



Attendance Policy

Written in partnership with the Dovestone Learning Partnership (DLP)

Date written / reviewed	June 2026
Date of next review	June 2027
Headteacher	<i>R Swaby</i>
Chair of Governors	<i>M Hopkins</i>

Mission Statement

At Delph, we are determined to provide a safe, nurturing and meaningful environment where we are all learners together. We are an inclusive school with high expectations for all – we are relentless in our aim for everyone to achieve their full potential, whether academic, creative or sporting. We promote teamwork and mutual respect. Our goal is that all our pupils are happy, resilient children, who are ready for the next step in their learning.

We are learning for life – ‘to be the best that we can be’.

At Delph we aim for 100% attendance for all children. Positive attendance (96%+) and punctuality (8:45am) are essential to ensure that we can support every child, ‘to be the best that they can be’.

Equality Statement

This policy is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Keeping Children Safe in Education (KCSIE)

This policy is subject to the statutory safeguarding and child protection guidance for schools in England, Keeping Children Safe in Education (KCSIE, DfE 2025) which outlines a child-centred and coordinated approach to safeguarding. Safeguarding and promoting the welfare of children is everyone’s responsibility and every person who comes into contact with children in whatever capacity, has a role to play. They should therefore consider, at all times, what is in the best interests of the child.

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department of Education’s (DfE’s) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent(<90%) and severe absence (<50%).
- Ensuring every pupil has access to full-time education to which they are entitled.
- Promote and support punctuality in attending lessons.
- Acting early to address patterns of absence.
- Building strong and trusting relationships with families to make sure pupils have the support in place to attend school.

The support of parents / carers in ensuring that their child attends school is essential. Within the Dovestone Learning Partnership (DLP) we will aim to work in collaboration with parents / carers to ensure that attendance is not a barrier to learning and progress.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School Census Guidance
- Keeping Children Safe in Education (KCSIE)
- Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools

Roles and Responsibilities

The Governing Board

The Governing Board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including, making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
- Making sure that the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupil's individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure relevant staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand the importance of good attendance.
- Understanding that absence is almost always a symptom of wider issues.
- The school's legal requirements for keeping registers.
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Holding the Headteacher to account for the implementation of this policy.
- Discussing and analysing the implications of any attendance reports received at the relevant subcommittee meeting (termly- standing agenda item).

The Headteacher

The Headteacher is responsible for:

- The implementation of the policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the Business Manager or Administrator to be able to do so.
- Working with parents/carers of vulnerable pupils and / or those with special educational needs and / or disabilities (SEND) to develop specific support approaches for attendance.
- Communicating with the local authority when a pupil with an Education Health and Care Plan (EHCP) and / or a Social Worker has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The Attendance Officer *(at Delph this is the Headteacher with support from an LA allocated Attendance Officer)*

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance (at Delph this is the Headteacher), and the Headteacher.
- Working with LA education welfare officers to tackle persistent absence.
- Advising the Headteacher/Business Manager or Administrator when to issue fixed-penalty notices.

Class Teachers

Class Teachers will:

- Be responsible for recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school office via SIMS at the start of the session, each day.
- Use data (provided by SLT) to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.

School Administrator

School Admin Staff will:

- Take calls/messages from parents/carers about absence on a day-to-day basis and record it accurately on the school system.
- Update class teacher marks accordingly, based on information received from families.
- Share concerns from parents/carers with class teachers / SLT where appropriate, in order to provide them with more detailed support on attendance.
- Alert SLT regarding any absences relating to children who have a social worker.
- Alert SLT to any non-arrivals at school, when contact has not been made with any listed adult.
- Follow the instruction of the Headteacher when referring for Penalty Notices.
- Collate weekly data and trends for the Headteacher.

Parents / Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to support a child's attendance, including:

- All biological parents, whether they are married or not.
- All those who have parental responsibility for a child.
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends school every day, on time.
- Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence (unless a known isolation period is known e.g. 48 hours following D/V) and advise when they are expected to return.
- Provide the school with at least TWO emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any contracts that they make with the school and/or local authority.
- Seek support, where necessary for maintaining good attendance, by contacting school and speaking with relevant staff.

Pupils

Pupils are expected to:

- Attend school every day, on time.

Punctuality

The school day starts at 8.45am and ends at 3.15pm. Poor punctuality at school will affect pupil's attendance and have a significant impact on their learning throughout the year (appendix 1).

