



Yealmpstone Farm Primary School Attendance Policy



Why we have this policy:

High attendance at school is important for children to do well in their learning. Children need to be on time and here every day. We need you to work with us to help make that happen. We expect children to be at school unless there is an unavoidable or exceptional reason, or unless there is a health problem that happens for a long time and means they cannot come. Children from Reception to Year 6 are all part of this policy.

This is the Government's information about how children must attend school: [Working Together to Improve School Attendance. August 2024.](#)

We have this policy so we can try to:

- Support children and their parents/carers to be at school every day and on time.
- Make sure all children can access school.
- Make sure that parents/carers know about the laws to do with attendance.

At school, we know that attendance is important and we will do all we can to support parents/carers to get children into school every day. Making sure children attend school is part of the work we do to make sure children are safe – called **safeguarding**.

New national framework

A new national framework for penalty notices for school absences came into effect from Monday 19 August 2024.

The changes are:

- A new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
- You will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
- There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
- If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
- If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

Any penalty notice issued before Monday 19 August 2024 will not count towards the new thresholds.

If you have already booked a holiday for next year you will receive a penalty notice at the new rate. (Please see more information in the Penalty Notices section of this policy)

What Everyone Must Do

Parents/carers:

- Make sure your child comes to school, and know that you have a legal responsibility to make this happen.
- Make sure your child is on time for school with all the things they need in time for the register. If your child is late, it might be marked as an 'unauthorised' absence.
- Tell school if your child has a medical appointment during the school day. We would like appointments to be after school if possible please. We might ask to see the text message, email or appointment letter just to check that the appointment is happening.
- Make sure you contact school before 8:45am if your child cannot attend school, telling school the reason.
- Tell school if your child is unhappy coming to school, so that we can help you and your child solve the problem that is making them unhappy.
- Fill out the form if you need to take your child out of school during term time. We won't authorise the absence unless it is for an exceptional reason. This means it has to be unavoidable and really important. If you take your child out of school even when school have said it will be unauthorised, you might be given either a penalty notice (which is a fine you have to pay) or a prosecution.
- Tell school if your phone number, email address or home address changes. Make sure we have more than one person's details in case we need to ring someone for your child in an emergency.
- If we suggest some things to help your child with attendance or problems, try and work with us to let them happen.
- Talk to us about any problems with attendance. This could be face to face or on the phone or email. It's better face to face if you can.

A child registered with a school has to attend school in the term after they are 5 years old. This is called 'statutory school age'. Parents/carers have a legal responsibility to make sure their child comes to school.

School:

- Be a safe place to learn.
- Keep regular and accurate records of when your child is in school and if they are on time.
- Check children's attendance and do something if they are not in school regularly.
- Contact parents/carers when a child is not in school if we have not had a message to say why from a parent/carer.
- Find out why a child is not in school if you have not given us a reason. Your reason may not mean we authorise the absence. If your child is off school for a long time or lots of times because of a medical condition, we might ask you for some information from a doctor to help us support your child.
- Celebrate when children come to school every day. This can be in assemblies, on social media, on displays or by telling you your child is doing well.
- Meet with the Local Authority Attendance Improvement Officer at Plymouth County Council to help us check attendance and see what else we need to do.
- Tell Plymouth County Council if a child is not attending school enough.
- Decide what we think will help a child who is not attending school, and put that help and support in place.
- Work with other services to help a child's attendance. E.g. other schools, Plymouth County Council, Social Care, Early Help, and the local community.
- Share the information about how much your child is coming to school with you and explain what good attendance is.
- Have the same rules for everyone about coming to school every day and on time.

- Have special support and follow the Local Authority Medical Needs Policy for children who cannot come to school because of medical or behaviour needs. This follows Section 19 of the Education Act 1996.
- Think about having an Individual Healthcare Plan if a child has medical needs.
- Work with the Access and Inclusion team at Plymouth County Council to support children with medical needs who cannot come to school every day.

All staff at school have to work hard to make sure attendance is good. Carla Milford, Assistant Head and Senior Attendance Champion, leads attendance. The Attendance Team, led by Mrs Milford, will monitor attendance closely and act to support families to improve attendance when needed. If we are worried about your child, we will tell you on the phone or by letter and you will be invited into school to talk to us about it.

