



Regis Manor Primary School Attendance & Punctuality Policy 2024/2025

Approval Date	Policy Reviewer	Title	Chair of Governors
September 2024	Mr M Perry	Headteacher	Mr S Penney

Frequency of Policy Review	Annually
Name of the Attendance Leader & email	Mrs K Low - rmppoffice@swale.at

This policy is ratified by Regis Manor Primary School's Local Governing Body (LGB) as a school-based policy.

ATTENDANCE POLICY

This policy reflects the vision and aim of the school by:

- ✓ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ✓ Providing clear procedures for involving parents relating to school attendance.

Equalities Statement

In the Swale Academies Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio- economic factors. For further information, please see our Equalities Policy.

This policy is created with reference to the DfE guidance [‘Working Together to Improve Attendance’](#) which became statutory on 19th August 2024.

School Times

	Start	End	If late picking up
Nursery	8:30 am or 12:15 pm	11:35 am or 3:15 pm	Children will be booked into emergency afterschool club and a charge is added to parents ParentPay account
Reception	8:30 am	3:10 pm	
KS1	8:30 am	3:15 pm	
KS2	8:30 am	3:15 pm	
Reporting your child absence	Contact the school office Weduc, email, telephone : 01795472971 rmpoffice@swale.at		Contact the school office : 07707505750 rmp_toucans@swale.at

VISIONS AND AIMS

The purpose of this policy is:

To set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence, have a strong grasp of absence data, regularly monitor and evaluate progress, to encourage staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential and provide clear procedures for involving parents/carers relating to school attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open; unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any barriers to regular attendance are best resolved between the school, the parents 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 them the impression that attendance does not matter and may lead to poor attendance habits developing.

Every half-day absence has to be classified by the school (not by the parents) as either **authorised** or **unauthorised**. This is why the information about the cause of each absence is always required, in writing or by telephone.

Authorised absences are morning and afternoons away from school for a reason such as a genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which “no leave” has been given. This includes:

- ✓ parents keeping children off school unnecessarily;
- ✓ truancy before or during the school day;
- ✓ absences which have never been properly explained;
- ✓ children who arrive at school too late to get a mark.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. Schools can ask parents to enter into an attendance contract to try and improve attendance before it is forced to go down legal or safeguarding routes. If difficulties cannot be improved in this way, the school may seek involvement from the KPAS Attendance Officer to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed then the local authority can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or three months imprisonment.

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority should have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent. Where safeguarding concerns exist, the lead practitioner should also discuss with the school’s designated safeguarding lead and children’s social care services and agree an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. In all cases, local authorities must fully consider using an ESO before moving forward to prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent’s duties to secure the child’s education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO. The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

PROCEDURES

Role of the Local Authority

The local authority, statutory safeguarding partners and other local partners therefore have a crucial role in supporting pupils to overcome barriers and ensuring all children can access the full-time education to which they are entitled. Local authorities are facilitators of wider support needed by individual families and schools to overcome barriers in the short term. They are also strategic leaders that work across a geographical area to remove barriers in the longer term.

As local authorities vary significantly in size, organisational approach and demographics, it is right that the specifics of attendance service delivery and how those roles are discharged should be determined locally to meet local needs of pupils, parents, and schools.

As a minimum, however, all local authorities are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.
- Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):
 - **Communication and advice:** regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
 - **Targeting Support Meetings:** hold regular conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
 - **Multi-disciplinary support for families:** provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
 - **Legal intervention:** take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
 - **Monitor and improve** the attendance of children with a social worker through their Virtual School.

The school applies the following procedures in deciding how to deal with individual absences:

Role of Parents and Carers

- Parents/carers are expected to contact the school at an early stage and work with staff in resolving any problems together;
- Ensure that the aim is for their children to achieve 96% or higher school attendance;
- Ensure that pupils are on the premises between 8:30 and 8:45 am and not before;
- The school front gate opens at 8:30 am, however pupils remain the responsibility of parents or carers until they enter the school doors;
- Take children who are late (8:45 am onwards) to the main entrance to sign in;
- Collect children promptly at the end of the school day, which finishes at 3:10 pm for Reception pupils and 3.15 pm for all other year groups. After this time, children are the responsibility of their parents or carers;
- Collect children promptly from after school clubs;
- Ensure that the school has current parent/carers and emergency contact telephone numbers and addresses.

i) Absences for Medical Reasons

It is the responsibility of parents or carers:

- to notify the school by telephone on the first and subsequent days of absence, as early as possible and not later than 9:00 am;
- to agree a later registration time with the headteacher if the child needs regular medical attention before coming to school. The parent must always sign their child/children in on arrival;
- where possible, seek the school's agreement in advance and provide the office with evidence of scheduled medical appointments. If the child needs to attend a medical appointment during school time, pupils should be absent for the minimum amount of time necessary for the appointment. Whenever possible, parents/carers should try to make all appointments out of school hours;
- to liaise with the school about specific family problems which may impact on absences.

ii) Withdrawal from Learning Requests

Responsibility for good attendance is shared between school, parent and pupil. It is made clear to parents that any absence from school will disrupt their child's learning. Absence during term time is not authorised, unless the headteacher deems it to be an exceptional circumstance in line with the Working Together to Improve School Attendance guidance.

Parents must seek permission from the headteacher by making an application in advance in writing.

If the absence requested is not considered to be an exceptional circumstance the absence (if taken) is recorded as unauthorised.

If a pupil is recorded absent for 10 sessions (equivalent to 5 school days) within 10 school weeks with a combination of the following codes then Kent County Council (KCC) is notified and a Penalty Notice issued:

- Code G (leave taken for the purpose of a holiday or unauthorised leave of absence)
- Code O (unauthorised leave of absence)
- Code U (pupil attended school after the register ended but before the end of the school session)

Penalty Notices are issued to each parent, and adults with parental responsibility, for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

Kent County Council will also issue penalty notices when parents have taken their children on holiday during term time. The holiday **must** be because of exceptional circumstances, however, generally the DfE does not consider a holiday or absence for leisure or recreation purposes to be an exceptional circumstance.

Repeated Penalty Notices

The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3 year period. If a second penalty notice is issued within this 3 year rolling period, a set fine of £160 will be issued. If the threshold for a third penalty notice is met within the same 3 year rolling period, KCC will consider applying for summons for prosecution in the Magistrates' Court.

Role of The School

1. to register all pupils promptly and accurately;
2. to record absence appropriately, including signing in and out during school hours;
3. to record as late, pupils who arrive after 8:45 am and before the close of registers at 9:00am;
4. to record as unauthorised absences, pupils who arrive after the registers close;
5. to record as late, pupils who arrive ten minutes after class afternoon registration time;
6. to check registers daily for first day absence;
7. to telephone those parents who have not contacted the school by the required time on the first day of absence, priority being given to:
 - children on the Protection Register or involved with Social Services such as LAC or those with Child Protection Plans;
 - children in families where there is a particular concern;
 - children, whose parents or carers are normally fastidious in making contact;

8. to send a weduc/text message or complete a home visit on the morning of an absence to parents who cannot be contacted, to ask why their child is absent;
9. to make wellbeing contact with parents/families by telephone or home visit as appropriate
10. to keep records of all telephone calls on Bromcom and keep all contact concerning absence;
11. to monitor regularly absence and lateness, to look for patterns and take appropriate action;
12. to involve appropriate external agencies if there are any concerns regarding absence or punctuality;
13. to obtain details of telephone contacts for all pupils and to ensure that records are updated regularly by contacting parents to remind them of their responsibilities, whilst requesting current contact information. An emergency telephone number must be recorded for every pupil;
14. to send reminders regarding absence and punctuality on the school's regular communication to parents/carers;
15. to raise concerns regarding absence at parent consultation meetings, or sooner if appropriate;
16. to discourage the practice of taking children out of school for odd days and holidays;
17. to report all authorised and unauthorised absence on the child's annual report;
18. to publish attendance data to parents (and individual pupil attendance data on annual school reports);
19. to set attendance targets annually for the whole school as well as individual pupils, and monitor.

The school will not authorise absences for shopping, looking after other children, birthdays, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which cannot be arranged out of school time.

