



Greenwood School Attendance Policy

Date of Policy Issue/Review	Sept 2026	Sept 2027
Name of Responsible Manager	Tom Webb	
Signature of Responsible Manager		

Overview-

Greenwood School is committed to high attendance, punctuality and engagement for every student. We recognise that attendance difficulties are often linked to wider barriers and will work with students, parents/carers and partner agencies to remove those barriers wherever possible.

This policy is intended to be read alongside Greenwood School's safeguarding, child protection, SEND, behaviour and relationships, teaching and learning, and alternative provision arrangements.

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1. Rationale and aims

For students to reach their full educational achievement, a high level of attendance and engagement is essential. Greenwood School is committed to providing an education of the highest quality for all students and to creating an environment in which students feel valued, safe and welcome.

Every student has a right to access the education to which they are entitled. Parents/carers, students and staff share responsibility for supporting regular attendance and punctuality.

Greenwood's aim is to achieve 100% engagement in each student's agreed educational provision wherever possible. Where attendance is not at this level, the school will seek to understand the reasons, identify barriers and provide proportionate support.

The school recognises that for some Greenwood students, attendance difficulties may arise from additional needs, anxiety, safeguarding concerns, family circumstances, transport issues, alternative provision, or other barriers. High expectations will therefore be combined with an individualised and supportive response.

For students who are permanently excluded and educated through Greenwood arrangements, the school will provide a bespoke educational programme in accordance with statutory requirements and the student's agreed provision.

2. Legislation and guidance

This policy is based on the statutory framework governing school attendance in England and should be read alongside the current Department for Education (DfE) guidance, local authority attendance procedures and relevant safeguarding guidance.

- Education Act 1996, including sections 7 and 444.
- Education (Pupil Registration) (England) Regulations 2006, as amended.
- Working Together to Improve School Attendance – DfE statutory guidance.
- Children Missing Education – statutory guidance for local authorities.
- Equality Act 2010.
- Keeping Children Safe in Education and other relevant safeguarding guidance.

The school will follow Hampshire County Council attendance procedures and codes of conduct where these apply to Greenwood School.

3. Principles of the Greenwood approach

- Attendance is everyone's responsibility.
- Attendance is closely linked to safeguarding, wellbeing, learning, progress and future opportunities.
- Absence is often a symptom of wider issues; staff should be professionally curious and seek to understand the reason behind patterns of absence.
- The school will use accurate attendance information to identify concerns early.
- Support should be proportionate, individualised and focused on removing barriers.

- Where support has been offered and unauthorised absence continues, the school will use appropriate escalation and legal measures.
- Students returning after absence should be welcomed and supported to re-engage with learning.
- Attendance information will be handled in accordance with safeguarding, data protection and information-sharing requirements.

4. Roles and responsibilities

4.1 Management Committee / Governing Body and Executive Headteacher

- Set high expectations for attendance and punctuality.
- Ensure school leaders meet statutory attendance duties.
- Ensure registers are accurate and required information is shared with the DfE and local authority.
- Review attendance data and challenge leaders where appropriate.
- Ensure staff receive appropriate attendance training.
- Ensure attendance arrangements recognise individual needs, including SEND and safeguarding considerations.

4.2 Attendance Lead

- Implement and oversee this policy.
- Monitor school and individual attendance data and identify emerging concerns.
- Lead regular attendance reviews/briefings and agree actions.
- Ensure attendance is accurately recorded and followed up.
- Coordinate support for students with attendance difficulties.
- Work with parents/carers, local authority services and other professionals where appropriate.
- Ensure statutory notifications and returns are made.
- Consider and, where appropriate, initiate legal attendance measures in line with the relevant local authority procedures.

4.3 Greenwood staff

- Make high attendance and engagement the expectation.
- Register students accurately and promptly.
- Record relevant attendance contacts and concerns on CPOMS in line with school procedures.
- Follow up concerns and communicate barriers or safeguarding concerns to the appropriate lead.
- Promote and recognise good or improving attendance.
- Support students to re-engage following absence.
- Use professional curiosity when attendance patterns change.

4.4 Students

- Attend every day that they are expected to attend unless absence is authorised or unavoidable.
- Arrive on time and attend all scheduled lessons and activities.
- Engage with support intended to improve attendance.