The Attendance Team:

Mrs Carla Milford	Assistant Headteacher
Mrs Sarah Williams	Parent Support Advisor
Mrs Emma Whiteley	Office Administrator

Children:

- Come to school every day.
- Be here on time every morning.
- Have what they need for a day in school.
- Talk to their teacher about any problems they have that make them want to stay at home.

Governors:

- Look at the information about attendance every term.
- Make sure the Headteacher does everything in this policy.

The Local Authority (Plymouth County Council):

- Support school and give us information and guidance by having meetings with us about attendance.
- Work with us when a child misses a lot of school.
- Work with schools to decide what legal sanctions (penalty notice or prosecution) would be appropriate.
- Work out what support a child needs to be able to access education if they have medical needs.

School Day and Registers

- School start time is 8:45am and ends at 3:15pm (KS1) and 3:25 (KS2).
- Registers close no later than 30 minutes after the start of each session.
- Parents must notify absence by 8:45am.
- Unexplained absence triggers first-day contact procedures.

What School Does for Attendance

Mrs Milford is our Senior Attendance Champion, but for day-to-day attendance issues, please contact the office, using the school number: 01752 343411.

We make sure all children can come to school every day, and other services help us to offer support. Some children, e.g. Young Carers, might need more help to be able to come to school. We show families where they can get extra help if they struggle with coming to school. Sometimes Social Care help us to decide if a child needs support. We will work with families in many different ways to help them come to school every day. We have a special person for safeguarding called a Designated Safeguarding Lead. Anyone can talk to that person at school if they need help.

We have to share our attendance information with the Department for Education (DfE) so that we can see whether our children's attendance is as good as other schools, both nearby and in the whole UK.

We look at the information and if a child is not coming to school regularly, we will work with them to help it get better and we will contact you directly. Children who miss 10% of time at school might get a fine or penalty notice and we call them '**persistently absent**' (absent a lot of the time). Children who miss half their time at school (50%) are called '**severely persistently absent**' and if this happens, we will ask parents/carers to do lots of work with us to help and support the child.