School strategy to reduce absence/persistent absence using data:

- clear and consistent attendance expectations shared with all stakeholders;
- school culture of all staff discussing and challenging absences;
- open door culture with regular 'attendance drop-in' opportunities for parents/carers to discuss concerns and seek advice;
- termly review of school data and national data to identify trends and targets;
- personalised support (pastoral/formal) for families and pupils as appropriate;
- weekly attendance meetings to review termly and individual attendance targets;
- advice and strategies to support anxiety based school avoidance and regular attendance;
- rewards for weekly, bi-termly, annual attendance;
- weekly class reward for punctuality;
- expedient parent contact through home visits, telephone calls, meetings and open door attendance drop-in policy;
- termly attendance report card shared with parents/carers

Wider support services

We seek to build strong relationships and work jointly with our families, listening to and understanding barriers to attendance and working in partnership with families to remove them. Please refer to paragraphs 17 to 24 of the DfE Working together to improve school attendance document for guidance on what our support might look like. Additionally, a wide range of additional support can be accessed by parents/carers as appropriate with referrals completed by the family liaison officer and KPAS Attendance Officer.

For local authority support please see further information on their website here:

- [Kent Website Information for Parents](#)

Supporting pupils with physical or mental ill health

We are particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support. Parents/carers should ensure they contact the school to discuss the support that can be put in place to enable their children to return to school. See paragraphs 53 - 68 and 17 to 24 of DfE guidance for further details of working in partnership to identify supportive routes to improve attendance.

Lateness

- Daily: If late (after the register closes at 9:00am), parents/carers will be asked to record the reason upon arrival;
- Late arrivals and lost learning time recorded and reviewed on a weekly basis;
- Parents initially receive a letter informing them of the number of late arrivals at school and cumulative lost learning time
- If punctuality does not improve, parents/carers are invited to a meeting to discuss support, identify barriers and agree appropriate support;
- If punctuality and lost learning time concerns persist a penalty notice request may be submitted to KCC

For pupils who have regular late arrivals, incentives are provided eg alarm calls, punctuality postcards, stickers, regular check-ins.

See appendix 1 for template letter regarding lates.

Frequent Absence/Poor Attendance

The School's Attendance Target is 96% or higher. In the academic year there are 190 school days. To achieve 96% attendance in an academic year a child must attend 183 days in the year. The school recognises that absence can occur for a range of reasons

and can be spread across the academic year. To ensure attendance issues can be dealt with promptly children's attendance is reviewed regularly on a cumulative basis using the following procedures:

Stage 1 - Intervention

At this stage, an initial concern letter is sent to parents/carers informing them of pupil's current attendance, highlighting the importance of good attendance and advising parents to contact the school for support if required.

Stage 2 - Intervention

If no significant improvement in attendance, parents are invited to a meeting to identify barriers for individual children and try to remove them. At this stage an attendance contract may be set up or will be reviewed.

Stage 3 Intervention

At this stage, a pre-referral letter is sent home. The letter explains that medical evidence may be required to authorise further absences and if their child's attendance remains irregular; a referral to the Local Authority may be requested to take more formal action which could result in a Penalty Notice and/or prosecution. If there is no improvement in attendance, a penalty notice warning letter will be sent to parents with a copy of the child's attendance certificate enclosed. Attendance is monitored on a weekly basis and if no further improvement is seen a Fixed Penalty Notice will be submitted.

Stage 4 intervention

A referral to the KPAS Attendance Officer will be submitted and a letter is sent to parents informing them of the referral.

At this stage, the KPAS Attendance Officer will contact parents to explain that despite the school's intervention and support and attempting to engage with parents/carers several times in order to support with improvements in attendance, there still does not seem to be any significant improvement with their child's attendance.

A meeting between the KPAS Attendance Office, attendance lead and parents/carers takes place to review attendance of the pupil. The personal circumstances of the child are discussed and actions and targets agreed.

The Senior Attendance Lead is also the Designated Safeguarding Lead (DSL), which ensures triangulation of safeguarding/pastoral information. All attendance concerns are recorded onto the school's electronic safeguarding system (Bromcom) to ensure DSL analysis and actions are recorded.

All pupils, including those below compulsory school age, whose attendance is below 50% for the academic year are identified as 'severely absent'. Severely absent pupils often need more intensive support. An attendance contract will be agreed with parents/carers and regular meetings held to review the agreed actions to support improved school

attendance. If sustained improvement is not achieved, referral to external agencies may be made.

See appendix 2 for letters around poor attendance.

Holiday Absence

- Responsibility for good attendance is shared between school, parent/carer and pupil. It is made clear to parents/carers that any absence from school will disrupt their child's learning;
- Parents/carers must submit a written request for absence in advance to the school office;
- This absence must be reviewed by the headteacher;
- Parents will be informed of the headteacher's decision in writing and a copy of this is filed and the holiday is recorded;
- Once the holiday is taken, and if 5 sessions or more, a holiday penalty notice fine will be requested from KCC. The parents can be fined as a result of taking holiday during term time;
- If the holiday is taken without authorisation being requested in advance, a letter is sent home to parents/carers explaining that the school is aware they went on holiday and cannot be authorised retrospectively. A holiday penalty notice fine will be requested from KCC and parents can be fined as a result of taking holiday during term time;
- A penalty notice is requested for each child for all parents who are liable (adults with parental responsibility); this includes a step-parent or other carers and can include an absent parent. If the parents live at separate addresses, a letter stating the absence is unauthorised must be sent to both of them regardless of which parent made the request.

See Appendix 3 for letter templates regarding school holiday absence.

Penalty Notices

Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency across the country.

Our school follows the thresholds for absence as outlined in the [DfE guidance on page 56](#).

Rewarding Good Attendance

The majority of pupils at our school have a good attendance record. Pupils are given incentives to attend regularly and punctually.

Examples include:

- ✓ Weekly whole school attendance and punctuality awards
- ✓ Bi-termly 100% celebration (autumn/spring terms)
- ✓ Annual 100% attendance party
- ✓ Rewards given for pupils with outstanding bi-termly attendance
- ✓ Rewards for outstanding annual attendance
- ✓ Improvement postcards/certificates for effort and improved attendance and/or punctuality

Those people responsible for attendance matters on a day to day basis in this school are: Mrs K Low, Mrs S Best and Mrs S Wallace.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend every day that the school is open. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Attendance Categories:

Category/Colour	Excellent	Good	Poor	Persistent Absence
%:	98% or above	96-97.9%	90.1%-95.9%	90% or less
Days absence per year:	0-3 days	4-8 days	9-18 days	19 days or more

Recording

Attendance documents issued to parents/carers are saved directly to the pupil record on the Strategic Attendance Document and Bromcom is updated to detail the current attendance status of the pupil concerned.

Any communication (verbal/phone/email) with parents around attendance is recorded on Bromcom under safeguarding categories.

We follow our Trust safeguarding processes for recording information or incidents of a safeguarding nature. This can include information regarding poor attendance.

Further details on updated attendance codings can be found on page 76 of the DfE guidance document [Working together to improve school attendance](#).

Expectations on schools:

- Keep registers electronically (paragraph 31 of DfE guidance);
- Preserve every entry in the attendance or admission register for 6 years (previously it was 3 years) from the date the data was entered (paragraph 36 of DfE guidance);
- Use the revised attendance and absence codes (paragraphs 283 to 407 of DfE guidance);
- Share your school's daily attendance data directly with the DfE. (paragraph 51 of DfE guidance).

Maintained schools and non-maintained special schools **must** (and other schools are expected to):

- Only grant leaves of absence for specific circumstances set out in regulation 11 of the 2024 attendance regulations (paragraphs 37 to 40 of DfE guidance);
- All schools can also grant absence for education off site (paragraphs 41 and 42 of DfE guidance);
- Where applicable, schools also expected to report unexplained absences to the pupil's youth offending team worker (paragraph 52 of DfE guidance).

Appendix 1 – Letter Template Regarding Lateness

Dear Parent/Carer

Re: Late arrival of Name

At Regis Manor we regularly monitor attendance and punctuality and expect all pupils to arrive on time in the mornings prior to the start of lessons. I am writing to inform you that pupil's name has arrived late at school on X occasions. These late arrivals total number of hours/minutes of lost learning meaning X missed lessons.

Pupils who arrive late to school miss the teacher's introduction to the lesson and may feel anxious or embarrassed to enter the classroom late. They also miss the opportunity to socialise with friends at the beginning of the day which helps to develop confidence and friendships.

Pupils are expected to arrive at school between 8.30am - 8.45am. Please can you ensure that your child arrives at their classroom at the appropriate time.

If you wish to discuss this or any other ways which we can support you, please contact either myself or Mrs Best to arrange a meeting.

Yours sincerely,

Mrs K Low
Deputy Headteacher

Dear Parents/Carers

Re: Late arrival of Name

We write further to our letter dated X. At Regis Manor we regularly monitor attendance and punctuality and expect all pupils to arrive on time in the mornings prior to the start of lessons. I am writing to inform you that pupil's name has arrived late at school on X occasions. These late arrivals total hours/minutes of lost learning.

Pupils who arrive late to school miss the teacher's introduction to the lesson and may feel anxious or embarrassed to enter the classroom late. They also miss the opportunity to socialise with friends at the beginning of the day which helps to develop confidence and friendships.

Pupils are expected to arrive at school between 8.30am and 8.45am. Please can you ensure that your child arrives at their classroom at the appropriate time. If your child continues to arrive late at school, these late arrivals may be marked with a 'U' which records the absence as unauthorised for that session and can lead to a referral for a Penalty Notice or a referral to the KPAS Attendance Officer for further action and possible prosecution.

If you wish to discuss this or any other ways which we can support you, please contact either myself or Mrs Best to arrange a meeting.

Yours sincerely,

Mrs K Low
Deputy Headteacher

Appendix 2 – Letter Templates Regarding Attendance

Dear Parent/Carers

Attendance

As part of our statutory duties, we regularly review pupil attendance and as you may be aware, the Government expectation is that pupils should attend every day when school is open.

I am writing to inform you that pupil's name attendance is currently X% which means they are identified as a persistent absentee and will continue to have their attendance monitored next term.

If you have any questions, please contact either myself or Mrs Best.

Yours sincerely,

Mrs K Low
Deputy Headteacher

Dear Parents/Carers

Re: Pupil's name

It has been brought to my attention that pupil's name school attendance is unsatisfactory. I am extremely concerned that their current attendance is only X%, these absences total X missed lessons, which is having a detrimental impact on their attainment.

The Government expectation is that pupils should attend every day when school is open. I must remind you that it is very important that pupil name attends school regularly and on time, to ensure that he/she achieves his/her full potential. It is your responsibility to ensure your child's regular attendance at school and I would ask that you provide a satisfactory explanation for any absence that occurs.

I must advise you that further absences from school as a result of illness may require medical evidence e.g. copy of a prescription, Doctors/Dentist appointment card. If medical evidence is not provided when required, further absences will be marked as unauthorised. If pupils accrue ten unauthorised absences over a 100 day period you may be liable to pay a fine.

Could you please make every effort to ensure that name attends school regularly and punctually, to ensure that his/her overall school attendance improves. If there is no sustained improvement in name's school attendance, the matter may be referred to Kent County Council.

Thank you for your co-operation in this matter.

Yours sincerely,

Mrs K Low
Deputy Headteacher

Dear Parents/Carers

Re: Pupil's name

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that pupil's name has been absent from school for a total of X unauthorised half day sessions which totals X missed lessons. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact myself or Mrs Best.

Yours sincerely,

Mrs K Low
Deputy Headteacher

Appendix 3 – Template Letters Regarding Holidays in Term Time

Dear Parents/Carers

Request for leave during Term-Time **For the attention of the parents of pupil's name**

I have received your request to take X out of school for a family holiday between X and X, a total of X school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take pupil's name out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Mr M Perry
Headteacher

Dear Parents/Carers

Re: Pupil's name

You failed to apply in advance for permission for **pupil's name** to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £160 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £80 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Mr M Perry
Headteacher