only happen at that time, e.g. wedding / funeral		
Any religious observance		
A significant educational opportunity		
Please provide names of siblings attending any other education provisions		
Name of Sibling	Name of Education Provision	
Contact Details Whilst Abroad/Absent from School		
<p>If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.</p>		

Address:

--

Telephone Number:

--

Email Address:

--

Please provide details of proof of being away and attached copies:

--

I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

*This is defined as any adult with legal parental responsibility for a child.

Parent 1*

Title:	Full Name:	Telephone Number:

Relationship to Child:	Signature:	Date:

Parent 2*

Title:	Full Name:	Telephone Number:

Relationship to Child:	Signature:	Date:

School to Complete:

- Child's current attendance%
- How many days' holiday already taken this academic year?
- Is the Education Welfare Officer working with the family? Yes/No
- Is Children's Services supporting the family? Yes/No
- Is the request for leave during the exam period? Yes/No
- Has the school received proof of where the child is stay during absence?
Yes/No
- Does the request fit the exceptional criteria? Yes/No
- Has a written response been sent to all parents/carers? Yes/No
- Penalty notice to be issued? Yes/No

School to Complete:**AUTHORISED / UNAUTHORISED****Reason for Decision:****Signed:****Date:****Head Teacher****Penalty Notice to be issued:****YES / NO****If Yes, date issued:**