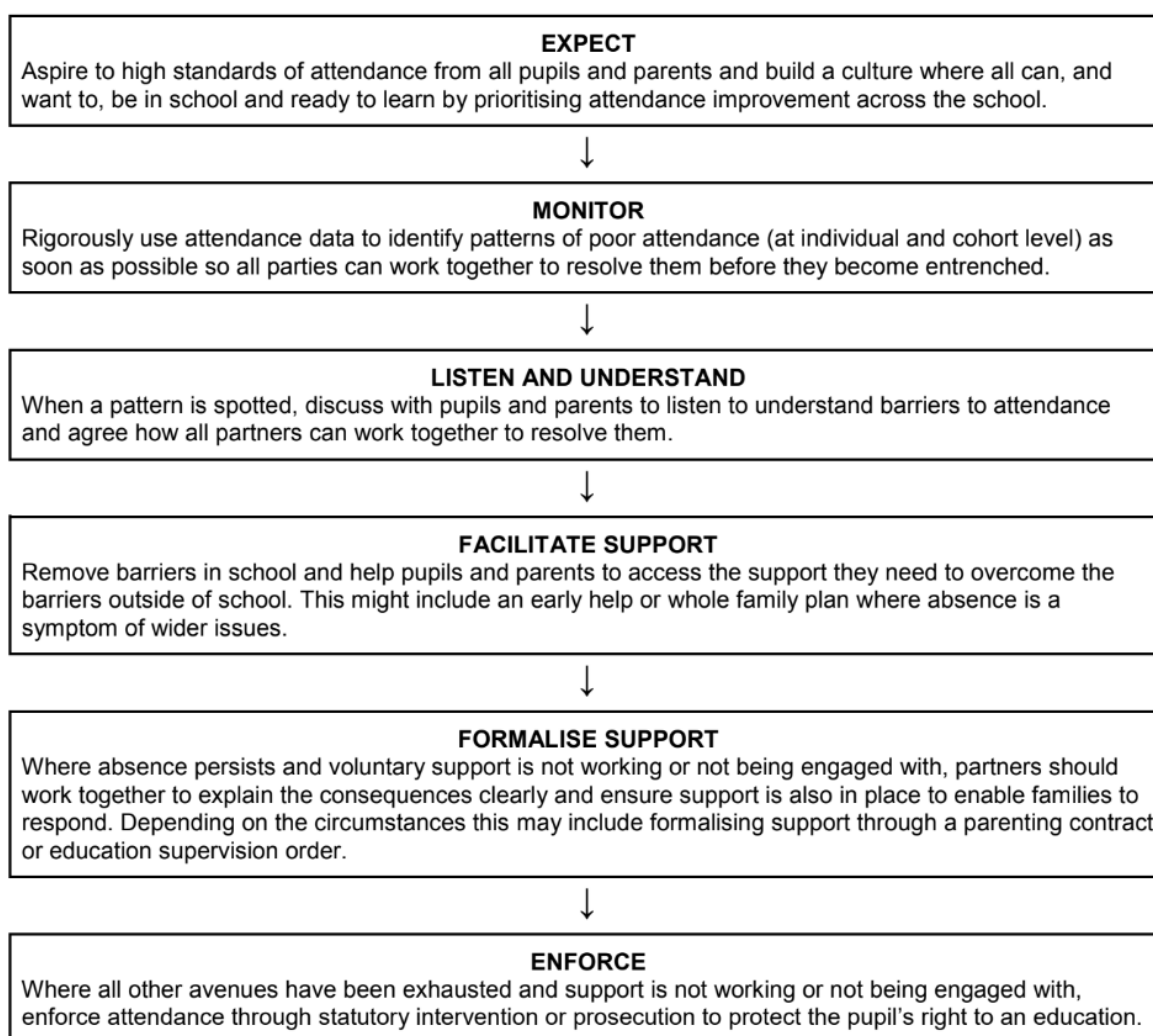
We train every staff member to understand attendance so that everyone knows how to support children to come to school, and everyone knows who can help. We train, remind and support all staff to follow this policy. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in end of year reports.

How We Promote Attendance

Attendance is celebrated through assemblies, certificates, communication with families and whole-school recognition. Attendance data is reviewed regularly to identify trends and pupils requiring support.

Supporting Attendance

The school follows a graduated response: Expect, Monitor, Listen and Understand, Support, Formalise Support and Enforce. Support may include meetings, attendance plans, Early Help, social care and local authority services.



As a school, we try to work together with parents/carers to improve school attendance. This means that we will **listen to you and support you**. However, if this doesn't work, we may think about using the legal options below:

When we need to, we will put support in place to help improve a child's attendance or lateness. If this doesn't work, and your child doesn't meet a target for attendance set by school, we will send your details to the Local Authority Attendance Team. This might mean you get a Penalty Notice/fine, or may be prosecuted by Plymouth County Council, as per section 444 Education Act 1996. This could be a fine of up to £2500.

Lateness and attendance are checked every day by the **school attendance officer** who will:

- Look at pupil attendance for certain groups in school.
- Look at pupil attendance for children with medical needs.
- Check for pupils who are 'Children Missing in Education' and tell the Local Authority about them.
- Follow certain actions for parents who have requested to home educate their child.
- Follow certain actions to take children off the school roll if they need to.
- Look at the registers every day, checking authorised/unauthorised absence and other reasons parents/carers have given for pupils who are not in school.
- Contact parents by telephone, email, or letter to find out why a pupil is not in school.
- Tell parents/carers if their child's attendance is too low.
- Offer support or tell you where you can find support in the community.