4.5 Parents/carers

- Ensure their child receives the education to which they are entitled and attends regularly.
- Contact Greenwood for any absence and provide an explanation.
- Work with Greenwood to address barriers to attendance.
- Avoid arranging routine appointments during school hours wherever reasonably possible.
- Request term-time leave in advance and only where there are exceptional circumstances.
- Keep contact details and emergency information up to date.

5. Attendance expectations

The school day begins at 8:45am. Students are expected to arrive in time to be ready for registration and learning. The morning registration period closes at 9:15am.

Greenwood expects students to attend for the full duration of their agreed provision. Where a student is accessing an approved alternative provision, home tuition, work experience, college placement or other education away from the main site, attendance will be recorded against the provision being delivered.

The school does not treat 95% as a target that makes lower attendance acceptable. Any pattern of absence may be significant for an individual student and will be considered in context.

6. Recording attendance

Attendance is a legal record. Greenwood will maintain accurate attendance registers in accordance with the Education (Pupil Registration) (England) Regulations and DfE attendance guidance.

The register is taken at the start of the morning session and again during the afternoon session. Greenwood's normal afternoon registration point is 11:45am.

Where students are educated away from the main school site, the school will obtain reliable attendance information from the relevant provision and record the appropriate statutory code. The nature of approved off-site educational activity will be recorded where required.

Alternative provision attendance will be checked promptly where required by the agreed arrangement. For example, administration staff may contact an alternative provider within the agreed attendance-checking window to establish whether the student has arrived and engaged.

A parent/carer's explanation does not automatically determine whether an absence is authorised. The school is responsible for deciding the appropriate attendance code based on the circumstances and available information.

7. First-day response and attendance calls

An unexpected absence is followed up promptly because it may indicate a safeguarding concern as well as an attendance concern.

7.1 Greenwood first-day process

1. If a student does not arrive at their expected provision, the receptionist will make the first attendance call.
2. The reason provided by the parent/carer will be recorded on CPOMS in accordance with Greenwood's attendance calls protocol.
3. Where appropriate, the student's SAFE worker will follow up with the family to explore the reason for absence, identify barriers and agree any actions needed to support attendance going forward.
4. If the reason given raises a safeguarding concern, the concern will be passed immediately to the appropriate safeguarding lead in accordance with Greenwood's safeguarding procedures.
5. Where contact cannot be established, or the circumstances are unclear, the school will make further reasonable enquiries and escalate in line with this policy and local authority procedures.

8. Greenwood 'Eyes On' procedure

Greenwood operates an 'Eyes On' approach as an additional safeguarding and attendance measure. Where a student has not attended for three school days and has not been seen or appropriately accounted for, Greenwood will seek to see the student.

- In the first instance, the student's SAFE worker should undertake the visit/face-to-face contact.
- If the SAFE worker is unavailable, another appropriate member of staff may undertake the visit, particularly where they are already travelling in the direction of the student's home.
- The purpose is to establish that the student is safe, understand the reason for non-attendance and identify any support or safeguarding action required.
- The outcome of the contact will be recorded appropriately, including on CPOMS where safeguarding or welfare information is identified.

The 'Eyes On' process does not replace statutory attendance follow-up or local authority Children Missing Education procedures. Where risk is elevated, the school will act sooner.

9. Lateness and punctuality

All lateness is recorded. Students arriving after 8:45am but before the close of morning registration at 9:15am are recorded using the late code L. Arrival after the register has closed is recorded using the U code unless another statutory code applies.

A U mark means the student is present on site but the late arrival counts as an absence for the session for attendance purposes.

Where lateness is persistent, Greenwood will discuss the pattern with the student and parent/carer, explore barriers and offer appropriate support. Where unauthorised absence arising from lateness reaches the relevant threshold, the school may consider local authority legal intervention.

Medical appointments should, wherever reasonably possible, be arranged outside school hours. Where a student arrives late because of a genuine medical or dental appointment, the appropriate medical appointment code may be used.

10. Supporting attendance and removing barriers

Greenwood will use a graduated, relationship-based approach. The exact response will depend on the student's circumstances, attendance history, safeguarding needs and the barriers identified.

- Early contact with students and parents/carers.
- Attendance discussions and review meetings.
- SAFE worker involvement.
- The 'Eyes On' procedure where appropriate.
- Individual attendance plans or agreed actions.
- Pastoral, wellbeing and safeguarding support.
- SEND-informed adjustments and liaison with relevant professionals.
- Support with transport or access barriers where these are within the school's/local authority's remit.
- Liaison with alternative provision providers, colleges and other education partners.
- Multi-agency working where appropriate.
- Recognition and celebration of good or improving attendance.

Greenwood will seek to balance high expectations with appropriate support. Where a student is unable to attend because of an identified barrier, the school will consider what adjustments or additional support are reasonable and proportionate.

11. Persistent and severe absence

A student is considered persistently absent when their attendance falls below 90% across the relevant period. Severe absence is generally attendance of 50% or below. These are national attendance categories used to identify students requiring heightened attention; the school will also respond to concerns before these thresholds are reached.

Persistent and severe absence will be analysed at individual and cohort level. The school will consider the underlying reasons, whether absence is authorised or unauthorised, safeguarding information, SEND, EBSA, transport and other relevant factors.

Where attendance is deteriorating, Greenwood may schedule an Attendance Review meeting and agree a written plan of support and expectations. Where unauthorised absence continues despite appropriate support, the school may consider legal intervention in accordance with the national framework and Hampshire County Council procedures.

12. SEND, EBSA and individualised attendance support

12.1 SEND

Greenwood recognises that students with SEND may experience specific barriers to attendance. The school will consider reasonable adjustments, access arrangements,

communication needs, transport issues, sensory/environmental factors and other individual circumstances.

Where a student with an EHC plan has falling attendance or barriers related to their identified needs, Greenwood will liaise with the local authority and relevant professionals as appropriate.

12.2 Emotionally Based School Avoidance (EBSA)

EBSA is used to describe severe difficulty attending school associated with emotional factors. There is no single cause. Greenwood will seek to understand the individual student's experience rather than treating EBSA simply as non-compliance.

- Identify and explore the factors contributing to non-attendance.
- Work with the student and family to identify manageable steps towards attendance.
- Consider environmental, social, learning and emotional barriers.
- Coordinate support with relevant professionals where appropriate.
- Review the plan regularly and adapt it as circumstances change.

Greenwood will use relevant Hampshire County Council EBSA guidance and other current professional guidance when developing individual support.

13. Alternative provision and off-site education

Where a student is accessing approved alternative provision or other education away from Greenwood's main site, the school remains responsible for ensuring that attendance information is obtained and recorded accurately and that concerns are followed up.

- Approved educational activity arranged by the school may be recorded using code B where the statutory criteria are met.
- Attendance at another school where the student is dual registered may be recorded using code D.
- Education arranged by the local authority may be recorded using code K where the statutory criteria are met.
- Approved sporting activity may be recorded using code P.
- Educational visits/trips may be recorded using code V.
- Approved work experience may be recorded using code W.

The appropriate statutory code must be selected according to the actual provision and circumstances. Internal Greenwood labels should not replace statutory attendance codes.

14. Reduced-hours / part-time timetables

Greenwood recognises that, in very exceptional circumstances, a temporary part-time timetable may be appropriate where it is in the student's best interests and forms part of an agreed plan to improve or sustain engagement.

- It must be time-limited, regularly reviewed and supported by a clear plan to increase attendance where appropriate.

- The arrangement must be agreed with the parent/carer and student where appropriate.
- The school will consider safeguarding, SEND and educational impact before agreeing the arrangement.
- The local authority will be informed where required.
- Time not covered by the agreed timetable will be recorded using the appropriate statutory code, including C2 where the statutory criteria apply.

A reduced-hours timetable must not be used as a long-term substitute for full-time education.

15. Leave of absence during term time

Headteachers may only grant leave of absence during term time where an application has been made in advance and the circumstances are considered exceptional. There is no general entitlement to a family holiday during term time.

Each request will be considered individually, taking account of the specific facts and circumstances and relevant background. Where leave is granted, the school will determine the number of days authorised.

Parents/carers should apply before making travel or other arrangements. The school's leave-of-absence form is included in Appendix B.

Where a request is refused and the student is nevertheless absent, the absence will normally be recorded as unauthorised. Where the relevant national threshold is met, Greenwood may refer the matter for a penalty notice or other legal intervention in accordance with the Hampshire County Council code of conduct.

16. Medical, dental and other appointments

Routine medical and dental appointments should, wherever reasonably possible, be arranged outside school hours. Where this is not possible, parents/carers should provide appropriate evidence when requested.

Medical appointments are recorded using the M code where the statutory criteria apply. Illness is normally recorded using the I code. The school may request reasonable information to understand the circumstances of an absence.

Mental health-related illness is included within the statutory illness category where the student is unable to attend because of illness.

17. Children Missing Education and safeguarding

Greenwood will follow its safeguarding procedures whenever there is concern about a student's safety or whereabouts. Attendance concerns can be an early indicator that a student may be at risk of harm or missing education.

The school will make reasonable enquiries where a student is absent without an explanation or where contact cannot be established. These may include contacting parents/carers, known contacts and relevant professionals and undertaking an appropriate home visit.

The school will comply with statutory and local authority requirements for notifying the local authority about pupils who may be missing education, including where a pupil's circumstances meet the relevant legal criteria.

Where a student leaves Greenwood, the school will seek sufficient information to establish the next educational placement and expected start date. Where the school cannot establish the student's destination or education, the matter will be considered under Children Missing Education procedures.

18. Legal intervention and penalty notices

Greenwood's first response to attendance difficulties will normally be to understand the circumstances and provide appropriate support. Legal intervention may be considered where there is unauthorised absence and the relevant national and local authority criteria are met.

The national framework provides a threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks for considering a penalty notice. Meeting the threshold does not automatically mean a notice must be issued; the school and local authority will consider whether a penalty notice is an appropriate tool in the individual case and whether further support or another legal intervention is more appropriate.

Where a penalty notice is issued under the national framework, the standard amount is £80 if paid within 21 days, rising to £160 if paid within 28 days. A second notice for the same parent and child within the relevant three-year period is charged at £160. A third notice cannot normally be issued to the same parent for the same child within that three-year period; alternative legal action may be considered where the threshold is met again.

Penalty notices are issued and administered in accordance with the applicable local authority arrangements. Greenwood will follow Hampshire County Council's current code of conduct and statutory procedures.

Where appropriate, other legal measures may include attendance contracts, parenting orders, education supervision orders or prosecution.

19. Return to school and reintegration

Students returning after absence should be welcomed back and supported to re-engage. Staff should avoid creating unnecessary barriers to return and should ensure that the student understands what learning or information they have missed.

- A brief check-in with the student where appropriate.
- Review of any safeguarding or wellbeing concerns.
- Reasonable support to catch up with missed learning.
- Review of any agreed attendance actions.
- Recognition of improved attendance or engagement.

20. Monitoring, analysis and review

Greenwood will monitor attendance at whole-school, group and individual level. Attendance information will be analysed to identify patterns, including

persistent/severe absence, repeated lateness, changes over time, and patterns associated with particular groups or barriers.

Attendance will be reviewed regularly by school leaders and discussed through Greenwood's attendance processes. Actions will be recorded and reviewed for impact.

The policy will be reviewed annually, or sooner where there are changes to legislation, DfE guidance, local authority procedures or Greenwood's attendance systems.

21. Other Guidance

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers 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 the impression that attendance does not matter and may make things worse. Contact Greenwood Schools reception and they will have the appropriate member of staff talk to you and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Absence through child participation in public performances, including theatre, film or television work and modelling-

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Executive Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Executive Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

Absence through competing at regional, county or national level for sport-

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Executive Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and

frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Executive Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Gypsy, Roma, Traveller and Showman families-

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

Study Leave-

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. Study leave will be granted on a case by case basis if appropriate for the individual student during this period. Study leave can only be approved by the Executive Headteacher of Greenwood School.

Teenage Pregnancy-

Support will be directed to keeping a student in school and, wherever possible, her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised. Where a student is a father of a new born child any absence should be requested through the normal application process and then approved or denied by the Headteacher.

Appendix A: Attendance codes

The following codes are taken from **Working Together to Improve 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 approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority. Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Interview	Attending an interview for employment or for admission to another educational institution
M	Medical appointment	Attending a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	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	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
Administrative Codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station

Appendix B: Leave of absence request form

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times _____

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

Appendix C: Reply to leave of absence request

Dear Parent's name,

RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, **School Name** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

School Name works closely with the Inclusion Support Service and if you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a Penalty is issued to each parent 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. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action be taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

I have noted the dates that Child Name will be absent from **School Name**, Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on **School Phone Number/contact details**.

Yours sincerely

Headteacher