

Ratified by governors on:	March 2023
To be reviewed:	March 2024
To be reviewed by:	Assistant Headteacher, Attendance Officer
Ratified by:	Student & Staff Welfare Committee



Attendance Policy

Our Aims & Values

We want all our students to develop to their full potential; it is our job to ensure that they leave us as confident, life-long learners who have a strong sense of responsibility for themselves and for others.

We are a learning community with a positive, inclusive, and friendly environment where we take the time to get to know our students so we can support their learning and their personal development. We seek to develop a strong partnership between students, parents, and the school to enable this to take place. We encourage all stakeholders to involve themselves in the wider life of the school and its community.

Our overriding aim is to provide the highest quality education for all students. Our commitment is to help each young person to make the most of their abilities, building their character and developing their life skills. Students are challenged to do their best and are supported to ensure that they make good progress. In return, we expect a commitment to high standards of effort and behaviour.

Attendance Matters

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life.

Missing time from school can lead to students falling behind in their studies; arriving late to school disrupts teaching routines and can affect the learning of others.

As a school we ask that students achieve at least 96% attendance. We recognise that for some this may be a challenging target, therefore we will provide additional support to students and their families to encourage excellent attendance.

The tables below indicate how much learning time is lost as a result of poor attendance/punctuality. Even at 95% attendance a student has missed 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year
95	10
90	19
85	28
80	38

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10
30	19

The following Attendance Policy, based on Government and Local Authority guidance and statutory requirements (Appendix B), has been written to support school in achieving its aims, values, and attendance target. It should be read in conjunction with the following policies also related to the welfare of children: Safeguarding and Child Protection, Behaviour and Anti-Bullying.

Contents

• Principles	Page 3
• Absence Reporting	Page 3
○ Unplanned Absence	Page 4/5
○ Medical Appointments	Page 6
○ Leave of Absence	Page 6
○ Work to Catch Up On	Page 6
○ Students Moving to a New School	Page 6
• Punctuality and Lateness	Page 7
• Support for Students Who Have Difficulties Attending School	Page 7
• Mental Health	Page 8
• Children Missing in Education (CME)	Page 9
• Managing Attendance	Page 10
• Communication	Page 11
• Rewards	Page 11
• Sixth Form Attendance and Punctuality	Page 11
• Contacts	Page 12
• Appendices	Page 14

Principles

- There is a direct link between attendance and attainment at school. King Edward VI School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. Students are set a target of achieving at least 96% attendance.
- Parents/carers have a legal responsibility to ensure that children of compulsory school age attend school regularly. Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.
- Any problems that arise with attendance are best resolved between the school, parents/carers, and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance is not important and may make things worse. Permitting absence from school without a good reason is an offence by the parent/carer.
- Schools have a duty in law to refer any absence of 10 days or more where they have been unable to contact the parent/carer/child or have general concerns about the absence to the Local Authority. The Attendance Officer will send an email requesting reasonable enquiries to Education Core Offer.
- Schools are required to take an attendance register twice a day, and this shows whether a student is present, engaged in an approved educational activity off-site, or absent. Our AM registration will open at 8.50 am and close at 9.20am and our PM registration session will open at 1:15 pm.
- If a student of compulsory school age is absent, every half-day absence from school must be classified by the school, as either authorised or unauthorised. The decision lies with school as to whether or not an absence will be authorised. For this reason, information about the cause of each absence is always required, preferably in writing.

