

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. The Designated Safeguarding Governor will monitor and review school attendance.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 Wellbeing & Inclusion Co-ordinator

The: Wellbeing & Inclusion Co-ordinator

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.5 School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55am on each school day. (Doors are opened at 8.40am and children are expected to be in class for 8.55am)

The register for the first session will be taken at 8.55am and will be kept open until 9.15am. The register for the second session will be taken at 1.00pm and will be kept open until 1.15pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30am or as soon as practically possible (see also section 7).

Absences can be reported through the School Gateway app, email to the office and on the absence message on the phone line.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

If children are leaving early for a medical appointment, the office MUST see the appointment letter / email correspondence.

If children are leaving early for a holiday / weekend away / any other reason, the parent must complete a leave of absence form (even if it is only 30 mins early etc.) If parents have not completed a form prior to departure, they will be asked to do so.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Minutes late are recorded and monitored; targets will be set with individual children and families as appropriate.

The Attendance Officer monitors late arrivals and if a pattern of lateness is seen then contact is made with the parent/carer. Support can be arranged over a temporary period in getting a pupil to school.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure proper safeguarding action is taken where necessary

- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

At the end of each term, attendance certificates are given to inform parents of their child's attendance level. Annual attendance summary is reported in the annual school report in July.5.
Authorised and unauthorised absence

5: Authorised and Unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as something unavoidable or unrepeatable. Eg a close family funeral with distance to travel; a parents wedding, fixed shift patterns and armed forces.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Requests for Flexi-schooling will not be granted without good reason and support from other professionals.

5.2 Reducing persistent absence

Through attendance monitoring, persistent absentees will be targeted through home visits, phone calls and letters home, target setting, closer monitoring and involvement of Education Social Care.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Where families take two or more periods* of unauthorised leave in a 12-month period, or when a period of four or more weeks of leave is taken, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months.

*a period of absence is defined as 3 or more days

6. Strategies for promoting attendance

Children with improved attendance are rewarded with stickers, badges and certificates

7. Attendance monitoring

The Wellbeing & Inclusion Co-ordinator at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school on the first morning if their child is going to be absent due to ill health (see section 4.2).

After the first absence report we ask that school be kept informed on continued absence and expected return

If a pupil's absence goes above 2 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Attendance data is stored and used for internal purposes.

- Track the attendance of individual pupils – Attendance monitored daily through Arbor
- Identify whether or not there are particular groups of children whose absences may be a cause for concern - Half termly reports for vulnerable groups, LAC and Pupil premium children

- Monitor and evaluate those children identified as being in need of intervention and support – as above

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by The Wellbeing & Inclusion Co-ordinator and Designated Safeguarding Governor. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: DfE Attendance Codes

Appendix 2: Bradford Children's Services Education Safeguarding: Holiday/Leave of Absence in Term Time Penalty Notice Procedures and Guidance

Reviewed by:	Paul Sharkey DSG	Date: 9 th November 2021
Approved by:	FGB 29 th November 2021	
Next review due by:	Autumn 2024	

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: **Bradford Children's Services**

Education Safeguarding

Holiday/Leave of Absence in Term Time

Penalty Notice Procedures and Guidance

Updated September 2021

This guidance reflects the changes to the Pupil Registration Regulations which came into force from September 2013

Contents

A.	Introduction
B.	DfE Guidance
C.	Guidance for Bradford Schools
D.	Good Practice
E.	Recording the Absence
F.	Deletions from the Register
G.	Penalty Notices for Unauthorised Leave of Absence
H.	Procedure for Requesting a Penalty Notice
I.	Prosecution
J.	Appendices
	Pro-forma Application for Leave of Absence From School
	Pro-forma Penalty Request Form (separately on Bradford Schools Online)
Appendix 1	Absence request – authorised
Appendix 2	Exceeded the agreed absence – Penalty Notice
Appendix 3	Leave of Absence request – not authorised
Appendix 4	Leave of Absence not authorised following request – Penalty Notice
Appendix 5	Leave of Absence not requested – Penalty Notice

A. Introduction

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school damages pupils' attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable.

Background

5 million school days were missed nationally during the academic year 2011/2012 due to term time holiday/leave of absence. The Government made changes to legislation effective from September 2013 which affected all schools in the country. This change meant that schools were no longer allowed to authorise any requests for children to be taken out of school for a holiday/leave of absence during term time. This was because the change in legislation only permits absence to be granted in "exceptional circumstances". Where a holiday/leave of absence is taken without the permission of the school, parents can be given a Penalty Notice. Since the changes were introduced in 2013 the rate of absence due to term time holiday/leave of absence decreased by more than one third.