Our office staff have the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. Regular meetings are held with the Head teacher/Assistant Head to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

Our early intervention plan is detailed in the table below:

Thresholds	Yealmpstone Farm Primary School Strategies and Actions
At the start of every academic year, send an "Importance of Attendance" letter to all parents/carers.	
100%	School-Based Celebration (Green: Outstanding Attendance) Reward 100% attendance: • Termly: present certificates to children in end of term achievement assembly. • Prize draw for anyone over 95% (Considering who has medical needs)
96-99%	School-Based Ongoing Monitoring (Green: Excellent Attendance) • Teachers monitor classes and individuals daily. • Assistant Head to conduct monthly monitoring meetings with the Attendance Team. • Prize draw for anyone over 95% (Considering who has medical needs)
91-95%	School-Based At Risk of Persistent Absence (Amber: Concerning Attendance) • Send Amber: First concern of attendance letter to parents <i>offering</i> further support from the school. • Continue with the actions as above. • Attendance Officer to notify leaders/teachers to monitor – praise and encouragement. • School to consider meeting with parents to explain attendance and create an attendance improvement plan. • Keep in contact with parents on a regular basis. Provide encouragement where improvement has been made. • Discuss the likelihood of attendance intervention with the Education Welfare Officer unless improvement is made.
90% or less	School-Based At Risk of Persistent Absence (Red: Very Concerning Attendance) • Send "Red: Second Concern of Attendance letter to parents <i>requesting</i> a meeting with the school. • Targeted school support put into place to support the family and monitor closely.. • Monthly review meetings established. • Refer to EWO and send Red: Final Concern of Attendance letter if there is failure to engage and/or improve attendance. • Complete an 'attendance contract' with the family. • Refer to LA if there is further unauthorised absence, to issue a 'Notice to Improve' and consider a Fixed Penalty notice or court action.

Persistent and Severe Absence

Attendance data is analysed by year group, vulnerable group, SEND, medical need and individual pupil. Pupils below 90% attendance receive targeted intervention. Severe absence attracts multi-agency support and formal attendance plans.

Lateness

When children arrive late at school, it means the child, the teacher and other children are disturbed and miss learning. Where pupils start to be late a lot, we will phone, email or write a letter to you to explain what is happening and offer you support. If the lateness continues,

parents/carers will be invited to a meeting at school to discuss their child's lateness. If the lateness still does not get better, even with the school's support, we may ask the Local Authority to use one of the legal options.

Reporting a Pupil Absence

Parents/carers must contact school on the first day their child is not in school by 8:45 am. You must ring again every day that the child is not in school.

For any pupil not in school when the register closes at 9:15 am, and school does not know the reason, a member of staff will try and get hold of the parent/carer.

The member of staff will ring every person on your child's record, starting with the first one, until we find out why the child is not in school. We will leave a message on ClassDojo if you do not answer. We will make a note of any conversations. Staff will mark the registers using one of the codes (see appendix 1 at the end of this policy).

If a parent/carer does not tell us why a child is absent, we will mark it as unauthorised. If we do not know where a child is, we might come to your house and knock on the door to see if your child is safe.

Illness

If your child has had sickness or diarrhoea, they can return after they have not been sick or had diarrhoea for 48 hours.

Children with mild coughs, colds, sore throats, sneezes and runny noses can come to school. However, if they have a temperature over 37.5 degrees, they should stay at home until their temperature has come down and they are well enough. This is a good website that the NHS and Government has made which tells you if your child is well enough to go to school or not: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-stay-at-home/).

Children should come to school unless they are too unwell to do basic things. We will ring you if they need to go home.

Medical Needs and Special Education Needs and Disabilities (SEND)

If a child cannot go to school because they are physically or mentally unwell, we will offer support to try and make it possible for the child to attend. The support starts with what is available for all children and goes up in levels if children's needs get more complicated.

If a child needs things that are a little bit different with their uniform, transport, timetable or at lunchtime, we will consider that. If a child cannot come to school at all because of their medical needs, then we will work with the Local Authority **Access and Inclusion Team** to work out what can be provided or contact the Plymouth Early Help and SEND Advice Line using this link: <https://www.plymouth.gov.uk/plymouth-early-help-and-send-advice-line>.

Reasonable adjustments will be considered for pupils with SEND, disabilities, medical needs, mental health needs and young carers. The school works with families and external agencies to remove barriers to attendance. We can make changes to our policies and the way we do things in school to help meet the needs of pupils who find it hard to attend school,

under section 20 of the Equality Act 2010 (where a pupil has a disability). We will do this together with parents/carers.

