

Attendance Policy

St. Lawrence CE (VA)
Primary School,
Napton

With

Little Lawrences & Larks 'n' Owls

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INTRODUCTION

St Lawrence CE Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

The policy is based on current government and Local Authority guidance and Statutory Regulations. The school will ensure that all members of the school community are informed of the policy and have access to it.

ROLES AND RESPONSIBILITIES

SCHOOL'S ROLES AND RESPONSIBILITIES

All staff (teaching and support) at St Lawrence CE Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

HEAD TEACHER'S RESPONSIBILITIES

The Head teacher will ensure the Attendance Policy is consistently applied throughout the school. The Head teacher will also ensure that up-to-date attendance data and issues are shared with staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body termly. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

PARENTS' / CARERS' RESPONSIBILITIES

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child).

St Lawrence Primary School expects parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

Parents/carers will also be expected to:

- notify the school on the first day of absence by telephoning the school **01926 812 447**, leaving a message on the school answer phone if necessary. Alternatively, they can email office@stlawrenceprimaryschool.co.uk, giving their reason for their child's absence.
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. The school will endeavour to support parents to address their concerns.

PUPILS' RESPONSIBILITIES

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher.

Pupils should attend school on time, ready to learn.

GOVERNORS' RESPONSIBILITIES

The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

REGISTRATION

The school is required to mark the attendance register twice each day: once at the start of the day and once during the afternoon session. Class teachers (who take the registers) and office staff (who process the registers) are responsible for the completing the attendance registers using the prescribed codes (shown below).

REGISTER CODES

CODE DESCRIPTION MEANING

Code	Meaning	Authorised / Unauthorised
/	Present (AM) Present	Present
\	Present (PM) Present	Present
B	Educated off site (NOT Dual registration) Approved Educational Activity (NOT Sporting Activities)	Authorised absence
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised Absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview Approved Education Activity	Authorised absence
K	Attending education provision arranged by the local authority	Authorised absence
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	Authorised Absence
Q	Unable to attend the school because of a lack of access arrangements	Authorised Absence
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	Authorised absence
W	Work experience Approved Education Activity	Authorised absence
X	Non-compulsory school age absence. Not counted in possible attendances	Authorised absence
Y1	Unable to attend due to transport normally provided not being available	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
-	All should attend / No mark recorded	
#	School closed to pupils	Not counted in possible attendances

STAFF TRAINING

The Attendance Lead will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

COLLECTION AND ANALYSIS OF DATA

The Attendance Lead will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, and the governing body.

Attendance is monitored by year group, class and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs, Looked after Children and those who are vulnerable to poor attendance.

Accurate attendance returns are made to the DfE within the stipulated time frame.

SYSTEMS AND STRATEGIES FOR MANAGING AND IMPROVING ATTENDANCE

Attendance has a very high profile at St Lawrence Primary School and is regularly discussed at assemblies and in classes. Parents are regularly reminded in newsletters about the importance of good attendance and its links to attainment. We closely monitor children's attendance, providing parents with an attendance report printout several times a year, alerting parents if we feel there is an issue.

CURRENT SCHOOL TARGET

The current school target for attendance is 97.2%. If a child's attendance falls below this school target we may contact the parents to discuss this.

Less than 85%	85-89.9%	90 -96.9%	97% and above
Unless very good reasons needs investigating.	Less than 90% is a concern and Classed as persistent absence by the DfE.	Could a cause for concern.	Good Near or at 100% is excellent.

PERSISTANT ABSENCE AND SEVERE ABSENCE

An attendance figure of 90% or below is classed as persistent absence by the DfE, and is deemed unsatisfactory.

An attendance figure of 50% or below is classed as severe absence by the DfE, and is deemed unsatisfactory.

In these circumstances, we will work with parents and pupils to out together targeted support to remove barriers to attendance and reengage pupils. This will include:

- Consideration of the reasons for absence
- Understanding from pupils and parents that the school is there to support attendance
- Working with school based pastoral support
- Working in partnership with WAS to deliver support when appropriate.
- Development of attendance plans when appropriate

FIRST DAY CALLING

St Lawrence Primary School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will leave a message for parents/carers to contact the school as soon as possible with a reason for absence. If further attempts at contact are unsuccessful a letter is sent. If no reason is still provided within 10 days, the absence will be recorded as unauthorised.

If the school have concerns over an unauthorised absence which has not been explained, the Head teacher with another staff member may visit the child's home for a wellness check and take appropriate action based on their findings.

SCHOOL PROCEDURES TO ENCOURAGE GOOD ATTENDANCE

The Attendance Lead is responsible for the school management of attendance, policy and systems to ensure that St Lawrence Primary School intervene in non-attendance at an early stage.

Where there is an emerging pattern of a pupil's absence, the parents will be sent a letter along with a copy of their child's attendance report.

If there is no improvement, parents may be sent a further letter and our Attendance Lead may be in touch to discuss how attendance can be improved. This will be escalated unless there are known and / or understood reasons for poor attendance.

Finally, if attendance continues to be poor, the Head Teacher may request a meeting with the parent to discuss the ongoing poor attendance.

REFERRAL TO THE WARWICKSHIRE ATTENDANCE SERVICE (WAS)

If there continues to be unauthorised absences by the end of the specified time (or sooner if the pupil is failing to attend school at all), the matter may be referred to WAS.

LATENESS AND PUNCTUALITY

Children should not be in school before 08:45 as there will be no adult supervision unless specific arrangements have been agreed. Parents/carers are expected to make use of the **Before and After School Club – Larks 'n' Owls** if they need to drop off children earlier than this time. They will be charged for this by the Club. This provision is available from **07:30** in the school hall.

Pupils are expected to arrive at school, and be in their classroom for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. The register will be taken promptly at **08:55** and **13:10** by each class teacher and a mark will be made during the registration period in respect of each child.

Any pupil who arrives **after the class have begun registration in class but before 09:05**, will be allocated an L code (Late). This will normally be children who were not on the school site when the rest of the class were collected by the teacher from the playground. Persistent lateness is followed up via weekly monitoring of registers and may result in a meeting with parents to discuss strategies to improve punctuality.

The registers will close at **09:05** and **13:20**. Any pupil who arrives **after** the closing of the register will be allocated a U code count as **absent**. Pupils who arrive before the register closes will be counted as **present** but may be dealt with under the school's policy on punctuality and lateness. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it may be referred to WAS.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the main office if arriving after 08:55. **It is important that all pupils arriving late follow this procedure.**

For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day are signed out at the main office.

CHILD MISSING IN EDUCATION

In response to the guidance in Keeping Children Safe in Education 2024 it is the responsibility of leaders in school to ensure:

- Staff must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- Leaders and Attendance leads monitor pupils' attendance through their daily register. The school will inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission
- Leaders will monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

Leaders and Attendance Lead will ensure that pupils who are expected to attend the school but do not take up the place will be referred to the local authority. When a student leaves, school will record the name of the student's new school and their expected start date.

DATA AND MONITORING

The school will use registration and attendance data to improve the attendance of those pupils and cohorts who require it most and reduce persistent and severe absence.

Data will be used to:

- Help ensure student safety and wellbeing –
- Identify students in need of targeted attendance interventions
- Understand barriers to consistent attendance
- Identify root causes of severe absenteeism

This is monitored weekly by leaders and reported to governors termly. It forms part of our safeguarding procedures and is part of our recording and reporting of safeguarding concerns. Persistent and severe absence can be a safeguarding concern in its own right and therefore the accurate recording and reporting of attendance falls on all staff.

LEAVE OF ABSENCE – TERM TIME

The Head teacher can grant a leave of absence when a pupil needs to be absent from school with permission.

The Head teacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

The Head teacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

*The law states that a leave of absence may only be granted by a school if an application is made in advance and if the school considers there are exceptional circumstances relating to the application.

A leave of absence is granted entirely at the school's discretion. Permission may only be given by the Head teacher. Each application must be judged individually, taking into account the specific facts, circumstances, and relevant background context behind each request.

In general, a need or desire for a holiday or other absence for the purpose of leisure and recreation does not constitute an exceptional circumstance. Where a leave of absence is granted, the school will determine the number of days a pupil may be absent.

The school can only consider applications for Leave of Absence made by the resident parent. i.e. the parent with whom the child normally resides.

Parents making an application for Leave of Absence are advised to provide sufficient information and notice to allow the Head teacher to consider all exceptional circumstances and notify the parents of their decision. The school may request further information or supporting documentation where appropriate.

If parents have not received notification or a response regarding the leave of absence application, it is their responsibility to confirm whether the leave is authorised prior to the start of the absence.

Where applications for Leave of Absence are made in advance and refused, the child is expected to attend school on the dates set out in the application. If the child is absent during that period, the absence will be recorded as an "unauthorised". If additional days are taken either before or after the requested period, they may also be considered as part of the leave of absence.

Applications for Leave of Absence that are not made in advance cannot be authorised in line with legislation, and any such absence will be recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

When absence is granted by the Head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

PENALTY NOTICES

Penalty notices will be issued by the Local Authority on request of the Head teacher to parents or carers if your child(ren) are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct [WCC PN code of conduct](#).

The national threshold set out in the statutory guidance states that a penalty notice must be considered for 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

If the Local Authority believes a penalty notice would be appropriate in an individual case, the Authority shall retain the discretion to issue one before the threshold is met. An example of this is where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absences for birthdays or other family events.

Penalty Notices will be issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First penalty notice: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second penalty notice within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a Penalty Notice will not be issued. The matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996 or alternative action may be considered including other legal interventions.

MONITORING AND REVIEW

The school will review this policy every three years, or sooner if deemed necessary.

APPENDICES

Appendix 1:

Cover letters A and B to accompany attendance reports

Appendix 2:

Sample letters 1, 2 and 3 to be used in cases of poor attendance.

Appendix 3:

Sample letters for persistent lateness.

Appendix 4:

Leave of absence requests form

Appendix 1:



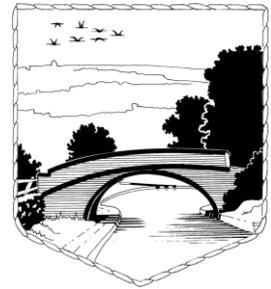
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Head teacher: Mrs Bethan Hanna



DATE

Pupil Attendance – Letter A

We are very keen to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress.

The school target for attendance is 97.2% and we are pleased to confirm your child's percentage is above this.

We would like to take this opportunity to congratulate both you and your child for meeting the school target.

Yours sincerely

Mrs Bethan Hanna
Head Teacher



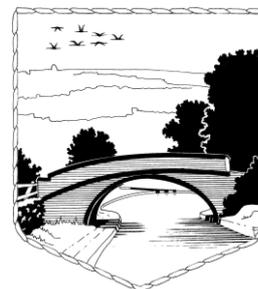
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DATE

Pupil Attendance - Letter B

We are very keen to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress.

The school target for attendance is 97.2%. As you can see from the attached report your child's attendance is currently below this target and we feel that it is important to share this with you.

Yours sincerely

Bethan Hanna
Head Teacher

Appendix 2:



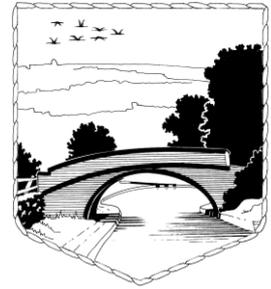
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DATE

Pupil Attendance – Letter 1

Dear **INSERT NAME**

As you are aware, attendance at school is vital. Following our review, we note that **INSERT NAME**' is **INSERT FIGURE%**. As opposed to the school's attendance target of 97.2%. We feel that it is important to share this with you.

Please find attached a copy of **INSERT NAME**'s attendance record for your information.

If there are any particular circumstances that we may not be aware of which are having an impact on attendance, please let me know as Attendance Officer.

We will continue to monitor attendance on a monthly basis and look forward to seeing an improvement.

Yours sincerely

Bethan Hanna
Head Teacher



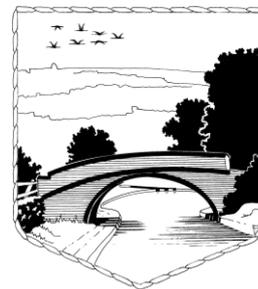
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DATE

Pupil Attendance – Letter 2

Dear **INSERT NAME**

Following the monthly review of attendance, I am writing to inform you that **INSERT NAME**'s attendance is causing concern and is affecting their progress.

Your child's attendance stands at **INSERT FIGURE%** as opposed to the expected target of 97.2%

I will be contacting you to discuss how we can improve attendance in the next week.

If in the meantime you wish to discuss this with me, I am available face to face, via telephone or via email.

Yours sincerely

Bethan Hanna
Head Teacher



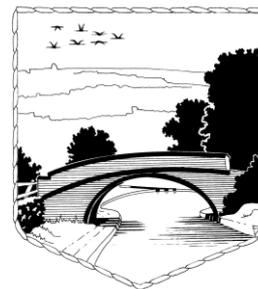
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DATE

Pupil Attendance – Letter 3

Dear **INSERT NAME**

I note that there has been no significant improvement in **<pupil's name>** attendance since my 2nd letter of **<date>**.

Their attendance is now just **INSERT%**. Persistent absence is classified by the DfE as 90% or below. We are not satisfied that there are exceptional reasons for this following our discussions and offers of assistance.

I will be in contact for a meeting. We need to work together to avoid a referral to Warwickshire Attendance Service (WAS).

Yours sincerely

Bethan Hanna
Head Teacher

Appendix 3:



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DATE

Pupil Attendance – Persistently Letter 1

Dear **INSERT NAME**

I have noted during a recent attendance review that **INSERT NAME** showing a pattern of persistent lateness and we feel it is important to share it with you.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. Please note that if your child arrives after registers close this will be recorded as an unauthorised absence and affects their overall attendance percentage.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

We will continue to monitor **<PREFERREDFORENAME>**'S attendance and we look forward to seeing an improvement.

Yours sincerely

Bethan Hanna
Head Teacher



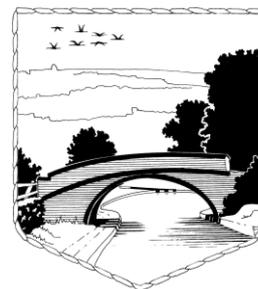
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Pupil Attendance – Persistently Letter 2

Dear **INSERT NAME**

I am writing to inform you that <PreferredForename>'s persistent lateness is still causing concern. We are very worried that this is affecting <PreferredForename>'s progress and we would like to discuss this with you.

INSERT MEETING DETAILS

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctual. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Bethan Hanna
Head Teacher

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion:
 - It must be requested in advance by a parent who the pupil normally lives with.
 - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
 - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is your responsibility to ascertain if the leave is authorised prior to the start of leave.
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.
- Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school for consideration of a Penalty Notice.

Please see over for important information relating to the changes in relation to Penalty Notices

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (see overleaf before completing):

.....

Total Days Requested on this occasion.

(For siblings) I have also applied to _____ School/Academy for leave of absence for
 (Insert child/children's name)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only: NAME OF CHILD: _____ **Date received by school:** _____

1st date of absence requested by parents: Last date of absence requested by parents:

Expected date of return to school (as advised by parents):

Absence: Authorised / Unauthorised / Split (please delete as appropriate)

The reasons for this decision are:

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: Date:

- Copy of this completed section should be sent back to parent with letter

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Section 576 Education Act 1996 defines 'parent' as:
 - Any natural parent, whether married or not;
 - Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person;
 - Any person who, although not a natural parent, has care of a child or young person.
- The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. If the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the national threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. Please refer to Warwickshire County Council's Code of Conduct for non-school attendance and penalty notices for further information.

Leave of Absence taken after 1 September 2024:

The law relating to Penalty Notices has been amended and Penalty Notices issued for Leave of Absences taken after 1 September 2024 will be issued in accordance with the updated legislation.

- **First Leave of Absence offence:** The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- **Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice):** The amount of £160 paid within 28 days. No reduced amount.
- **Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice).** *A penalty notice will not be issued, and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.*

- Any Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school (e.g 2 absent children is 2 offences under section 444 Education Act 1996).
- A Penalty Notice is an alternative to prosecution, however if the Penalty Notice expires and is not paid Warwickshire County Council will consider instigating a criminal prosecution under the Education Act 1996.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted.

- Where criminal proceedings are issued and a parent is found guilty, the court could issue a sentence of a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.