A pupil who arrives late after the register has been taken:

- Up to 9:00am will receive a late mark (the minutes late will be recorded).
- After 9:00am without a valid reason / appointment may receive an unauthorised late mark. 10 unauthorised marks in a ten-week period is subject to a fixed-penalty fine from the LA.

Absence During Term Time

Parents / Carers are legally responsible for ensuring the regular attendance of their child to school. At Delph Primary School, we recognise that there are sometimes external factors which affect a child's attendance and we will work proactively with parents / carers in order to promote high levels of attendance. To support us to do this efficiently and effectively we would ask that if your child is absent from school, you follow the procedures outlined below.

Illness:

We understand that your child maybe ill from time to time and therefore in these circumstances we would request that:

Parents / carers contact school by 9:00am on **0161 770 7600** and inform us of the circumstances of the illness. We will keep in touch with you for the duration of the absence.

- If no contact has been made to confirm absence, then the school will follow our Keeping in Touch (KIT) procedures (appendix 2).
- Provide supporting medical evidence if an absence exceeds 5 consecutive days e.g. doctor's appointment card / email / text; medical appointment letter; copy of prescription etc. **School would not request nor expect a letter from your doctor.**

Medical Appointments:

Medical / dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible please provide a letter / note along with appropriate documentation e.g. appointment letter / email / text. This should be shown to the school office. **We require this in order to authorise a pupil's absence.**

If a medical / dental appointment is arranged for during the school day, your child will need to be signed out at the office by a responsible adult; **they will not be allowed to sign themselves out.** This person should be a parent / carer or one of the additional contacts which you have provided to us.

Holidays:

See the school website for all Term Dates. The current academic year and the following academic year are usually posted, to support families to plan accordingly.

Holidays should not be taken during term time and can not be authorised. If unauthorised absences reach 10 sessions (5 days) within a 10 week rolling period (this can be within the same or across two academic years), the Local Authority will issue a penalty notice. Parents/carers can be fined twice within a three-year period. After that, other steps like a parenting order or prosecution may be taken. If prosecuted, the Magistrates' Court can order fines up to £2500 per parent, per child.

Local Authority Fixed Penalty	1 st Penalty Notice – If paid within 21 days	1 st Penalty Notice – If <u>not</u> paid within 21 days	2 nd Penalty Notice within 3 years
1 parent, 1 child	£80	£160	
1 parent, 2 children	£160	£320	
2 parents, 1 child	£160	£320	
2 parents, 2 children	£320	£640	

The Headteacher may grant absences of leave when there are exceptional circumstances. Requests should be made using the forms seen in Appendix 3.

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other school or settings. The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Attending an interview / secondary school admission exam
- A temporary, time-limited, part-time timetable
- Exceptional circumstances

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.
- Attendance at an approved alternative setting e.g. sport college / drama school (please

note that for this to be agreed on a long-term basis, a meeting must be held at school and a contract written and agreed to which will be reviewed half-termly).

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that are unexpected, unavoidable, and outside of the parent/carer's control.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **Authorised absence** include (but are not limited to):

- Illness (including mental health illness) and medical/dental appointments.
- Religious observance (see below).
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Religious Observance:

Requests for absence for religious observance should be made in writing to the Headteacher. These will only be granted where the day is exclusively set apart for religious observance by the religious body to which parents belong.

We ask that families are honest and transparent with us regarding absences so that we can ensure the wellbeing of our pupils and maintain positive home-school communications, built upon trust.

Reporting Attendance to Parents / Carers

The school will regularly inform parents about their child's attendance and absence levels via half termly monitoring. Parents will be informed of any actions to be taken when monitoring their attendance. Attendance is also reported in the pupil's annual report to parents.

Working with Parents / Carers where Attendance is a Concern

The Headteacher will track and analyse pupil attendance regularly. This allows us to identify any attendance concerns quickly and to put appropriate support in place.

Support may include but is not limited to:

- Close monitoring of attendance.
- A letter to parents highlighting the current attendance, potential consequences and who is available at school to offer any required support to bring about improvements.
- A phone call to parents from the Headteacher / SLT to discuss the absences, identify any barriers and agree next steps to improve attendance.
- Providing targeted support to the pupil it has identified absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- An invitation to attend an attendance meeting to discuss strategies to improve attendance. (representation at the meeting may include the Headteacher / SLT, Class teacher and if appropriate, a School Governor and/or School Attendance Officer).
- A contract of attendance being established between home, school and the LA (this will be completed to try to avoid legal action being taken by the LA).

Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Listen to families and understand barriers to attendance.
- Explain the help that is available.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to discuss attendance and engagement at school.
- Explain the potential consequences of, and sanctions for, persistent and severe absence.
- Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.

Closure of School at Short Notice

In the event of inclement weather, no heating, electricity or water, the Headteacher (or SLT) will liaise with the Caretaker, assess the situation on site and make a decision as to whether the school is to close. The decision will be communicated to colleagues, pupils and parents via the school website and by text message.

Our aim will be to make a decision as early as possible and at least one hour prior to the scheduled opening time. Decisions will often take place on the day of closure to enable an informed sensible decision to be made.

Part-time Timetables

The Department for Education (DfE) guidance states that all pupils of compulsory school age are entitled to a full-time education.

Schools may in exceptional circumstances decide that for a short period, a part-time timetable will be the best way to meet a child's needs. Arrangements must be agreed with parents/carers and have a time limit. Schools must record the sessions when the child is not in school through the agreement as an authorised absence.

To meet Ofsted requirements, schools of all types (including independent schools) must report any part-time arrangements to the LA – these pupils are recorded as ‘Children Missing Out on Education’. Schools are required to update the LA monthly on plans to return to a full-time offer.

Flexi-Schooling

Flexi-schooling is an arrangement for providing a full-time education with the child attending Delph Primary School part of the time and educated elsewhere (usually at home) for the rest of the time. It is an individual arrangement made between the school and the parent.

Flexi-schooling is full time and therefore differs from temporary part-time attendance arrangements which the school/parent/carer may seek to make. There is no legislation, case law or national guidance that either authorises or forbids flexi-schooling. There is no parental right to flexi-schooling.

Any decisions regarding flexi-schooling should be made with school and parents/carers working together in the best interest of the child. Such arrangements are monitored and reviewed half-termly.

Children who attend part-time, under a flexi-schooling arrangement, will be subject to the same admissions processes as other children and are counted in the same way as a child who attends full-time for the purposes of infant class size regulations.

The child cannot be dis-applied from the statutory curriculum or assessment arrangements simply because flexible attendance has been agreed. The school should work closely with parents/carers who have requested flexi-schooling to ensure that parents/carers are aware of the National Curriculum aspects delivered in school, to help aid the education at home.

Effective assessment must take place across both the school and home-schooling elements of the child's education.

Flexi-schooling should not be seen as a means of opting out of an element of the curriculum with which a child, for whatever reason, is uncomfortable. The child may find that their limited

attendance makes it difficult to maintain strong relationships with peers and may experience an element of social exclusion.

If a child moves to a different school, there will be no guarantee that flexi-schooling will be able to continue. This will be a decision that the Headteacher of the new school will be required to make.

There is no right to request flexi-schooling; it is at the discretion of the Headteacher, and their explicit permission is required before any flexi-schooling arrangements start. There is no right of appeal against the decision of a Headteacher not to agree a flexi-schooling request.

A decision to agree a flexible schooling arrangement is made on a case-by-case basis. If the school allows flexible schooling for one child, the same arrangements may not be agreed for another.

If a school receives a formal request for flexible schooling from a parent/carer, the following factors will be considered:

- The child's age and school year group
- The child's current attendance and any attendance patterns
- Input from wider professionals who may be working with the family i.e. Social Care, SEND support teams, Health Team
- The child's current progress and attainment
- The requested pattern of flexible schooling proposed by the parent/carer
- How the parent/carer intends to ensure that their child covers the whole curriculum
- Why the family feel that this approach would be beneficial to their child(ren)
- How school will be informed about what the child(ren) is/are doing on home school days

This list is not exhaustive and other factors may be considered depending on individual circumstances.

The process for making a flexible school request:

1. Parent/carer makes a request to the Headteacher to flexi-school.
2. Headteacher consults with other professionals who are working with the child/young person e.g. social worker, SEN caseworker, health. The vulnerability of the child including any safeguarding or welfare concerns are considered and the risks and benefits of flexi-schooling for the child.
3. Headteacher meets with parents/carers to discuss the request.
4. Headteacher consults with SLT and members of the Governing Board.
5. Headteacher decides whether to accept or decline the request & shares outcome with parents/carers.
6. If accepted a formal agreement is put in place between headteacher and parent/carer. This sets out attendance expectations, curriculum coverage and review dates.
7. School holds reviews with parents/carers and the child/young person on a half termly basis.
8. Notice for the flexible schooling approach to end may be given if the school is not satisfied that the terms of the formal agreement are being met.
9. All flexible schooling arrangements will be reviewed annually

Elective Home Education (EHE)

The Education Act 1996 states; “that the parent/carer of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable to his or her age, ability and aptitude, and to any special educational needs he or she may have, either by regular attendance at school or otherwise.”

Rather than seeking to enrol their child at a school, some parents/carers have a right to decide to provide a suitable education by educating their child at home. This is Elective Home Education (EHE) with the parent/carer taking full responsibility for the education of the child. Parents have a right to electively home educate. There is not a similar right to flexi-schooling.

If a family decides they wish to pursue EHE, a meeting will be held at school to discuss the arrangements for this and the date that the family wish for their child to be taken off the school roll. Once the school has received written confirmation of the family’s intentions, they will submit a ‘Notification of Parental Preference’ to the LA.

In addition to the school’s legal duty around ensuring suitable education, we also have a statutory duty to safeguard and promote the welfare of all children, resident in Oldham (Education Act, 2002, s175 (1)). To fulfil this duty, we will work with children’s social care to establish if there are likely to be any vulnerabilities for a child in such an arrangement. This is standard practice and is not a referral to social services. The school will also inform the School Health Team of the changes to a child’s education.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit For The Attendance Policy					
What?	Portable Content	Why?	Who?	Where?	When?
Pupil attendance data	Name D.O.B. Teacher name Attendance data	Monitor a child’s attendance and identify next steps/ support. Well-Being of Your Child	All Staff (as necessary)	Staff / school office electronic records. Paper copies of data are shredded as necessary	Held on File throughout a child’s time at school. Key data may be passed onto a new school when moving on.

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school systems change.

Appendix 1

Every School Day Counts

Being late adds up to a loss of learning

- If you are five minutes late every day that adds up to over three days lost each year.
 - 15 minutes late is the same as being absent for 2 weeks a year.
 - Being late every day can add up to a lot of lost learning time.
 - Please help your child to be punctual (8:45am).

<i>Minutes Late</i>	<i>Days of Learning Lost</i>
5 Minutes	3.4 Days (98.4% Attendance)
10 Minutes	6.9 Days (97.6% Attendance)
15 Minutes	10.3 Days / 2 Weeks (94.7% Attendance)
20 Minutes	13.8 Days (92.9% Attendance)
30 Minutes	20.7 Days / 4 weeks (89.2% Attendance)

Appendix 2 Keeping in Touch (KIT) Procedures

Keeping in Touch (KIT) Procedures

School records contain details of:

- Arrangements and permission for any child who walks self to/from school
- Contact information for parents/guardians to check child's non-arrival or non-collection if no message is received from parents/carer



Child not present at 8:50am registration

- Other children/siblings asked for information
- Class teacher marks register with 'N' by 9:00am
- School Administrator amends absence depending on any received knowledge and will add a comment to the register (i.e. a phone call / e-mail / holiday form received regarding absence)



Child arrives late at school (after 9.00am)

- Child/parent/carer should report presence to the school office and sign in child, where the class register can be amended. A late mark 'L' and the number of minutes late (from 8:50am) will be logged.



No notification received by 9.15am

- A school text will be sent and telephone call made to contact numbers (given on emergency contact form) to check on child's whereabouts.

No response from any contact number given.



Return to class teacher to make any further enquiries e.g. sightings on way to school.



If no further information, one more attempt to contacts made. If still no response.



Check with CP designated teacher for child protection information to see if Social Services need to be alerted and notify immediately if on the child protection register.



If child / family are not on the CP register, continue to try to make contact and leave a voice message where possible / a follow up school text message. If school feels this is very unusual behaviour and are concerned, a home visit may be considered and carried out with SLT permission.

Parent indicates child is safe and whereabouts known.



Reinforce to parent, the importance of letting the school know of the child's non-attendance prior to 9:15am.



If repeated and parents fail to notify, issue warning letter to parents highlighting safety issues, and the importance of keeping in touch to ensure that the child is not put at risk.



If child's safety and whereabouts are established, consider if a meeting needs to be arranged in school to discuss and agree steps to be taken to prevent this from happening again and to support attendance and punctuality.

Parents contacted and the whereabouts of the child unknown.



School advises parents to:

1. Check relatives, close friends, neighbours or other adults the child may have come into contact with.
2. Check route taken to school if possible



Parents to re-contact school and advise then of current situation.



If child's whereabouts still unknown, **parent** to contact the Police (999 / 101) and advise them of situation and steps taken so far and to then contact the school and let them know once the referral to the police has been made. School should also log the child's disappearance with the Police, after parents have been given the opportunity to do this.

School staff will be present on the school playgrounds at the start / end of the school day. Children are regularly reminded that they should not leave the school grounds unless known adult is present to collect them (unless walk home alone permission is given). Parents should always phone school if they are going to be late collecting their child(ren) or if another person (other than the usual), is collecting them.

Appendix 3

Term Time Absence Request (*Forms can be accessed from the school website / school office*)



Application For School Absence During Term Time

Pupils attend school for 190 days each year. At Delph Primary, we believe regular attendance is essential for pupils to make the most of their education. Good attendance is closely linked to achievement and wellbeing, and **at Delph Primary School we expect every child to have attendance of 97% or above.**

All children aged 5–16 are of statutory school age and have a right to education. Parents/carers are legally responsible for ensuring their child attends school regularly and on time. Failure to do so may be breaking the law.

Requests for absence in term time will be considered by the Headteacher (and in some cases, the Governing Board). Holiday requests **cannot** be authorised. If unauthorised absences reach 10 sessions (5 days) within a 10 week rolling period (this can be within the same or across two academic years), the Local Authority will issue a penalty notice, see table below for more information.

Parents/carers can be fined twice within a three-year period. After that, other steps like a parenting order or prosecution may be taken. If prosecuted, the Magistrates' Court can order fines up to £2500 per parent, per child.

Local Authority Fixed Penalty	1 st Penalty Notice – If paid within 21 days	1 st Penalty Notice – If <u>not</u> paid within 21 days	2 nd Penalty Notice within 3 years
1 parent, 1 child	£80	£160	
1 parent, 2 children	£160	£320	
2 parents, 1 child	£160	£320	
2 parents, 2 children	£320	£640	

If you need to request absence during term time, please complete this form and return it to school at least four weeks before the intended absence (unless there are exceptional circumstances, e.g. bereavement). You will receive written confirmation of the outcome within 10 working days.

Childs full name:		
Date of Birth:		Year group:
Name of Parent / Carer 1:		Name of Parent / Carer 2:
Full address:		Emergency contact number(s):
Reason for absence request:		
Date of first day of absence:	Date of last day of absence:	Date due back in school:
Number of absent school days:		
Signed:		Print name:
Date:		



Application For School Absence During Term Time

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Date request received by school	
Pupil(s) who will be absent	
Total number of absent school days	
Reason for absence	
Authorised absence	State why (e.g. exceptional circumstances: bereavement, approved sporting activity etc.)
Unauthorised absence	State why (e.g. not exceptional)
Number of any previous absences this current academic year (authorised & unauthorised)	
Punctuality (number of authorised and unauthorised late marks)	
Any further details requested e.g. medical note / travel itinerary	
Signed Headteacher	
Date	
Signed Office Administrator	
Date	
Date written notification sent to parent / carer (paper copy / e-mail)	
Penalty notice issued	
Y / N	
(record threshold met)	

Appendix 3

Example of letter issued to families with Persistent Attendance (PA).

Attendance Matters: Make Every Day Count: Persistent Absence

Dear Parent/Carer,

You are receiving this letter as your child's attendance for the school year so far, has fallen **below 90%**. This means that your child is classed as 'persistently' absent. The absence(s) may have accrued because of illness, an unauthorised holiday during term-time or unauthorised late marks.

Child's Name	Joe Bloggs
Attendance % (September 24-March 25)	88.9%
According to our records, absences have been predominantly due to	• Illness • Unauthorised late marks (after 9:30am with no valid reason) • Unauthorised holiday absence

Parents / Carers are legally responsible for ensuring the regular attendance of their child to school. For children to achieve their full potential- emotionally, socially and academically, it is vital that they maintain high levels of attendance.

However, we understand that sometimes attendance is affected due to exceptional circumstances such as a bereavement or surgery and that illnesses can be unavoidable, despite everyone's best efforts.

Unfortunately, due to your child's current attendance, any further absence owing to illness will need to be covered by medical evidence to prevent it from being recorded as unauthorised.

This can be in the form of:

- An appointment card/text/letter/email from your child's doctor/consultant/111/hospital
- Relevant evidence from the chemist i.e. a prescription

If your child has a Health Care Plan and a long-term condition, the above may not apply.

It is hoped that during the summer term, **attendance and punctuality** are positive for your child and that no further action will be required. If you feel that you require support from school and the LA Attendance Officer, please come and speak with us. At Delph, we want the best for every child and we don't want them to miss out on any opportunity that school life brings.

Kind regards,

Miss R Swaby (Headteacher).