Absence Reporting

- Attendance registers and school attendance records are legal documents. Every half-day absence from school is classified as either authorised or unauthorised and a national code applied (**Appendix B**).
 - Authorised absences are mornings or afternoons for which the school has given approval in advance or accepted an explanation as justification for the absence, for example illness.
 - Unauthorised absences are those that the school does not consider reasonable and for which no “leave” has been granted. This includes:
 - Parents keeping children off school unnecessarily
 - Truancy
 - Absences which have never been properly explained
 - Late arrival to school after registration closes without good reason
 - Where medical evidence requested cannot be provided
 - Where students have been taken out of school for family holidays

- **Unplanned Absence**

If your child is too ill to attend school, or will be absent for any other unplanned reason, please contact school **via text on 07860 034183** as follows:

Day 1	Text before 8.30am	<p>In fewer than 200 characters confirm:</p> <ul style="list-style-type: none"> • Name • Tutor group • Brief reason for absence; “illness”, “unwell”, “poorly”, “not feeling great” do not provide sufficient information about the absence, please confirm symptoms • Estimated length of absence
Days 2-4	Text before 8.30am	<ul style="list-style-type: none"> • To provide an update about the absence
Day 5	<p>Email medical proof of the absence to attendance@keslichfield.org.uk FAO Attendance Officer</p> <p>NB. Our text system does not accept attachments, screenshots, or photos</p>	<p>It is a parent/carer’s responsibility to automatically provide this information. The absence will not be authorised without it. Proof could include a GP’s appointment card, a surgery stamp in a planner, copy of prescription or proof of medication taken. Please note that we are aware that doctors do not routinely provide medical certificates, but if a student is absent for 5 days or more there is an expectation that they are ill enough for you to have consulted a medical professional and therefore there should be some proof that the consultation has taken place.</p>

1st Day Contacting System
<p>For safeguarding reasons, school has a responsibility to ensure that all students are accounted for during school hours. If a student has been marked as absent without a reason, a text message will be sent home informing you that your child is not in school.</p> <p>If a student is in school but not in registration, it is their responsibility to make sure they get a registration mark to avoid unnecessary contact with home.</p> <p style="text-align: center;"><i>Please respond to the text as a matter of urgency with a reason for the absence.</i></p> <p>This contact ensures that parents/carers are aware that their child is not in school, enabling them, if necessary, to establish that they are safe.</p> <p>NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date: studentdetails@keslichfield.org.uk</p> <p>Text messages should be sent from phones that are registered as the main contact number for parents/carers on our student database.</p>

Please note:

- Students who are undertaking exams will be issued with separate instructions for reporting absence on exam days and will be asked to call 01543 255714 and speak to the Reception Team.
- **If you do not contact us regarding an absence, it will be automatically recorded as unauthorised.**
- Where a student's attendance is less than 90%, you may receive communication from the school requesting proof of illness/medical appointments for all absences; this will be required even if absences are less than 5 days. In such cases, unless attendance significantly and sustainably improves, this information will be required until a student completes their Year 11 studies.
- If a student falls ill during the school day, they should report to Student Reception for assessment by a First Aider who, if necessary, will contact parents/carers and arrange for the student to be collected from school. In accordance with the policy regarding mobile phones, students must not contact home in advance of reporting to Student Reception.
- If your child has suffered from sickness and/or diarrhoea, they should not return to school before 48 hours from the last episode.
- If your child tests positive for Covid 19, they are no longer required to isolate and they should still attend school, if they are feeling well enough to attend.
- All absences due to illness will have an impact on percentage attendance figures.
- If deemed necessary, we will conduct home visits in line with our safeguarding procedures to monitor absence.

- **Medical Appointments**

- Routine medical and dental appointments should be arranged outside of school hours wherever possible.
- Notification of appointments requiring an absence during any part of the school day should be communicated in advance via text. This information is requested:
 - To allow registers to be pre-populated with the information so that class teachers are aware a student will be absent from their lesson.
 - To avoid time being spent trying to locate a student who is not in school for a genuine reason.
 - For safeguarding purposes, to help ensure the authenticity of an appointment.
- If your child needs to attend a medical appointment during the school day a note written and signed by a parent/carer will be required when signing either in or out at Student Reception on the day of the appointment. It would also be useful to have a copy of medical appointment cards/letters for a student's file to support conversations about issues relating to attendance. Please note that for safeguarding purposes, this information is required **in addition** to advance text notification.
- Students should only be out of school for the minimum amount of time necessary for the appointment; a full day's absence will not usually be authorised.
- All absences due to medical appointments will have an impact on percentage attendance figures.

- **Leave of Absence**

- Leave of Absence must be applied for at least 5 school days in advance of a non-medical/illness related absence on our online application form which can be found on the Attendance page of the school website. See Appendix C for the school Leave of Absence Policy.

- **Work**

- Students should contact their teachers themselves to discuss or catch up on any work that they miss due to absence.
- Satchel 1 should be used to identify any work that has been set to do at home.
- Schools are not legally required to provide work if your child is not attending school.

- **Students Moving to a New School**

- Should you decide to move your child to a different school, please notify the Headteacher as far in advance as possible in writing. Please provide a leaving date and reason for the move together with the name of the new school.
- If the move is within Staffordshire, the Headteacher will need to complete Section 4 of an In-year Application Form before the new school can commence its admission process. This form can be found using the link in Appendix D.
- A clearance form will be given to the student and they should ask their teachers to sign it as they return any books/equipment that belong to the school. Parents/carers should complete and sign the back page before the form is returned by the student to their Achievement Leader to sign off on their last day. Any ParentPay debts should also be cleared.

- All leavers must be reported to the Local Authority through Capita.
- A student who leaves school without notification and whose parents/carers fail to provide follow on contact details/new school information will be reported to the Children Missing Education Officer in line with Staffordshire County Council Children Missing in Education Policy (Appendix F).
- If parents/carers make the decision to home-educate their child, they must notify the school in writing. School will in turn make a referral to the Elective Home Education Team and once confirmation has been received the student will then be deregistered.

Please note that if a student needs to leave school for any reason during the school day, they must have a note from home, which they should ask their form tutor to sign and date. They should show this to their teacher when leaving lesson and Student Reception when they sign out.

Students MUST NOT leave the premises without the permission of the school. If a student is found to be absent from a lesson, having been registered for the session, staff will follow the students missing from lessons guidance and parents/carers will be contacted and there will be consequences in line with the school's Behaviour Policy.

Punctuality and Lateness

- For safeguarding purposes, a register is taken at the start of the school day and each lesson; in line with the school's code of conduct "students will be on time".
- Consequences will be applied for late arrival to school or lessons without good reason. These may include texts or phone calls home, after-school detentions, punctuality reports or attendance contracts. If a child is late to school between 8.50-9.10 a.m., then they will receive a late mark and a level 1 lateness to registration log on GO4Schools. Three logs for lateness will result in an after-school detention. If a child is late after registration ends at 9.10 am then they will automatically receive an after-school detention.
- A student who arrives in school after the end of registration, without good reason, will receive an unauthorised absence code (U – late after registers close) for that session. This impacts on their overall attendance. Any student who receives 10 U codes over a 12-week period is classified as being persistently late; a referral may be made to the Education Welfare Officer and a Penalty Notice warning will be issued. This may lead to a fine and ultimately prosecution.

Support for Students Who Have Difficulties Attending School

- If your child has a medical condition that may affect their attendance at school, or is likely to be off school sick, injured, following an operation or due to school refusal/phobia for a long period of time, please contact their Achievement Leader (**see Contacts, page 12**) in the first instance so that arrangements can be made to minimise the effect on their education/reintegrate them into school on their return.
- We have implemented a tiered intervention system that provides different levels of support for any individual student who is struggling to attend school. Our focus is always to make reasonable adjustments, where possible, which help the individual to improve their attendance and remove any barriers they may

be facing, which are preventing them from attending school.

