



Meeting Individual Needs

Implementation: March 2024

Review: September 2025

A Framework for a Whole-School Attendance Policy

The framework for a whole-school attendance policy is based on the 5 'Ps'

- Philosophy
- Principles
- Procedures
- Performance
- Practice

The legal framework governing attendance is set by the Education Acts and their associated regulations.

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

Section 444 further states that: - "The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law."

An offence is NOT committed if it can be demonstrated that:-

- The pupil was absent with leave (authorised absence).
- The pupil was ill or prevented from attending by unavoidable cause, (please see appendix 1 for advice on exclusion periods).
- The absence occurred on a day set aside for religious observance by the religious body to which the child/parents belong.
- The school is not within the prescribed walking distance of the child's home and no suitable transport arrangements have been made by the LA. 'Walking distance' is defined as two miles for children under eight and three miles for all other children / young people. Telford & Wrekin Council have, however, chosen to define these distances as two miles for infant, junior and primary children and three miles for other young people. Distances will be measured by shortest available walking route.
- A limited defence is available to the parents/carers of travelling children.

The Act also places a legal obligation on:-

- The LA to provide support to enforce regular school attendance with legal intervention relating to non-attendance offences

- Schools to register attendance and notify the Nominated Attendance Person within school of a child who is absent from school without authorisation for 10 or more days. The LA must be notified of any episodes of absence of 10 days or more under the 'Child Missing Education/Children Not Receiving Education/Children out of School (CME/CNRE/COOS)' protocol.
- The Headteacher and the Governing Board are to ensure that two school registers are kept, one for attendance and one for admissions (under the Pupil Regulations Education (Pupil Registration)(England) Regulations 2006).

Philosophy

The school aims to work with families to:

- Listen.
- Understand.
- Work out reasons for children not attending.
- Work with families to support and engage with other services if needed for support.
- Work out a plan so to improve attendance and resolve concerns

Haughton School is committed to providing a full and efficient educational experience to all children. We believe that, if children are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all children. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our children.

Our school will give a high priority to conveying to parents/carers and children the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

If there are problems which affect a child's attendance we will investigate, identify and strive in partnership with parents/carers and children to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at always returning the child to full attendance.

At Haughton school we believe that improving attendance is everyone's responsibility all school staff, the Governing Board, the local authority, parents/carers, other local partners. (see Appendix 2 – DfE, Working together to improve attendance, September 2022).

Regular attendance is a pre-requisite to a good education and securing it is therefore a high priority for Haughton School, as well as the governing board. It is also vital that it is a high priority for parents/carers and children. By failing to attend school the value of the education provided is diminished.

Principles

The school will:

- Ensure that all staff are aware of the registration procedures and receive information/training on registration regulations and education law.

- Stress to parents/carers the importance of contacting school early on the first day of absence.
- Reward good and improved attendance of all children.
- Promote positive staff attitudes and welcome children back from any period of absence positively and promote the importance of attendance.
- Consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy.
- Ensure regular evaluation of attendance procedures by senior leaders and the school governors.
- Update the school website with any attendance related issues.
- Work towards ensuring that all children feel supported and valued. We will send a clear message to parents/carers that if a child is absent, she/he will be missed.
- Have in place procedures which allow the child to catch up on missed work without disrupting the learning of other class members. Remote learning opportunities can be considered if necessary.
- Take responsibility for Children not Receiving Education (CNRE), so that Haughton School is in regular contact with the child and parent/carer, ensuring the child's safety, working together so that the child can resume full-time education.
- Monitor and regularly review those children subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full-time attendance at school,
- Work closely with the Educational Welfare Officer (EWO), to support children and parents/carers in accessing full-time education. There are regular meetings scheduled between the Head Teacher and EWO to discuss cases and implement actions.
- Haughton School will have regard to the statutory guidance 'Keeping Children Safe in Education' 2023 when making arrangements to safeguard and promote the welfare of children. Haughton School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.
- Where reasonably practicable, every child on roll at Haughton School will have an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the child normally resides.

Procedures

Types of Absence:

Where children of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Only the school, not parents/carers, can authorise absence. For a full list of absence codes please see appendix 3.

- Authorised: where the school approves the child's absence.
- Unauthorised: where the school will not approve the child's absence.

Absence Procedure:

It is the duty of parents/carers to ensure that their child of compulsory school age attends regularly at the school where the child is a registered.

- If a child is ill, or it is known they will be absent then the parent/carer is to call school on 01952 387540 before 8.45am, stating the reason why their child is absent and when the child is to be expected back in school.