General Non-Attendance

This is different to being absent due to illness or other authorised reasons, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child does not attend school regularly, the school will work with you to find out why it is happening, and how school can help. If your child continues to be absent without authorisation from the school, then we may send your details to the Local Authority to consider a penalty notice or a prosecution. A pupil would need to be absent for 10 sessions (a morning or afternoon mark in the register is one session) over a period of 10 or more school weeks. We may offer you a meeting where we discuss the barriers to attendance and try to break them down. If you do not join in with the support from school, we may choose to set targets for your child's attendance instead. We do this together with the Local Authority. This is called a 'Notice to Improve' and is a last try at improving attendance before fines or a prosecution is asked for.

The Different Types of Leave

Authorised leave

This is if a child has been off school for a reason that we agree with. For example:

- Illness or a medical appointment. If they are well enough, children should be at school for the rest of the day if they go to an appointment.
- Religious Observance – official religious days which are decided by the religion. E.g. Eid.
- The absence has been authorised by the Headteacher because it is short, exceptional and unavoidable.

Unauthorised leave:

This is when a child is away from school when school would say no. E.g.

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- A parent/carers has not given a reason for the child not being in school.
- A parent/carers has not completed an Absence Request Form.
- Being off school for something that the Headteacher does not think is exceptional.

The code given to a child in the register is the Headteacher's decision. They will use guidance from the Government (DfE) to make their decision.

Term-Time Leave

Parents may not take their child out of school for a term-time holiday. If you want to ask for time off school, you must fill in a Term-Time Leave Request Form (Appendix 2). This has to be filled in **before** you take your child out of school and no later than 20 days before.

If the school think you have taken your child out for term time leave, we will write to you and ask you to explain why your child was not in school. If you can't give school a reason, then the absence may be recorded as unauthorised, and we may send your details to the Local Authority for a penalty notice/fine.

Exceptional circumstances (*this means rare, unavoidable, short*) will be looked at by the Headteacher. Leave during term time will only be authorised in exceptional, unavoidable and short circumstances. Requests must be made in advance. Unauthorised leave may result in Notices to Improve, penalty notices or prosecution.

Penalty Notices

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

Ten unauthorised sessions within a rolling ten-school-week period may result in a penalty notice. Fines and escalation follow current statutory guidance.

The fine for a penalty notice is £80 per child, per parent/carer. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

Three-Year Period		
First Term Time Leave 10 sessions (5 days) or more. £80 for each child per parent.	Second Term Time Leave 10 sessions (5 days) or more. £160 for each child per parent.	Third Term Time Leave 10 sessions (5 days) or more. Prosecution.
E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent. The total would be £480. If you pay after 21 days it rises to £960. If you don't pay after 28 days = a prosecution.	E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960. If you don't pay after 28 days = a prosecution.	

Please visit <https://www.plymouth.gov.uk/penalty-notice-code-conduct> for more information.

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

Children Missing Education may be indicators of neglect, exploitation or other safeguarding concerns. The school will follow safeguarding procedures, notify the local authority and continue welfare checks where appropriate. The school will inform a child's social worker of significant absence and before removal from roll where applicable.

Communication and Accessibility

The policy is published on the school website, provided when pupils join the school, shared annually with parents and redistributed following updates. Parent and pupil views are considered during policy reviews.

Approved by:	Head of School - Carla Milford
Last reviewed on:	July 2026
Next review due by:	July 2027

Appendices

Appendix 1 - Register Coding

Codes	SIMS Description	DfE description / explanation	Statistical meaning
I	Present (AM)	Present at the school morning session.	Present
I	Present (PM)	Present at the school afternoon session.	Present
B	Educated off site (not Dual reg.)	Attending any other approved educational activity.	Approved educational activity
C	Other authorised circumstances	Leave of absence for exceptional circumstance.	Authorised absence
C1	Leave of absence - Regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence - Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised absence
D	Dual registration	Dual registered at another school.	Attendance not required
E	Excluded	Suspended or permanently excluded and no alternative provision	Authorised absence
G	Family Holiday (not agreed)	Holiday not granted by the school.	Unauthorised absence
I	Illness	Illness (not medical or dental appointment).	Authorised absence
J1	Leave of absence - Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
K	Alternative provision provided by LA	Attending education provision arranged by the local authority	Approved educational activity
L	Late (before registers closed)	Late arrival before the register is closed.	Present
M	Medical/Dental appointments	Leave of absence for the purpose of attending a medical or dental appointment.	Authorised absence
N	No reason yet provided for absence	Reason for absence not yet established.	Unauthorised absence
O	Unauthorised abs	Absent in other or unknown circumstances.	Unauthorised absence
P	Approved sporting activity	Participating in a sporting activity.	Approved educational activity
Q	Unable to attend - lack of LA access arrangements	Unable to attend the school because of a lack of access arrangements.	Attendance not required
R	Religious observance	Religious observance.	Authorised absence
S	Study leave	Leave of absence for the purpose of studying for a public	Authorised absence
T	Traveller absence	Parent travelling for occupational purposes	Authorised absence
U	Late (after registers closed)	Arrived in school after registration closed.	Unauthorised absence
V	Educational visit or trip	Attending an educational visit or trip	Approved educational activity
W	Work experience	Attending work experience	Approved educational activity
X	Non-compulsory school age absence	Non-compulsory school age pupil not required to attend school	Attendance not required
Y1	Unable to attend - Transport not available	Unable to attend due to transport normally provided not being available.	Attendance not required
Y2	Unable to attend - Widespread travel emergency	Unable to attend due to widespread disruption to travel.	Attendance not required
Y3	Unable to attend - Unavoidable partial closure	Unable to attend due to part of the school premises being closed.	Attendance not required
Y4	Unable to attend - Unavoidable full closure	Unable to attend due to the whole school site being unexpectedly	Attendance not required
Y5	Unable to attend - Detention sentence	Unable to attend as pupil is in criminal justice detention.	Attendance not required
Y6	Unable to attend - Public health Guidance/Law	Unable to attend in accordance with public health guidance or law.	Attendance not required
Y7	Unable to attend - Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.	Attendance not required
Z	Pupil not on roll	Prospective pupil not on admission register.	Attendance not required
#	Planned whole or partial school closure	Planned whole school closure.	Attendance not required

Appendix 2 - Term-time Leave Request Form (Absence Request Form):

OFFICIAL:SENSITIVE

S2 ABSENCE REQUEST FORM

PART 1: TO BE COMPLETED BY THE PARENT/CARER



Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. Only a Head Teacher can agree to grant leave of absence and **permission must be sought at least 20 school days in advance** and must only be for **exceptional circumstances**. To request leave of absence you must have Parental Responsibility and be the parent with whom the child normally lives. If you do not have parental responsibility and/or normally live with the child, you must

Appendix 3 - Examples of absence letters:

Example letter - September 'Importance of Attendance and information letter (All)

Meadowfield Place
Plympton
PLYMOUTH
PL7 1XQ

01752-343411

tbowden@yfps.co.uk

www.yfps.net

Date

Dear Parents and Carers,

As we begin the school year I am writing to you to raise the important issues of attendance and punctuality to school. At Yealmpstone Farm Primary School, our lessons are carefully crafted to build in small steps on previous knowledge and make connections across all of the children's learning. If lessons are missed, gaps are formed which makes it harder for children to make those connections.

The table below shows the impact of attendance on lessons:

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

As you can see, even at 95% children will have missed 50 lessons across the year:

Lower attendance clearly has an effect upon the academic progress of students. Studies show that a student with 92% attendance or lower will on average achieve GCSE results that are one grade lower than their peers. In addition to this, absence from school can cause pastoral issues such as feeling lonely or isolated at school.

Parents are legally responsible for the punctuality and attendance of their children. They are also responsible for informing the school of any absence before 9am on the first day of absence.



There are two types of absence which will be recorded in the register:

- **Authorised Absence** - This includes any absence that has been applied for and authorised by the school. For example - illness, medical treatment.
- **Unauthorised Absence** - This includes lateness where a student arrives after registration without an acceptable excuse and other absences that have not been applied for or granted permission by the school including truancy.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School involving the Local Authority to take action, including penalty notices.

Holiday Requests

Government regulations from 1 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Any such requests should be made in writing to the Headteacher. Where a student is taken out for the purpose of a holiday in term time without the prior permission of the school, the parents/carers of the student may be issued with a penalty notice from the Education Welfare Service. Please familiarise yourself with the new rules on attendance that came into force September 2024. I will post a summary as a reminder on ClassDojo for your information.

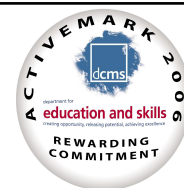
Punctuality

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. All students are expected to arrive punctually for school in the morning. Students arriving late are recorded as thus on the register.

If you have concerns about your child's school attendance or punctuality please contact the school, through your child's class teacher, Mrs Tompkins or myself (Mrs Milford). We are always more than happy to help/support families when times can be challenging. I would like to thank you for your support in this matter and making sure your child is attending school regularly and are therefore benefiting fully from their educational opportunity.

Yours sincerely,

Mrs Milford
(Assistant Headteacher)



**International
School Award**
2011-2014

Example letter - First Concern of Attendance letter

Re: First concern attendance letter

Dear (Name),

I am writing to advise you that (Name)'s school attendance is causing concern as it has fallen to ?% and as a result we are becoming concerned that your child is missing a significant part of learning.

Regular attendance is extremely important as missing school can have an impact on learning and a child's life chances, and, as I am sure you are aware, it is a legal requirement.

We will continue to monitor «name»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «name» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me.

Together we can make a difference.

Yours sincerely,

Carla Milford
Assistant Headteacher

Example letter - Second Concern of Attendance letter

Re: Second concern of attendance letter

Dear (Name),

Following our previous letter dated ##### regarding (Name)'s attendance, there continues to be a cause for concern. Our records show that (Name)'s attendance is currently at ?%

School attendance is an important issue and something we take very seriously. I am therefore requesting that you come into school to discuss the current situation so that we can support your family and create a plan to help improve (Name)'s attendance at school.

I have arranged for this meeting to take place in school on ??? at ???pm. Please could you confirm that you are able to attend this meeting. If you are unable to attend, please contact the school office to make an alternative arrangement.

Regular school attendance is the responsibility of parents/carers. If your child's attendance remains at the current level, a referral will be made to the local authority who may need to start legal proceedings. The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

We look forward to your support in resolving this matter.

Yours sincerely,

Carla Milford
Assistant Headteacher

Example Letter – Suspected Term Time Leave

Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I am writing about «forename»'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»'s absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

Mrs Carla Milford

Example letter - Unauthorised Holiday request letter

Re: Leave of absence request for [pupil name/s and dob]

Dear [Parent Name] *(Please note, an individual letter should be sent to each parent, as each case is potentially a separate offence and sanctions may be instigated against each parent for each child. Both resident and non-resident parents, as well as resident step-parents should be included where considered appropriate.)*

Thank you for your recent leave of absence request form for [pupil/s first name] to be absent from school from to [due to Give details - reasons etc].

The Education (Pupil Registration) (England) Regulations 2006 was amended in September 2013. The amendments made clear that Head teachers **may not** grant any leave of absence during term time unless 'exceptional circumstances' exist.

We have considered your application carefully and the reasons for the absence you have highlighted, however on this occasion we do not believe that the explanation provided can be justified as "exceptional circumstances".

Should you still decide to continue to take your child out of school during term time, then please note that the absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

See table (overleaf) for example;

← Three-Year Period →		
First Term Time Leave 10 sessions (5 days) or more. £80 for each child per parent. E.g. if two parents take 3 children away, the fine would be $£80 \times 3 = £240$ per parent. The total would be £480. If you pay after 21 days it rises to £960. If you don't pay after 28 days = a prosecution.	Second Term Time Leave 10 sessions (5 days) or more. £160 for each child per parent. E.g. if two parents take 3 children away, the fine would be $£160 \times 3 = £480$ per parent. The total would be £960. If you don't pay after 28 days = a prosecution.	Third Term Time Leave 10 sessions (5 days) or more. Prosecution.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

If you have any questions about this letter, please contact myself or the school office to leave me a message.

Yours sincerely,

Mrs C Milford
Assistant Head Teacher

Example Letter – Suspected Term Time Leave

Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I am writing about «forename»'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»'s absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely,
Mrs Carla Milford

Attendance Officer