See Appendix e – Attendance Intervention Menu

Mental Health

- School staff are not expected to diagnose mental health conditions or perform mental health interventions, but they are expected to work to ensure regular attendance for every child. Schools should set and maintain high expectations for the attendance, engagement and punctuality of pupils who are anxious about attending school. It is important to recognise that, in many instances, attendance at school may serve to help with the underlying issue as much as being away from school might exacerbate it, and a prolonged period of absence may heighten their anxiety about attending in future.
- Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly.
- School staff should work quickly to communicate this expectation to parents/carers, and work together with them to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending should be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance. Staff in school are able to put in place a number of reasonable adjustments to support students who are struggling to attend school as a result of poor mental health.
- Withdrawing students from school because of parental concern or complaint should be avoided and will usually not be authorised. Please contact your child's Achievement Leader or a member of the Student Support Team at your earliest opportunity to enable any issues to be discussed and resolved as soon as possible.
- If students are experiencing difficulties and these cannot be overcome by parents/carers and representatives from the school working together collaboratively, the child may be referred to the Education Welfare Officer (EWO) who will try to resolve the situation by agreement. If other ways of trying to improve the child's attendance fail, a Penalty Notice may be issued, or court proceedings used to prosecute parents or seek an Education Supervision Order on the child. The current maximum penalty on conviction is a fine of £2,500, a community order or 3 months imprisonment.

Children Missing in Education (CME)

- As a school, we are concerned about any child or young person who may be missing education because in addition to their educational development their safety and well-being may be at risk.
- Children missing education (CME) are “children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school”.
- Anyone who knows of a child who is not receiving an education, or has gone missing from a school, or is in any doubt, should report their concerns using the following contact details:

Children Missing Education
Staffordshire County Council
Staffordshire Place
Tipping Street
Stafford
ST16 2DH
Email: cme.referrals@staffordshire.gov.uk

- In line with Staffordshire County Council’s CME Policy (**Appendix F**), any child who has not been located after 20 days will be referred to CME. If there is a concern about the immediate safety of the child, First Response will be contacted.

Managing Attendance

- The attendance target for all students at King Edward VI School is at least 96%.
- The SLT Lead, Attendance Officer, Achievement Leaders and Pastoral Support Assistants review student attendance by year group regularly and work together collaboratively to improve attendance and punctuality.
- As part of the review process parents/carers will be contacted to highlight excellent attendance or when attendance falls below expectation. Parents/carers are encouraged to contact school (see Contacts, page 12) if their child needs support with any issue that may affect their ability to be in school.
- Communication may be sent home if an unusual pattern of attendance has been observed either during the current academic year or over several years, particularly when these absences are attached to holidays and weekends.
- If attendance falls below expectation, without good reason, we will have conversations with your child and/or contact you directly to discuss and agree a way forward to support their attendance.
- If attendance continues to fall and remains below 90% (persistent absence) without good reason, a referral may be made to the Education Welfare Team, which may lead to the issuing of a Penalty Notice and ultimately a prosecution under the Education Act 1996 s.444 (1). In such cases, we would always seek to work with parents/carers to agree a positive way forward that supports the child back into regular attendance. As part of this process, and to enable future absences due to illness or for medical appointments to be authorised, evidence of illness/proof of medical appointments should be emailed to attendance@keslichfield.org.uk for the attention of the Attendance Officer.
- In line with Staffordshire Local Authority's Code of Conduct for Issuing Penalty Notices, which came into effect on 1st January 2018, any child who has had 10 days or more unauthorised absence over a 12-week period may receive a Penalty Notice Warning, which may result in a fine. The Code of Conduct can be found at: <https://www.staffordshire.gov.uk/education/Education-welfare/Documents/Code-of-Conduct-From-1.1.2018.pdf>
- Parents and carers can monitor their child's attendance via GO4Schools. If you do not believe that the figures accurately reflect your child's attendance, please be aware that we have a continual register checking and updating process and any issues are usually resolved as part of this process. It can take several days for this to happen. If you still have concerns then please contact the Attendance Team.

Communication

- The Attendance Policy is communicated via:
 - The school website: www.keslichfield.org.uk
 - Attendance Matters leaflet
 - School newsletters
 - Email
 - New Intake Parents' Evening

- Individual student attendance is communicated via:
 - GO4Schools
 - School reports
 - Attendance emails/texts

Rewards

- Students will be awarded positive points on GO4Schools for having 100% attendance and there will also be termly prize draws.
- There will also be rewards for the most improved attendance.