- Parents/carers should contact the school on the first and each subsequent day of absence, unless a definite date of return is known.
- When your child has been absent for a medical appointment, the school must receive medical evidence for the absence to be approved.
- Parents/carers are expected to book routine dental, doctors or opticians' appointments outside school hours where possible.
- Late Arrival (L): Morning Registration ends at 9.30 am. Pupils arriving after this time will be marked as present but arriving late.
- Lateness after 09:45am will be unauthorised and persistent lateness may result in a meeting with parents/carers and/or referral to the EWO.
- For children who are absent from school for a prolonged period, safe and well checks will be made weekly. These will consist of video calls or home visits.

If no contact is received from the parents/carers of an absent child, we will:

- Follow 'First day contact' procedures and contact the parent/carer by telephone. Parents will be contacted daily by telephone unless a period of absence is agreed.
- If an explanation has still not been received after three days of unexplained absence a letter or email will be sent to parents.
- Refer to the school's nominated attendance person (NAP) or Education Welfare Officer (EWO), to follow up absence if no response is received after 5 days of absence we will consider a referral to the 'Children & Family Locality Services' or contact 'Family Connect' if no contact can be made with the parent/carer,
- Where there are safeguarding or similar concerns regarding the child/family additional services will be contacted immediately if the school is unable to make contact with the family. (e.g social care, strengthening families),
- Invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting will include a senior member of staff, parent/carer, child (if appropriate) and the EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the child from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.
- For children who are not managing in school and who need to follow an adjusted learning programme, a modified timetable may be implemented under exceptional circumstances. This is closely monitored and the child's time on this timetable will be increased to normal timetable as soon as possible with the involvement of parents/carers at every stage.
- Support the child's re-integration where a child is returning to school after an absence of longer than two weeks. In the event of a child returning after a long-term absence then a 'Reintegration Plan' will be implemented and will be designed to be as supportive of the child's needs as possible.
- Provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support.
- Contact Family Connect 01952385385 for further guidance on available support.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the children the importance of their education.

Roles and responsibilities

The Headteacher / Attendance Lead

- Form positive relationships with children and parents/carers.
- Actively promote the importance and value of good attendance to children and their parents/carers.
- Ensure there is a whole-school approach which reinforces good school attendance.
- Ensuring implementation and monitoring of the attendance policy at Haughton School.
- Promote and reward good attendance with children at all appropriate opportunities.
- Monitoring school absence data and reporting it to the governing board.
- Supporting staff with monitoring the attendance of individual children.
- Respond to requests for leave in term time.
- Supporting the issuing of fixed-penalty notices, where necessary.
- Ensure that the curriculum offer meets the needs of the children and is aspirational and engaging to encourage children to attend school.
- Develop a multi - agency response to improve attendance and support children and their families.

The school's Education Welfare Officer (EWO)

- After discussion / attendance monitoring with the Head Teacher to contact parent/carers regarding the absence of their child.
- Work with the Head Teacher and Attendance officer to monitor attendance data across the school and at an individual child level.
- Work with Haughton School to tackle persistent absence.
- Attend meetings with parents/carers to discuss attendance issues.
- Advise the Headteacher when to issue fixed-penalty notices.
- Work with other agencies to improve attendance and support children and their families.

Attendance Officer – School Office:

- To record contact from parents/carers regarding their child's absence.
- To contact parents and carers about any unexplained absence and record it on the school system. To ensure that all attendance data is accurately recorded.
- To send a daily overview of the absence of the children to the Head Teacher to ensure proactive measures can be implemented.
- To produce attendance reports as required.
- To Liaise with the EWO.

All Staff

- Actively promote the importance and value of good attendance to the children and their parents/carers.
- Form positive relationships with children and parents/carers.
- Ensure that all children are registered accurately, and timely.
- Promote and reward good attendance with children at all appropriate opportunities.
- Communicate any concerns or underlying problems that may account for a child's absence to enable a proactive and supportive approach.

- Work with other agencies to improve attendance and support children and their families.
- Provide lessons that meet the needs of the children, that are aspirational and engaging, to encourage children to attend school.

Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility. We ask our parents/carers to:

- Inform the school on the first day of absence, and any subsequent days after.
- Support the school with their child in aiming for high attendance for each academic year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request leave of absence if it is for exceptional circumstances.
- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Inform the school of any change of circumstances that may impact on their child's attendance.
- To work with the school, or EWO to resolve/alleviate any attendance problems.
- To attend meetings as required in relation to their child's attendance.

We ask our children to:

- Share with us any worries or concerns that they may have.

Leave of Absence in Term Time

The Government guidelines are very clear and only allow the Headteacher to grant leave of absence for exceptional circumstances. Parents/carers do not have a right to take their child out of school for a holiday during term time.

Procedures for leave of absence in term time:

We request that parents / carers inform the school of their intention to take their child out of school during term time by completing a leave of absence in term time request form. These can be obtained from the main office.

The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Headteacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act. 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child. Each case will be considered individually and on its own merits. Please see appendix 5 for more information.

Religious Observance

Haughton School values the different cultures that make up our school community and recognises the importance of promoting and respecting the diversity of the community. As a school we treat absence as authorised when it is due to religious observance. The day must be exclusively set apart

for religious observance by the religious body to which the parents/carers belong. Where necessary, the school may need to seek advice from the parents'/carers' religious body about whether it has set the day apart for religious observance.

Performance

It is important to set realistic targets for both attendance and persistent/severe absence; these targets will be set during the Autumn term of each academic year. The targets are shared with the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term.

In compiling an Action Plan, the school will review all interventions and evaluate the progress. Attendance targets are included in the School Improvement Plan.

When evaluating success, the school will consider whether or not:

- Attendance has improved.
- Persistent and/or severe absence has reduced.
- Punctuality has improved.
- Parental/carer response to absences have improved.
- Re-integration plans, where implemented, have been successful.
- School has been successful in raising the profile of attendance both within the school, the Governing Board and the local community.
- Children are aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.
- Attendance has been included as topics in school assemblies, Personal and Social Education (PHSE) lessons.

Practice

The school will recognise the importance of good practice by:

- Appointing a Governor to oversee attendance within Haughton School.
- Appointing a senior leader responsible for the strategic approach to attendance in school and providing the name and contact details of this person.
- Providing a known contact person (number) for reporting of absence on a day-to-day basis
- Aiming to keep and maintain a minimum of two emergency contacts for each child.
- Working collaboratively with other schools, the LA and other partners to help remove the barriers to attendance that families experience, especially for those families with multiple children who attend different schools.
- Keeping and maintaining registers accurately.
- Maintaining a consistent approach to marking registers.
- Producing half-termly, termly, and full year analysis of attendance data reports.
- Reporting attendance and absence data termly to Governors.
- Regularly (weekly) monitoring and analysing attendance patterns of all children and cohorts but particularly focusing on those nearing persistent absence thresholds and/or those with severe or persistent absence.
- Ensuring prompt follow-up action in cases of non-school attendance.
- School staff liaising closely with the school's Attendance Team when required.
- Recording (and retaining) carefully, all telephone messages.
- Ensuring that a signed copy of any correspondence is retained by the school.

- Closely monitoring any child on a modified timetable with a view to returning the child to full-time attendance as soon as possible.
- Making a referral to the AST (the Attendance Support Team) for intervention using the appropriate electronic ASTR forms.

Links to other policies.

This attendance policy should be read in conjunction with the following policies:

Keeping Children Safe in Education 2023

Child Protection and Safeguarding Policy

Accessibility Policy

Supporting Pupils with Medical Conditions Policy

Admissions Policy

Behaviour Policy

Curriculum Policy

Mental Health and Wellbeing Policy

Teaching and Learning Policy

Relevant Legislation/ Guidance.

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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, 2016 amendments) The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold

Exclusion table

This guidance refers to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to 'exclusion' as used in an educational sense.

Athlete's foot	None	Individuals should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores
Conjunctivitis	None	If an outbreak or cluster occurs, contact your local UKHSA health protection team
Respiratory infections including coronavirus (COVID-19)	Individuals should not attend if they have a high temperature and are unwell. Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Individuals can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents .
Diphtheria*	Exclusion is essential. Always contact your local UKHSA health protection team	Preventable by vaccination. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local UKHSA health protection team . For more information, see Managing outbreaks and incidents
Glandular fever	None	

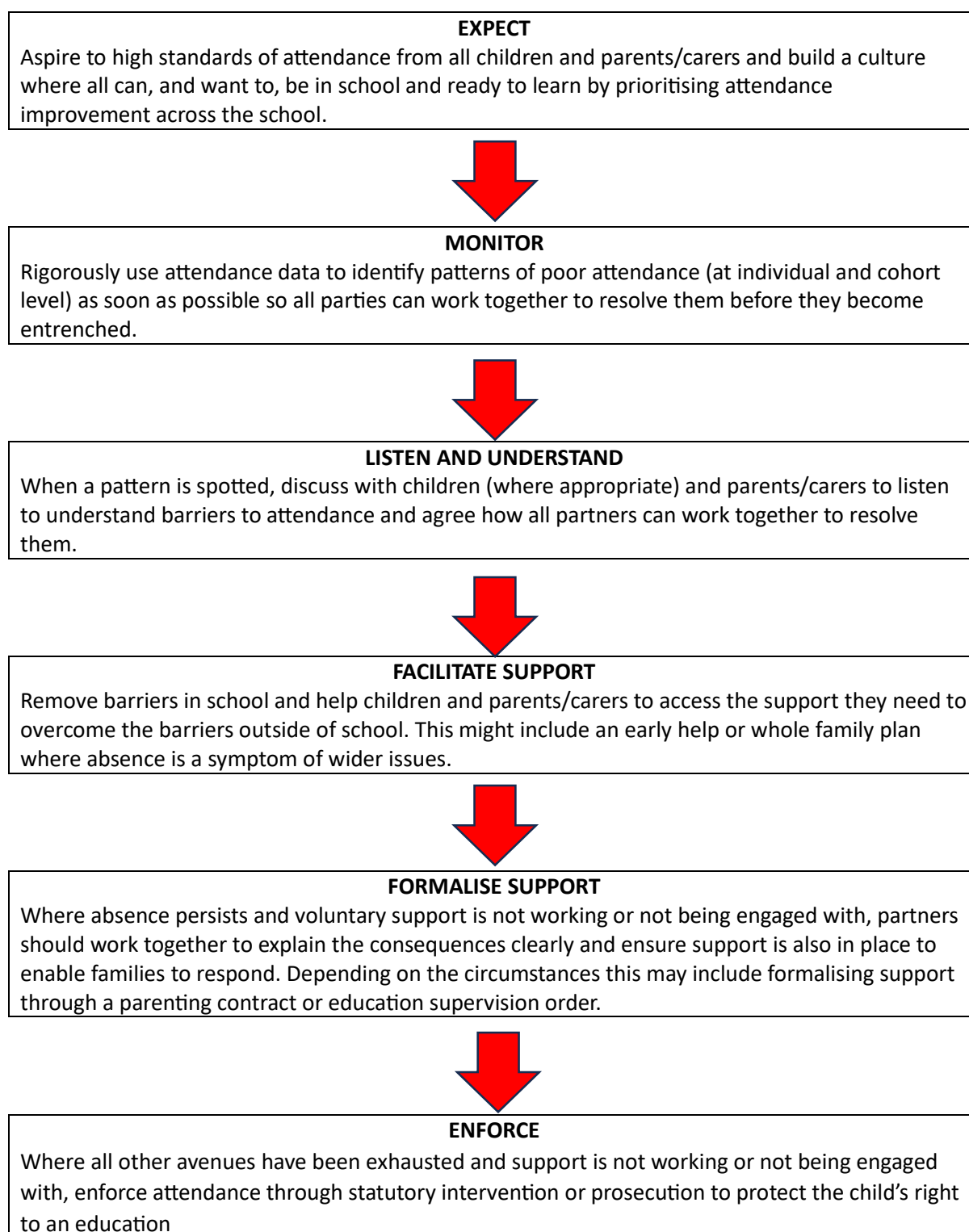
Hand foot and mouth	None	Contact your local UKHSA health protection team if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local UKHSA health protection team will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local UKHSA health protection team for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local UKHSA health protection team will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your local UKHSA health protection team will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread.

		Contact your local UKHSA health protection team for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your local UKHSA health protection team
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	<p>Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB).</p> <p>Exclusion not required for non-pulmonary or latent TB infection.</p> <p>Always contact your local UKHSA health protection team before disseminating information to staff, parents and carers, and students.</p>	<p>Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread.</p> <p>Your local UKHSA health protection team will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.

Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local UKHSA health protection team will organise any contact tracing.
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Working together to improve attendance (taken from 'Working together to improve attendance' guidance page 8)

Successfully treating the root causes of absence and removing barriers to attendance at home, in school or more broadly, requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	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
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

What does the percentage mean? How many days has my child missed?

Attendance during one school year	Equals approximately this number of days absent	Which is approximately this many weeks absent	Which is approximately this number of lessons missed
95%	9	2	50
90%	19	4	100
85%	29	6	150
80%	38	8	200

Guidance Notes for Parents/Carers requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Headteacher the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -
 - the **exceptional** circumstances stated that have given rise to the request;
 - the age of the child;
 - the stage of the child's education and progress and the effects of the requested absence on both elements;
 - the overall attendance pattern of the child;
 - the nature of the visit.
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
 - whether the same visit could be taken during the 13 weeks school is closed to pupils?
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
6. Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
7. Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

Request for Leave during Term Time (Example request form)

Date.....

To: The Headteacher
of:.....(School)

I request permission for leave in term time from school for my child:

(full name)
.....
.....

from (date) to (date) for school days.

My child will be accompanied during the leave by:

(parent/carer)..... and (parent/carer).....

The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

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

Child(ren) (full name(s)) School(s)

.....

.....

Name of 1st Parent/Carer(s) **Signed**

Current address.....

Mobile No:.....

Name of 2nd Parent/Carer(s) **Signed**

Current address.....

Mobile No:.....

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

For Office Use Only

Date request for leave in term time received by school

.....

Current Attendance.....% Last Year's

Attendance.....%

Number of school sessions previously taken as leave in term time

.....

Re: **Siblings:** other schools confirmed?

What action are other schools taking?

.....

*

Leave in term time Agreed/Not Agreed

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed Job Title.....

Print Name Date

Notification of decision: Date letter sent to parent

.....

Any notes: