

SHERBORNE AREA SCHOOLS' TRUST



Attendance Policy & Procedure

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1. Introduction

The attendance of children and young people at school is of vital importance. If children and young people do not attend school regularly their acquisition of skills and knowledge is interrupted and their educational achievements are potentially damaged.

This policy and guidance is designed to assist SAST schools and parents in dealing with attendance issues and to assist schools in dealing with low/poor attendance in the most effective and responsive way, thus contributing to keeping children safe and improving their outcomes, wellbeing and future prospects.

The policy is not exhaustive and recognises that attendance is a very complex and diverse issue and that each individual's circumstances will be different. It incorporates the latest Government guidance, legislation and recommendations. Attached to this policy are appendices which include the Local Authority guides to Penalty Notices (Appendix A) and taking holidays in term time (Appendix B). There is also a form for parents/carers wishing to request authority for Leave of Absence (Appendix C).

2. Aims

This Attendance Policy aims to ensure that all SAST schools and local authorities work together to promote the highest levels of regular attendance and thereby help our children and young people to achieve their full potential.

3. Attendance Principles

- School attendance is important and SAST schools will work with local authority to promote and support good attendance.
- All children and young people have a fundamental right to education in order to achieve their maximum potential.
- Good attendance is secured when there is a strong culture of partnership between the Local Authority, Trustees, School Governors, Headteachers, parents and other partners each with clearly expressed and understood roles and responsibilities. Parents/carers should be fully involved as key partners in securing regular school attendance.
- Early identification, communication and action on attendance problems are critical in achieving successful outcomes.

4. Statutory Framework and the Local Authority

Parents/carers are legally required to secure full-time education for children of compulsory school age. The education provision must be suitable to the child's age, aptitude and ability, and to any special needs the child has. This can be by regular attendance at school, alternative provision, or otherwise (e.g. elective home education). A child who is registered at school must attend regularly and punctually.

Section 7 Education Act 1996

“It is the duty of the parent of every child of compulsory school age* to cause him or her to receive efficient full time education suitable:-

- To his/her age, ability and aptitude, and
- To any special educational needs he/she may have, either by regular attendance at school or otherwise”

**Compulsory school age begins at the start of the term following the child's 5th birthday and ends on the last Friday in June of the school year when they reach 16. From September 2015 all 16 year olds are required to continue in education or training until their 18th birthday.*

SAST schools work with the local authority to ensure clear, consistent and timely support is provided to parents in fulfilling their legal duty including the appropriate use of legal action as set out in the statutory guidance. It is essential that good working relationships between parents, SAST schools and the Local Authority are established. Processes are fair, consistent and rigorously applied with an appropriate and effective combination of support and sanctions for those parents who need it.

5. Attendance Concerns - referral to the Local Authority School Attendance Service

Where school attendance is, or is beginning to become, a concern, SAST Schools will take the lead in these cases, contacting parents, calling meetings, etc. to try to support and resolve issues around absence.

Where attendance remains a concern or a child is or intends to be absent for a significant period of time without authorisation from the Headteacher (such as unauthorised holidays) the school will work with the local authority and may request that a brief legal intervention to be applied such as the issuing of a Penalty Notice.

The Local Authority school attendance service role is to:

- Establish consistent county-wide legal advice and action on school attendance
- Offer advice, support and guidance to schools on whole school approaches to attendance
- Provide advice and support to school staff on school specific issues and individual cases
- Seek and share good attendance practice
- Deal with legal action emanating from significant or serious cases of non-attendance

- Where significant attendance concerns are related to complex personal or family issues, the local authority will be contacted by the school in order to request additional Family Support (Social Care) for the pupil.

6. Statutory Powers and Duties of the Local Authority (LA)

The local authority has statutory powers to bring legal action against parents/carers who:

- Fail to ensure regular attendance at school of a registered pupil
- Fail to ensure their child is receiving a suitable education - either by regular attendance at school or at a place where alternative provision is provided for them.
- The local authority has a duty under Section 437 of the Education Act 1996 to serve a notice or a school attendance order to the parent/carer.