All parents and carers have a legal responsibility to ensure their children receive a suitable education either by regular attendance at school or otherwise. Where parent/carers are not fulfilling this responsibility, the Local Authority has a statutory duty to uphold the rights of children and young people to education. Where necessary, this includes taking legal action. In order to fulfil our duty to improve children and young people's regular attendance at school, Bradford Children's Services will continue to issue penalty notices in respect of holiday/leave of absence in term time, in line with the (DFE Pupil Registration) (England) Regulations 2006. Penalty Notices give parents an opportunity to avoid prosecution. If a Penalty Notice is paid the parent/carers will not be prosecuted.

This document sets out the procedures for schools to follow where they believe it is appropriate to issue a Penalty Notice for holiday/leave of absence in term time. In respect of general poor or persistent absence please refer to the Prosecution Advice for Schools document found on Bradford Schools Online.

(For help or advice please contact Liz Waite, Bradford Children's Services, Education Safeguarding on 01274 439668/651 or email elizabeth.waite@bradford.gov.uk)

B. DfE Guidance

DfE Guidance

From 1 September 2013, the Education (Pupil Registration) (England) Regulations 2006 Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that **Headteachers may NOT grant any leave of absence during term time unless there are exceptional circumstances.**

- Where family holiday/leave of absence is taken without the permission of the school, parents can be given a Penalty Notice.

Also amended was the payment period for the Penalty Notice, reducing from 42 days to 21 days allowed for payment of £60 and 48 days to 28 days for payment of £120. Penalty Notices are now £60 per parent, per child if paid within 21 days and after this time but within 28 days is £120 and must be paid in full.

Schools should have in place a clear attendance policy that is communicated to all parents which sets out the schools ethos toward holiday/leave of absence in term time. The policy should give clear guidance to parents on how they should apply for permission for holiday/leave of absence in term time. The policy should also inform parents of the possible consequences of taking their children out of school without first seeking permission or if they take children out of school after permission has been denied or more days than have been agreed are taken.

It is for Headteachers to determine if the requests for leave of absence are reasonable. Each request should be judged on a case by case basis, and it is expected that Headteachers will use their discretion sparingly. Headteachers should not confine their discretion by applying policies (for example, blanket bans) which prevent assessment of each application on its individual merits.

If a child fails to return after the agreed date or after 20 school days if the leave of absence was not agreed by the school, please refer to the Children Missing Education guidance on Bradford Schools Online.

In a small number of cases schools could have concerns about a pupil's welfare, such as that the pupil will be **forced into marriage** whilst abroad. In such cases, the school should follow agreed Child Protection procedures.

C. Guidance for Bradford Schools

Our guidance is that children should not be absent from school for the purpose of a holiday. Headteachers may NOT grant any leave of absence during term time unless there are 'exceptional circumstances'.

It is for school to determine what is deemed to be an exceptional circumstance. The council is not responsible for making the decision to authorise an absence, this is a matter for schools to decide. However it is expected that Headteachers will use their discretion

sparingly and applied consistently and equitably. Schools can develop their own policies on an individual basis or in groups.

Parents should always make contact with their child's school directly to discuss their individual circumstances.

Each request should be judged on a case by case basis. Headteachers should not confine their discretion by applying policies (for example, blanket bans) which prevent assessment of each application on its individual merits.

D. Good Practice

In line with DfE guidance, it is good practice to respond to all requests for holiday/leave of absence in writing, giving the reasons for the decision.

It is particularly important that letters approving a request clearly state:

- The expected date of return;
- That the parents are expected to contact the school if anything delays in the pupil returning to school when expected;
- The action that will be taken if the pupil fails to return when expected.

See example letters Appendix 1 & 2.

Similarly, a letter refusing a request should explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away from school. See example letters Appendix 3 & 4.

Should the parent remove the child from school for a period of absence without prior permission, the school should also put this in writing, explaining the consequences of doing so. See example letter Appendix 5.

E. Recording the Absence

H – Family holiday/leave of absence (agreed)

G – Family holiday/leave of absence (not agreed or days in excess of agreement)

F. Deletions from the Register

If a child fails to return after the agreed date or after 20 school days if the leave of absence was not agreed by the school, please refer to the Children Missing Education guidance on Bradford Schools Online.