Sixth Form Attendance and Punctuality

- On joining the Sixth Form, students and parents sign up to a Sixth Form Code of Conduct and Continuation of Study Policy. As part of this, and to ensure that students make good progress in their studies, excellent attendance is essential. The attendance target for the Sixth Form, in line with the rest of the school, is 96%.

- As part of the Sixth Form Policy students are expected:
 - To attend all timetabled lessons and tutorials
 - To attend all registration sessions, tutor periods and assemblies
 - To report to any lessons where a staff member is absent unless they have been told otherwise.
 - To arrive punctually for registration and lessons.
 - Not to arrange routine medical appointments during lesson time.
 - Not to take driving lessons in school time.
 - Not to miss school for any reason related to part time work.
 - To follow the procedures laid out in the school Attendance Policy regarding lateness, absence, illness, and leave of absence. Failure to do so may result in absences being recorded as unauthorized.

- Attendance that falls below 90% is a serious concern and puts a student's place at risk.

- Students in Year 13 are expected to continue to attend lessons up until study leave for exams commences. Failure to do so may result in students being withdrawn from exam entries.

Contacts

If you are at all concerned about your child's attendance and would like to discuss it further, please use the contact details below.

Phone: 01543 255714

Email: office@keslichfield.org.uk

Achievement Team Years 7 & 8

Achievement Leader
Achievement Leader
Transition Co-Ordinator

Mr J Whitehurst
Miss R Thomas
Mrs H Ridgway

Achievement Team Years 9, 10, 11

Achievement Leader
Achievement Leader
Achievement Leader

Mr D Kelly
Mr J Tizard
Mrs M Jennings

Achievement Team Years 12 & 13

Achievement Leader
Assistant Achievement Leader

Miss J Williamson
Mr A Haigh

Pastoral Support Assistants

Year 7-13

Mrs S Love-Wilson
Miss P Redmond
Mrs J Brownridge
Miss Murphy

Assistant Headteacher/Deputy Designated Safeguarding Lead

Miss K Hinz

Inclusion Manager/Deputy Designated Safeguarding Lead

Mrs J Tooth

Attendance Officer

Ms K Edwards

Reporting an absence:

Text 07860 034183

Text messages should be sent from phones that are registered as the main contact number for parents/carers on our student database.

Please note that our text system does not accept screenshots, photos, or attachments.

Attendance queries/proof of appointments/medical evidence:

attendance@keslichfield.org.uk

Leave of Absence/general school enquiries:

office@keslichfield.org.uk

List of Appendices:

Appendix A – link to government and local authority guidance and statutory requirements

Appendix B – table of attendance codes used in schools

Appendix C – leave of absence policy

Appendix D – link to Staffordshire County Council in-year admissions information

Appendix E – Intervention Menu

Appendix F – link to Staffordshire County Council Children Missing in Education Policy information

Appendix A- Government and Local Authority Guidance and Statutory Requirements

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf

[Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

<https://www.gov.uk/school-attendance-absence/overview>

<https://www.gov.uk/illness-child-education>

<https://www.staffordshire.gov.uk/education/Education-welfare/Attendance.aspx>

Appendix B – Table of Attendance Codes Used in Schools

CODE	DESCRIPTION	STATISTICAL MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration e.g., 6 th Form attending lessons at other schools)	Approved Education Activity
C	Other exceptional circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual registration (i.e., student attending other establishment e.g., pupil referral unit, hospital school)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
H	Family holiday (exceptional circumstances agreed in advance)	Authorised Absence
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence
J	Interview (with prospective employer / other educational establishment)	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/dental appointments	Authorised Absence
N	Reason for absence not yet provided	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance (for days set apart by the religious body to which the parents/carers belong)	Authorised Absence
S	Study leave	Authorised Absence
T	Gypsy, Roma, Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances

Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances
A	Student truanting from a lesson	KEVI generated lesson code
K	Student on site, not in timetabled lessons (e.g., with Learning or Student Support teams)	KEVI generated lesson code
Q	Examination	KEVI generated lesson code

Leave of Absence Policy

Definition of Leave of Absence

Leave of absence refers to a pre-planned absence from school (part lesson, single lesson, full or part day), that is for any reason other than one related to time off for medical appointments or illness and is only granted in exceptional circumstances.

Leave of absence requests must be made for any of the following reasons*:

- Holidays
- Funerals
- Religious observance
- External sporting fixtures/camps/tours
- External performances/rehearsals
- Dance exams
- Work experience
- College or school visits or interviews for students in Years 7-11
- Attendance at other events

**this list is not exhaustive*

Exceptions:

- Sixth Form university visits
- External music exams organised by the school's peripatetic music teachers

In these cases, please text the school to give advance notification on **07860 034183** and supply proof of the music exams via attendance@keslichfield.org.uk

Process

Stage	Action	Responsibility
1	Read the school's Leave of Absence Policy. This is available on the Attendance page of the website under the Information tab.	Parents / Carers
2	Complete the online Leave of Absence Form using the link on the front or Attendance page of the school website (Appendix 1). A separate form should be completed for each student, at least 5 school days before the date of the proposed absence; select the submit button to send the form for processing.	Parents / Carers
3	Request considered by Deputy / Headteacher and formal response sent to parents / carers (Appendices 2 and 3); this may take up to 5 school days	School
4	If the leave of absence is not authorised and parents / carers still take their child out of school, the absence will be recorded as unauthorised	School
5	<p>If the leave of absence is not authorised and parents / carers still take their child out of school this may result in a Penalty Notice of £60 per parent* per child.</p> <ul style="list-style-type: none"> • Fines are processed by the Local Authority after the period of absence has been completed • The fine increases to £120 if not paid within the 21 days given • Failure to pay the £120 fine within days 22-28 may lead to court proceedings • There is no limit on the number of times a Penalty Notice for unauthorised leave of absence can be used in an academic year 	Local Authority

Important Points to Note

- Staffordshire Local Authority Code of Conduct for Issuing Penalty Notices September 2017 governs how we as a school deal with applications for leave of absence.
- There is no automatic right to leave in term time, Headteachers can only grant leave under **exceptional circumstances**.
- If leave of absence is not applied for according to school policy, this may lead to an absence being recorded as unauthorised and may lead to a Penalty Notice being issued by the Local Authority. Leave of absence will not be authorised if the request is not received in advance.
- Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request.

- As much detail about a proposed absence as possible should be included on the Leave of Absence Form, to enable the Headteacher to make an informed decision as to whether the absence can be authorised or not.
- Each leave of absence application will be considered individually and on its own merits. In considering a request, the school will take account of:
 - The exceptional circumstances stated that have given rise to the request
 - The stage of the child's education, their progress, and the effects of the requested absence on both elements
 - Frequency of similar requests
 - Whether the parent / carer made the request in advance
 - Students on examination courses will **not** normally be granted leave of absence
- Where parents have children in more than one school the Headteacher of each school will make their own decision based on the factors relating to the child at their school. Headteachers may choose to liaise with each other as part of their decision-making process.
- If the leave is authorised, the Headteacher will determine the number of school days that have been authorised as part of the absence. If the child does not return to school when expected and information is not made available to the school to explain / justify the continuing absence, this absence will be recorded as unauthorised and parents / carers may be issued with a Penalty Notice by the Local Authority.
- If a leave of absence is not authorised and a parent / carer reports the child as absent due to illness on the dates requested, the absence will be recorded as unauthorised and parents / carers may be issued with a Penalty Notice by the Local Authority.
- It is a legal requirement for schools to maintain accurate attendance records, including reasons for absence. School will investigate if the reasons provided for an absence contradict our understanding, records will be updated accordingly, and parents / carers may be issued with a Penalty Notice by the Local Authority. To avoid putting members of staff or students in awkward and avoidable situations we would like to encourage an open and honest dialogue regarding leave of absence in term time.
- We understand the challenges that some parents face when booking holidays, however we believe that to ensure children receive the best education possible they should be in school during term time. The Local Authority monitors school absences during term time and supports Headteachers in challenging those who ignore the law.
- Enquiries regarding a Penalty Notice that has been issued to a parent / carer should be addressed to the Local Authority using the contact details provided on the paperwork that has been received.
- Please remember that a student who has been granted a part day leave of absence should have a note from home to show the Student Reception Team when signing in / out of school.

*Generally, the DfE states that parents include all those with day-to-day responsibility for a child.

Appendix 1

<https://forms.office.com/r/bWjuPfzX6H>

Appendix 2 – Example Letter – Leave of Absence Not Authorised

Date

Name
Address

Dear

Re: Student's Name Tutor Group DOB:

Thank you for the completed Leave of Absence form requesting permission for STUDENT to be absent from school from INCLUSIVE DATES, a total of NUMBER school day(s).

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The guidance is quite clear that schools are unable to authorise absence for holidays during term time.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve this leave of absence.

If you do take the decision to remove your child from school, the absence will be recorded as unauthorised.

We ask for your support in ensuring your child receives a clear message that attendance at school is important. The Education Welfare Service can take legal action against you and any other adult with parental responsibility if you fail to make sure that your child goes to school regularly and there is no legitimate reason for the absence. This action might take one or two forms:

- The issuing of a Penalty Notice
- Prosecution in the local magistrates Court

Please be aware that there is a very strong link between attendance and final examination results, even when those examinations are taken some time later. The school has a target to achieve attendance of 96% or higher, in order that our young people can achieve the highest level of success possible.

Thank you for your support in this matter. If you would like to discuss your child's progress and attendance further, please do not hesitate to contact the school office and arrange an appointment.

Yours sincerely

Appendix 3 – Example Letter – Leave of Absence Granted

Date

Name

Address

Dear

Thank you for the completed Leave of Absence form requesting permission to take STUDENT AND TUTOR GROUP out of school on INCLUSIVE DATES, a total of NUMBER school day(s).

I have considered your application very carefully. The circumstances you have described are exceptional, therefore I will authorise this absence.

I am sure that you will support STUDENT in catching up with any work missed.

Yours sincerely

Appendix D

<https://www.staffordshire.gov.uk/education/Admissions-primary/In-year/In-year-school-admissions.aspx>

Appendix E

King Edward VI – Attendance Intervention Menu

Tier 1 - Universal	Tier 2 – Targeted	Tier 3 – Advanced	Tier 4 - Intensive
Day to day Tutor interactions	Stage 1 letter	Adjusted Timetable – hours / subjects	Referral to external agency – Ed Psych / CAHMS / Malachi
Day to day Teacher interactions	Stage 2 letter	Referral to internal support – School Counsellor	Referral for Alternative Provision. - tutoring
Texts / phone calls home to parents/carers to discuss absence.	Toilet Pass / Key Adult in school / Time out pass.	School Nurse referral	Managed Move.
Rewards – Assemblies / Go4schools	Buddy / Student mentor	Early Help Assessment	Robot provision.
Leaflet – Attendance Matters	Attendance Report	Lichfield Mentors	EBSA School Avoidance Framework
Positive recognition email.		Stage 3 Letter	Stage 4 letter
		Phone Call home PSA	Solution Focussed Circle
		1:1 Learning Conversation to discuss attendance – PSA or Achievement Leader	Formal Attendance Meeting
		Attendance Meeting with Key staff including AL	EWO Referral
		Positive Attendance Workbook to be completed 1:1 with PSA	
		Referral to internal support – Learning Hub	

Appendix F

<https://www.staffordshire.gov.uk/Education/Education-welfare/Children-missing-from-education-policy.aspx>