Only local authorities can prosecute parents/carers.*

**In education law, and for the purposes of this document, the definition of a parent is as described in The Education Act 1996, Section 576. A parent means:*

- *All natural parents, whether they are married or not*
- *Any person who has parental responsibility for a child or young person, and*
- *Any person who has care of a child or young person i.e. lives with and looks after the child.*

The local authority and school will need to decide who comes within the definition of parent/carer in respect of a particular pupil when using the legal measures, but generally parents/carers include all those with day-to-day responsibility for a child.

For full details of the statutory guidance relating to school attendance and parental responsibility refer to:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401467/parental_responsibility_measures_for_school_attendance_and_behaviour.pdf

Penalties and protocol relating to specific local authorities can be found here -

Somerset schools - <https://choices.somerset.gov.uk/025/education/what-to-expect-from-education/school-attendance/>

Dorset Schools - <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/at-school/school-attendance.aspx>

7. Local Authority Good Practice Guidance

7.1 Admission and Attendance Registers

All schools are required to have an admission register and an attendance register by law.

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made (although schools should ensure they fulfil additional record-keeping requirements for looked after children.)

Schools must have clear procedures for completing attendance registers and teachers must complete them neatly and accurately as they may be required as evidence in a court of law. Schools must take the attendance register at the start of the first session of each school day and once during the afternoon session. On each occasion they must record whether every pupil is:

- present
- attending an approved educational activity
- absent, or
- unable to attend due to exceptional circumstances.

7.2 Following up on absence

The school must follow up on absence to:

- ascertain the reason
- ensure the proper safeguarding action is taken
- identify whether the absence is approved or not, and
- identify the correct code to use before entering it on to the school's electronic register

Note: If schools take the official afternoon registration at the end of the day they must ensure that pupils who have attended during the afternoon (but have subsequently missed the official register at the end of the day) are investigated through lesson monitor or class registers. If it is clear that a child was present for the afternoon session then the official register should be changed to present and not absent as appropriate. Schools should deal with truancy from registration as a separate discipline issue.

7.3 Inspections of Registers and Register Checks

School admission and attendance registers must be available for inspection during school hours by any:-

- of Her Majesty's Inspectors of Schools
- additional inspector (assisting the Chief Inspector)
- officer of the local (education) authority authorised for that purpose

7.4 Authorised absence

Only the school can authorise a pupil's absence. An absence must not be automatically recorded as authorised simply because it is covered by a note from the pupil's parent/carer. If a pupil is absent, the absence must only be recorded as authorised if:

- the pupil has been granted leave of absence, i.e. the absence has been approved beforehand by the school, or
- the pupil is unable to attend because of sickness or some other unavoidable cause, or on a day that the pupil's parents/carers' religion sets aside for religious activities.

When appropriate, an absence initially recorded as authorised may subsequently be amended to unauthorised. In such circumstances all relevant details relating to the amendment must be recorded.

7.5 Unauthorised Absence

If the reason for a pupil's absence has not been established at the time the register is taken or is known to be unauthorised, the absence must be recorded as unauthorised. Any subsequent correction to a register recording an absence as authorised must be made as soon as is practicable after the reason for the absence has been established.

7.6 Approved Educational Activities

An approved educational activity is either:

- an activity which takes place outside of the school, is approved by the school and is supervised by a person authorised to do so by the school, or
- attendance at another school at which the pupil is registered

7.7 Lateness

A school must set a time for the attendance register to close. This time must be publicised to pupils and parents/carers. SAST support the Department for Education's recommendation that schools keep the register open for up to 30 minutes after the start of the registration period. If a pupil arrives before the register has closed, the lateness must be recorded using the appropriate code (*L*), which will register as an attendance. If a pupil arrives after the register has closed this must be recorded using the appropriate code (*U*), which will register as an unauthorised absence. If a pupil is frequently arriving after the attendance register has closed, the parent/carer is committing an offence by failing to ensure that the child is receiving full-time education and the parent/carer may therefore be issued with a Penalty Notice or prosecuted under the Education Act 1996, Section 444.

7.8 Removal from school roll

There are several circumstances when a pupil of compulsory school age must be removed from the admission register. These include:

- when a pupil has been registered at another school but is not being dual registered
- when a pupil has ceased to attend school and the parent/carer has indicated in writing to the school that the pupil is being electively home educated

A pupil's name cannot be removed from the admission register because of poor/irregular attendance, nor can it be deleted at the request of a parent/carer.

Where a pupil is on the roll of a special school the pupil's name must not be removed without the prior consent of the local authority.

7.9 Relevant Guidance and Information

It is expected that all schools follow the guidance on attendance registers and codes. This information also provides guidance on school terms and school days.

<https://www.gov.uk/government/publications/school-attendance>

The Education (Pupil Registration) (England) Regulations 2006 contains full details of the regulations relating to pupil registration and a full list of the grounds for removing a pupil's name from the admission register.

http://www.legislation.gov.uk/ukxi/2006/1751/pdfs/ukxi_20061751_en.pdf

7.10 Children Missing Education (CME)

The government has placed a duty on local authorities (Education and Inspections Act 2006) to make arrangements to establish (as far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education.

Children Missing Education (CME) refers to all children of compulsory school age who are neither on a school roll nor being educated other than at school or who have been out of any educational provision for a substantial period of time.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. SAST School staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing

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in future. SAST Staff should be aware of the school's unauthorised absence and children missing from education procedures including relevant DFE Keeping Children Safe in Education guidance - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

A procedure for CME can be found in the Pan Dorset Multi-Agency Safeguarding Policies and Procedures Manual here https://pandorsetscb.proceduresonline.com/p_ch_missing_educ.html

Somerset school guidance regarding CME can be found here - https://www.proceduresonline.com/swcpp/somerset/p_ch_missing_educ.html

SAST Schools have appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation (FGM) and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

SAST schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or, have been permanently excluded.

As stated previously the local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, and before deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

8.11 Recording Attendance

SAST Schools must record information about attendance accurately, efficiently and effectively in order to:

- identify pupils/families that require support and intervention
- provide detailed information to individual pupils and parents/carers
- provide regular reports to the Local Governing Body and Trustees
- provide the Local Authority and the Department of Education with any information and data it requires
- identify ways in which levels of attendance and pupil progress can be improved
- recognise positive attendance rates overall and reward individual pupils for continued or improved good attendance

8.12 Monitoring Attendance

To help monitor attendance and absence levels, SAST Schools will:

- ensure that appropriate codes are used to record pupil attendance and absence
- have a system in place to keep track of pupils during the day and help reduce/prevent post-registration truancy, e.g. by having spot checks or using a lesson monitoring system; this should include pupils on roll but attending other educational provision or on temporary part-time provision
- provide clear information and accurate data to support services, so that they can intervene more quickly and effectively when concerns about poor attendance/punctuality arise
- report the school's attendance percentage for overall and persistent absence via the school's prospectus and website
- report annually to parents/carers their children's individual attendance rates
- set targets for individual pupils, teaching groups, year groups and/or the school as a whole to improve attendance

8.13 Training for Staff

Effective recording of attendance will enable SAST schools to provide training for staff which will

- ensure that registration procedures are used consistently throughout the school and
- provide support and guidance to staff on what their roles and responsibilities are in respect of attendance and safeguarding; how to analyse attendance data and understand its impact on attainment and progress; and how to complete registers and follow up absences

8.14 How to improve attendance

Schools can improve attendance by ensuring that pupils, parents/carers and staff are made aware of:

- the legality of regular attendance and punctuality
- how attendance correlates directly to attainment
- their responsibilities for ensuring regular and punctual attendance
- how poor or non school attendance might link with potential safeguarding issues

8.15 The role of the Headteacher

For both attendance and punctuality the role of the Headteacher is to:

- ensure that a member of the school's leadership team has lead responsibility for attendance and can influence the school's policies and procedures
- ensure all staff understand that children missing education is a potential indicator of abuse or neglect
- ensure that the impact of pupil/staff absence and lateness is regularly discussed at relevant staff meetings, both curriculum and pastoral, and is regarded as an area for school improvement.
- have procedures in place to identify and quickly follow up all absences, and that any interventions are monitored effectively
- ensure that information about the school's expectations and targets are included in the school prospectus, home school agreement, website, open days and transition days
- use newsletters and other communications to remind parents/carers how they can help their children achieve and maintain good attendance and punctuality.
- consider attendance a topic for staff training - to aid staff understanding of why some pupils do not attend, consider the impact of poor attendance and the reasons behind it, how to support pupils with differing reasons for absence; and how to use absence data to narrow differing rates of pupil progress
- promote awareness at class and whole-school level by including relevant data in regular, e.g. weekly, staff bulletins
- have systems in place for recording accurate and up-to-date absence data
- ensure that secondary school staff in particular take a register for each lesson to prevent pupils truanting from individual lessons
- ensure appropriate staff, e.g. class/form teachers, have an opportunity to get to know their pupils so that they can be aware of anything that might affect a pupil's attendance

8.16 The role of school staff is to:

- promote a welcoming atmosphere which makes all pupils feel safe and valued.
- encourage and promote good relationships between themselves and parents/carers.
- include parents/carers in meetings about their child's attendance and involve them in any initiatives introduced by the school to promote attendance.
- ensure that pupils can access learning lost through periods of absence or irregular punctuality, and that absence data is used to identify pupils with potential gaps in learning or progress.

- ensure that all pupils, including those pupils with special educational needs, traveller pupils, pupils who speak English as an additional language, or pupils eligible for free school meals, receive suitable teaching that is monitored and adjusted as appropriate.
- set short and long-term attendance targets for individual pupils and groups of pupils

8.17 The role of Local Governors and Trustees is to:

- ensure that they receive regular attendance reports from the head teacher.
- ensure they set challenging targets for attendance and punctuality, and consider having a named governor with lead responsibility for attendance.
- ensure the inclusion of a governor as a member of a school attendance panel which deals with the poor attendance of individual pupils.

8.18 Incentives for good attendance

Most schools have schemes for rewarding good attendance. The most successful schemes include:-

- fair and consistent procedures which are adhered to by all staff.
- consultation with pupils about the form of rewards.
- short-term targets that are easily achievable.
- a method for pupils to monitor their own attendance and punctuality.
- a clear understanding amongst pupils and parents/carers of the attendance and punctuality levels needed to achieve a reward.
- a clear timetable for presenting rewards, for example each week, half term or full term
- the appointment of a member of staff with responsibility for ensuring that awards and certificates are available

Rewards can motivate all pupils and it is therefore advisable to reward not just 100% attendance, but also pupils with high levels of attendance, no unauthorised absence, or those who have made significant improvements in attendance and/or punctuality.

8.19 Supporting pupils when they return from absence

Supporting a pupil after a period of absence requires careful planning. In particular for those pupils who are returning after a long period of absence; or following a bereavement or specific traumatic event. Schools should have agreed procedures which help pupils return to school and all staff should be familiar with them. Sensitivity is vital and all staff should subtly welcome the pupil back. Procedures for dealing with pupils who return after an absence not only help the pupil involved, but also reduce disruption to other pupils.

8.20 Prior to the pupil's return it is important that:

- a return date is set in advance and all relevant staff are alerted, particularly the pupil's class teacher/form tutor, subject teachers and, if appropriate, the learning support team
- a named person is appointed to co-ordinate support for the pupil upon his/her return
- a special timetable or a phased return with learning support is considered upon the pupil's return:
- it is recommended that staff, particularly class/form teachers, discretely welcome the pupil back to school and help him/her to settle back in
- departmental/subject staff have specific procedures in place to enable the pupil to catch up with any work he/she may have missed.

9. SAST Attendance Penalty Procedure

SAST has a duty of care and responsibility to reduce the number of children whose attendance is below 85% over the school year. These are called 'persistent absentees' by the Government, whatever the reason for their absence. Penalty procedures may be applied to children at risk of falling into this category. In order to decide how to deal with absence patterns which are potentially a cause for concern, the following procedure is followed (subject to special family or individual pupil circumstances):

- Pupils with attendance below 92% that is not due to an on-going medical condition – Letter 1 is sent and the teacher/tutor follows up with a phone call.



- If no improvement in attendance e.g. attendance drops to 90% the Headteacher or Attendance Officer sends Letter 2 home with an appointment to see parents/carers.



- If no improvement in attendance e.g. attendance drops to 85% the Headteacher or Attendance Officer sends Letter 3 home with an appointment for parents/carers to attend an Attendance Panel. A Parenting Contract is agreed, and an Attendance Officer is assigned to the family. Parents/carers are informed of the likelihood of a penalty notice and legal action. This is confirmed by the Headteacher or Attendance Officer in Letter 4.



- All further absences are counted as unauthorised.



- A request for a Fixed Penalty Warning Notice* is made to the Local Authority following the 10th missed school session.

*A request for a Fixed Penalty Notice is made also be made to the Local Authority when holiday is taken in term time without permission from the Headteacher.

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If a pupil is absent from school and no information is provided by parents / carers the school follows the Local Authority procedures for reporting a Child Missing from Education (see section 7.10).

9. Queries about this Attendance Policy

If you have any questions or queries in relation to this policy please contact the Headteacher of your pupil's school. Queries can also be dealt with via the SAST Head Office. Please contact:

SAST
St. Aldhelm's House
c/o The Gryphon School
Bristol Road
Sherborne
Dorset
DT9 4EQ

01935 811066
office@sast.org.uk

Appendix A

Penalty Notices – Local Authority Guide for Schools

Penalty Notices were introduced as a quicker route to prosecution of parents when a pupil has unauthorised absence. They can be used in two ways.

Unauthorised Absence

1. If a pupil has 10 or more unauthorised absences (half day sessions) within a 12 school week period then a Penalty Notice can be considered.
2. A school can request a Penalty Notice by completing the attached form and sending it to the School Attendance Team. Please include a record of the pupil's attendance.
3. The School Attendance Team will send a warning letter to the parent(s) stating that the pupil must have no unauthorised absence in the next 15 school days. If there is any unauthorised absence, a Penalty Notice will be issued. (Please note: In some cases if the warning letter has effected a major improvement in the pupil's attendance, we may consider issuing an additional 15 school day warning letter to see if the improvement can be maintained. We will discuss this with the school before issuing the second warning letter.)

Holidays in Term Time

A Penalty Notice can be issued when a parent takes a child on holiday during term time without the school authorising the absence.

1. A minimum of 10 half day sessions of unauthorised absence will still apply before the Penalty Notice can be issued, however a warning letter will not be sent.
2. If a pupil has an otherwise good record of attendance and the holiday is for 10 sessions and is the only record of unauthorised absence then the School Attendance Team will consider sending a letter to the parent(s) stating that, although there are grounds for issuing a Penalty Notice, a Penalty Notice will not be issued on this occasion. If, however, the pupil has any further unauthorised absences, a Penalty Notice may be issued at a later date.
3. If there is a longer unauthorised holiday period or 10 unauthorised holiday absences and additional unauthorised absences on the pupil's record then a Penalty Notice will be issued.
4. A school can request a Penalty Notice for unauthorised holiday absence on the attached form.

A Penalty Notice must be addressed to one parent but may be issued to each parent liable for the offence.

Appendix B

Local Authority Guidance for Schools and Governors - Holidays in Term Time

Requests for approved leave of absence

Amendments to the Pupil Registration (England) 2006 Regulations state that:

"Headteachers may not grant any approved leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted". Before any request for leave of absence is approved, a Headteacher must be satisfied that there are *"exceptional circumstances"* justifying the request for leave of absence.

"Exceptional Circumstances"

The Department for Education has not defined **exceptional circumstances**, except to explain that: *"Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent/carer gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling".* Guidance from the NAHT defines exceptional as rare, significant and unavoidable.

For the avoidance of doubt, in relation to this policy which covers all SAST Schools, our Headteachers individually retain their discretionary power to authorise leave of absence (or not), and will consider each individual leave of absence request based on the circumstances of that family and the impact that absence will have on the child. However, where a family includes pupils attending more than one SAST school, SAST schools may work together to approve or not approve that families' request for leave in order to maintain a fair and consistent approach to the application of "exceptional circumstances".

Application of "Exceptional Circumstance"

When a parent/carer requests leave on behalf of a pupil under "exceptional circumstances", the Headteacher will still have to decide whether to approve the absence or not. This decision will be made by considering primarily the pupil's attainment, attendance and ability to catch up on missed schooling; followed by the frequency of the requests; the nature of the event for which leave is sought and whether the parent/carer gave advance notice. The Headteacher retains the right to refuse a request even if the reason given is exceptional.

Gypsy, Roma and Traveller Pupils

SAST Schools have a duty to ensure they are not discriminatory in their decision to approve leave in exceptional circumstances for Gypsy, Roma and Traveller children who may request this in addition to other extended leave for reasons of employment. The decision to approve the leave should be made without consideration for leave taken for employment, but schools should take into account the child's overall attendance rate, which may include other absences.

If a leave of absence is approved, the Headteacher will make clear the days that are authorised and from what time that approval takes place. This may not necessarily include all the days originally requested.

Requests for Leave under Exceptional Circumstance - Advice to Parents/Carers

Although the decision is the Headteacher's, to support your decision-making we would ask you to consider the following:-

Could this request for leave take place during the normal school holidays? If the answer is yes then it is not an exceptional circumstance. The Department for Education is clear that there is no parental/carer right for a family holiday and that cost, experiences for the child or overlapping with school holidays are not factors on which the decision should be made.

It is extremely rare for leave of absence for a holiday in term time to be authorised. Removing a pupil from attending school without authority is an offence and parents/carers may be issued with a penalty notice or prosecuted under the Education Act 1996, Section 444(1). Local Authority authorised officers have the discretion to issue a penalty notice without warning where the parent/carer has chosen to take the child on leave during term time without authorisation.

Relevant legislation and guidance

- The Education (Pupil Registration) (England) Regulations 2006.
- Education (Pupil Registration) (England) (Amendment) Regulations 2013, which came into force on 1 September 2013.

Appendix C
Application for Leave of Absence - Pupils

Taking your child on holiday during term time seriously disrupts their education. Please read the SAST Attendance Policy (available at www.sast.org.uk) and sign below to confirm that you have done so before completing the rest of the form. On completion of the form please return it to the school office (SAST primary schools only) or your child's Head of Year (SAST secondary schools only).

I confirm that I am the legal parent/carer of (pupil's name) and I have read and understood the current SAST Attendance Policy.

Signed..... Parent of.....

THE EDUCATION (PUPIL REGISTRATION) (AMENDMENT) (ENGLAND) REGULATIONS 2013
APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

I REQUEST LEAVE OF ABSENCE FOR THE CHILD(REN) NAMED BELOW DURING THE PERIOD GIVEN AND FOR THE EXCEPTIONAL CIRCUMSTANCES SPECIFIED:

Names of
Child or.....
Children.....
Date of Absence from to

Parents/carers will understand the importance of regular education and it is hoped that request of absence from school during term time will only be made when there is **no** alternative; therefore some explanatory reasons for absence should be given in the space provided below.

Reasons

.....
.....
.....
.....

Parent/Carer Signature Date

The Amendments to the 2006 Regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Penalties may be awarded against parents/carers in the event a pupil is removed from school without authorisation from the Headteacher.

(Insert School Name/logo)

Application for Leave of Absence from School dated

Name(s) of Pupil(s)

.....
.....
.....

Your request has been AUTHORISED / NOT AUTHORISED

Reason(s):

.....

Signed (Headteacher)

Date.....