In a small number of cases schools could have concerns about a pupil's welfare, such as that the pupil will be **forced into marriage** whilst abroad. In such cases, the school should follow agreed Child Protection procedures.

G. Penalty Notices for Holidays/Leave of Absence

DfE's "*Advice on School Attendance*" – April 2013 states that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

Under the Code, all Bradford schools are required to have a written school attendance policy which includes:

- The school policy in relation to holiday/leave of absence in term time.
- The information required from parents requesting leave of absence during term time.
- The sanctions to be used if agreements are not kept - this could include requesting a Penalty Notice to be issued.

A summary of the school's policy on holiday/leave of absence must be included in the school brochure/prospectus and is recommended that parents should be reminded annually of the policy and of the procedure to request holiday/leave of absence in term time.

Under the Code, Penalty Notices may be issued if:

- The parents have not sought permission from the Headteacher before taking their child out of school for a period of absence in term time.
- The Headteacher has refused the request but the absence occurs anyway.
- When a pupil has not returned to school by the agreed date with no satisfactory explanation.

AND

- The child is of compulsory school age. Children become compulsory school age the term after their 5th birthday and until the last Friday in June of the academic year their 16th birthday falls.
- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 6 sessions of G codes (3 school days).
- Penalty Notices will not be issued for unauthorised leave of absence with less than 6 sessions (3 days) of G codes.
- Penalty Notices cannot be issued if the parents are known to be out of the country.

H. Procedure for Requesting a Penalty Notice

(In respect of general poor or persistent absence please refer to the Prosecution Advice for Schools document found on Bradford Schools Online)

Please note that Penalty Notices are issued per parent, per child and are issued in line with Bradford's Local Code of Conduct, that quotes a 6 school week period in which the unauthorised absence occurred and the amount of sessions missed (1/2 days). To pursue prosecution for Penalty Notices that go unpaid the courts requirements are that cases must be lodged within 6 months of the first day of the 6 week period which covers the unauthorised of absence. Therefore please send your requests as soon as possible after the child returns to school. If the child returns mid-week please provide attendance data for the full week. This excludes September/October absences which can be submitted as soon as the pupil returns to school.

Definition of a Parent:

- All natural parents, whether they are married or not.
- Any person who, although they are 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 and with whom the child lives and who looks after a child, irrespective of their relationship to the child.

A Penalty Notice can only be issued to a parent who is an individual. Where a child is in the care of the Local Authority or other agency, a Penalty Notice cannot be issued.

It has been necessary to withdraw a number of Penalty Notices when it has come to light that one parent does not reside at the child's address and was not aware of the child's absence and was out of their control. If it is the absent parent that removes the child from school we would generally issue Penalty Notices to both parents, as both parents have parental responsibility. In these cases we will require both addresses.

Pro-forma document for requesting a Penalty Notice is available on Bradford Schools Online. Please complete the Penalty Notice Request and submit **by email** to pn@bradford.gov.uk ensuring one pupil/family per email with the following:

- Provide parent/carer's names in full (this is a legal requirement).
- An attendance certificate recorded with at least 10 G codes over a 6 school week period (excluding September/October). Please submit requests as soon as possible after the child has returned to school. If the child returns mid-week please provide attendance data for the full week.
- A copy of the leave request form (if applicable).
- A dated letter sent to the parent/carer advising that the holiday/leave of absence request had been refused (if applicable).
- _____ A dated letter to the parent/carer advising that school is now referring the matter to Bradford Children's Services for a Penalty Notice to be issued to both parents, of each child.

Please note that Bradford Children's Services require copies of such letters as they will be used as evidence that the parents were fully aware of the consequences and that the absence has been recorded as unauthorised.

Bradford Children's Services will have the final decision as to whether or not a Penalty Notice will be issued. If the decision is not to issue a Penalty Notice, the school will be informed.

I. Prosecution

Should the Penalty Notice go unpaid the school will be notified by receiving a copy of the parent's letter advising the notice has gone unpaid and we are now preparing the case for court. Bradford Children's Services will review the case for prosecution via the Single Justice Procedure system. In the event of a not guilty plea is made, the case will be set aside for a case management hearing in the Magistrate's court. Bradford Children's Services will send school the following templates to complete for court:

Statement of Witness

This is a pro-forma witness statement and will be presented in the Magistrates court. The statement only needs to be brief – confirming that the holiday/leave of absence was not authorised or that the child did not return by the due date and that parents were aware of the consequences of taking unauthorised leave. The 'Statement of Witness' should be completed by the Headteacher or an Attendance Officer.

Headteachers Certificate of Attendance

An extract from the school's attendance register and will give details of the child's attendance over a 6 school week period which includes the unauthorised holiday/leave of absence. Please note a Headteacher's Certificate must be completed for each child.

The school may also need to provide copies of:

- The schools attendance policy including the procedures in relation to holiday/leave of absence in term time.
- Communications sent to all parents regarding holiday/leave of absence in term time ie Newsletters.

The case will be heard in the Magistrates Court following the receipt of the completed Statement of Witness and Headteachers Certificate of Attendance.

The school will be informed of the outcome of the prosecution.

J. Appendices

Pro-forma	Application for Leave of Absence from School
Pro-forma	Penalty Request Form (separately on Bradford Schools Online)
Appendix 1	Absence request – authorised
Appendix 2	Exceeded the agreed absence – Penalty Notice
Appendix 3	Leave of Absence request – not authorised
Appendix 4	Leave of Absence not authorised following request – Penalty Notice
Appendix 5	Leave of Absence not requested – Penalty Notice

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School DfE No.

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays or leave of absence taken during term time can seriously impact on a pupil's academic attainment. **A period of leave of absence which is not authorised by the school could result in a Fixed Penalty Notice of £60 per parent, per child being issued by Bradford Children's Services and your child losing their place at school.**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

PARENTS SECTION

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district			
Parent's/guardian's signature			Date

SCHOOLS SECTION

Date of meeting with parent/s		Headteacher's signature		Date
Extended leave	Approved for		School days	
	Not approved for		School days	
Ethnic origin of child	White	Pakistani	Bangladeshi	Indian
Chinese	Black-Caribbean	Black-African	Black-other	Other
Gender of child	Female	Male		
Number of previous applications granted				
Please give details				

Please Retain for School Records

Appendix 1

Ref:

Parent
Address

Date

Dear (Parent)

Re: Leave of Absence Request - (Childs/Children's name)

Following your recent request for (child's/children's name) to be allowed term time leave, I must point out that the school strongly discourages any leave of absence during term time because of the impact on education and social progress.

I am writing to confirm that I have authorised this planned absence for _____ days from _____ to _____. However, if the leave of absence exceeds the agreed dates the absence may be recorded as unauthorised and a Penalty Notice may be issued. You are expected to contact the school if anything delays the pupil returning to school when expected.

I must also draw your attention to the school's attendance policy. This makes it clear that if a period of absence is taken in term time which has **not** been authorised, a Penalty Notice will be issued.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 2

Ref:

Parent
Address

Dear (Parent)

Re: Leave of Absence in Term Time

It has come to my attention that (child's name) did not return from the authorised leave of absence by the agreed date. This means that _____ days of this absence have been recorded as unauthorised.

You were informed that if the leave of absence exceeded the agreed dates the absence would be recorded as unauthorised and a Penalty Notice will be issued. Therefore the school is now referring the matter to Bradford Children's Services.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 3

Ref:

Parent
Address

Date

Dear (parent)

Re: Leave of Absence Request - (child's/children's name)

Following your recent request for (child's/children's name) to be allowed leave in term time, I regret that I am unable to authorise this absence. My reasons are as follows:

-
-
-

Should you however choose to take the leave of absence, the school's attendance policy makes it clear that if a period of absence is taken in term time which has **not** been authorised, the school will arrange for a Penalty Notice to be issued against you.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 4 Ref: Parent Address	
---	--

Date

Dear (Parent)

Re: Penalty Notice for Term Time Holidays

It has come to my attention that (child's name) has taken _____ days leave of absence from _____ to _____. This period of absence was not authorised by the school.

Although you requested permission for leave of absence, it was not granted.

You were informed that should you choose to take the leave of absence, the school's attendance policy makes it clear that if a period of absence is taken in term time which has **not** been authorised, a Penalty Notice will be issued against you. Therefore the school is now referring the matter to Bradford Children's Services.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 5 Ref: Parent Address	
---	--

Date

Dear (Parent)

Re: Penalty Notice for Term Time Holidays

It has come to my attention that (child's name) has taken _____ days leave of absence from _____ to _____. This period of absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the Headteacher in advance should they wish to take students out of school for a period of absence and that if the absence has **not** been authorised, a Penalty Notice will be issued against you.

As you did not request permission for this leave of absence school is now referring the matter to Bradford Children's Services.

Penalty Notices are issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher