

Attendance Strategy and Policy

Devoran School



In collaboration with:

Penair Cluster Schools

Approved by:	Devoran School Governing Body	Date: December 2022
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We have written this policy with the DfE Principles for Good Attendance in mind. These fall under the following headings:

- Roles and Responsibilities
- Expectations and Daily Routines
- Data and Monitoring
- Escalation of Procedures
- Tailored Support
- Formalising Support
- Disseminating and Implementing Policy

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

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
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary
- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Jo Andrews and can be contacted via the school number 01872 863223 or email address secretary1@devoranschool.co.uk.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information onto Arbor on the same day. Teachers will also highlight concerns to parents at parent consultations (if not before).

3.6 School office staff

School office staff will:

- › Take calls from parents about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents to the head in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45 on the day of the absence (and each subsequent day of absence), and advise when they are expected to return. The phone call will describe the nature of illness.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

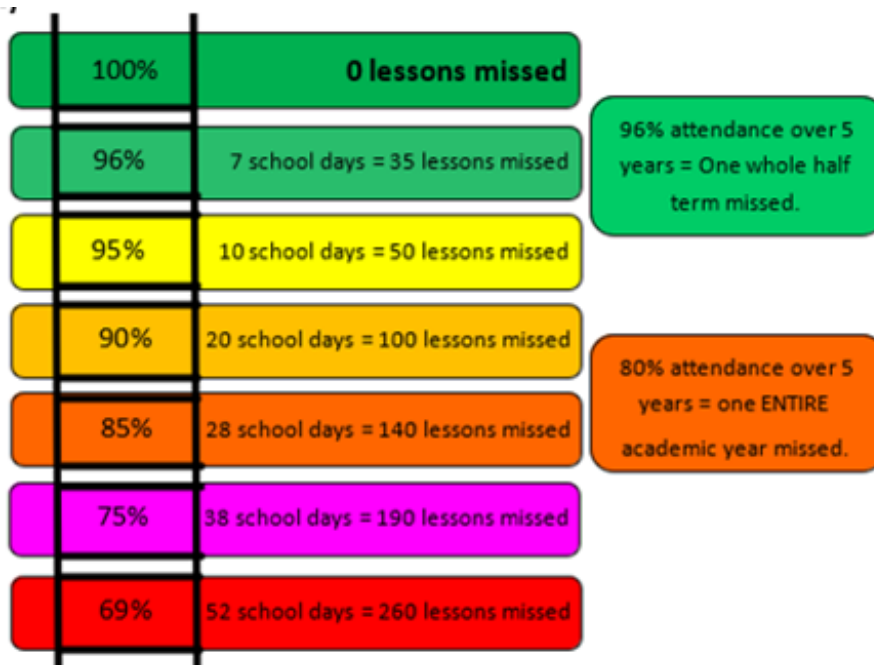
Expectations and Daily Routines

We value every learning opportunity that we give our children. For this reason, it is our expectation that children attend every day that they are able to. We understand that children do get ill (these are coded accordingly) however it is our ambition to reduce the number of unauthorised absences throughout the school. We carefully plan our INSET days to enable travel either side of half terms / holiday periods wherever possible and always try to finish slightly earlier in the summer (through aggregating INSET days) to enable families to find cheaper holiday deals.

This table shows our attendance expectations:

Green	100%- 96%	Expected attendance
Yellow	95.9% - 90%	Risk of underachievement - interventions in liaison with school staff (eg Class Teacher; Pastoral Lead, Deputy Headteacher or Headteacher)
Amber	89.9% - 85%	Serious risk of underachievement - interventions in liaison with school staff as above and Educational Welfare Officer
Pink	84.9% - 70%	Severe risk of underachievement – interventions in liaison with Educational Welfare and other organisations
Red	69.9% - 0%	Extreme risk- court action in liaison with the Local Authority

Here is a table that demonstrates the impact that missing (any number of) days of education can have on your child:



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 also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.10am. The register for the second session will be taken at 13:00 (EYFS/KS1) and 13:15 for KS2.

Disseminating and Implementing Policy

All school staff are trained in how to record absence and how to inform SLT of absences as part of their safeguarding duty.

We have informed parents of this new strategy via an Attendance Focus Newsletter (Appendix 2). As part of our safeguarding duty, we will monitor and record progress in a child's attendance on a half termly basis and celebrate this with parents as well as alerting parents whose child's attendance has fallen below the previous half terms. It is really important to us that we have reasons for all absences and are vigilant in our recording of these. This helps us to build a picture of each child and also demonstrate the support that is put in to helping each family with persistent absence.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45 or as soon as practically possible by calling the school office staff (see also section 7).

There is a direct absence line where you can report your child absent on the school number: 01872 863223.

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. This can be done through emailing or ringing the school.

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.

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

If your child is continually late, we will work with the parents to see what we can do to support you in getting your child into school on time so that they don't miss out on valuable learning time.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the family worker / social worker / police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via the Arbor parent app and through our parent consultations and reports that are sent out in March.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

To ensure that we comply with these regulations, parents requesting leave of absence will need to detail the exceptional circumstance below, in order that these can be assessed.

Criteria are:

- Absence may not be granted if attendance is below 96% (school minimum target);
- A judgement on the impact that a child's absence will have on their education;
- The exceptional circumstances relating to the request for absence.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the school office. The headteacher may require evidence to support any request for leave of absence.

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

Formalising Support

5.2 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.

Tailored Support

We track attendance on a daily and weekly basis via our MIS (Arbor). We have regular conversations with parents and listen, understand, empathise and support the challenges a family may face with regards to their child’s attendance, however, we do not tolerate poor attendance and put the support in place to help every child access education wherever possible. We do this through building positive, open relationships with our parents and families from the very beginning of their child’s education career with us.

If necessary, we will put individual plans in place, for example, if a child has a stay in hospital, we will work closely with that family to support and provide learning if they are well enough. We will also work closely with other local schools and feeder schools who may have siblings in their setting to ensure that we have a consistent approach to attendance.

6. Strategies for promoting attendance

We maintain and promote good attendance and punctuality through:

- ✓ Rewarding pupils for their attendance and punctuality
- ✓ Raising awareness of attendance and punctuality issues among all staff, parents and pupils
- ✓ Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually
- ✓ Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development
- ✓ Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters
- ✓ Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- ✓ Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- ✓ Developing and implementing procedures to follow up non-attendance at school

Data and Monitoring

7. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2)

Parents are expected to call the school each day a child is ill. If we have not heard from the parent on the day of absence, school will ring to follow this up.

If a pupil's absence goes above 3 days we will further contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, 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 is 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. We compare our attendance data to the national average, and share this with governors.

For information on how the school collects and stores attendance data, please refer to the schools Privacy Notice.

7.1 Monitoring attendance

The School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

7.2 Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The School will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Review any individual plans that may be in place
- Measure the impact of individual plans / meetings with parents

Escalation of Procedures

If a child is not in school, then this is a safeguarding matter. We all have a responsibility to promote high attendance to keep our children safe and healthy.

From September 2013 the government abolished the right of the Headteacher to authorise absence specifically for holidays of up to 10 days per year. Instead, the Headteacher will only be allowed to grant leave of absence for any reason if they are satisfied that **exceptional circumstances** exist.

Should there be an unexplained absence we will contact you on the day of absence. It may be the case that where the school and parents have worked together to improve the attendance of a child and there has been little improvement, then the school will liaise with an Educational Welfare Officer for their support to help improve attendance. We will also formalise this support and put in place parenting contracts as well as make referrals, where necessary, to other organisations such as social care to support the child's improved attendance and will encourage parents to do so likewise.

Fixed Penalty Notices for absence and other sanctions (Education Supervision Orders and Prosecution) will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with. If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We

may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

We will also formalise this support and put in place parenting contracts as well as make referrals, where necessary, to other organisations such as social care to support the child's improved attendance and will encourage parents to do so likewise.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years. 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: 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



ATTENDANCE FOCUS

The Government expects us to:

- ◆ Promote good attendance and reduce absence, including persistent absence (less than 90%)
- ◆ Ensure every pupil has access to a suitable education, to which they are entitled; and act early to address patterns

Daily Routines

The school day starts at 8:45 with children arriving between 8:45 and 9am each morning. At 9:00am, all pupils are expected to be present in their classroom for registration after the daily meet-and-greet by staff on arrival at school. A pupil will be marked as late if they arrive after 9:00am. Afternoon registration is at 1:00pm for EYFS & KS1 and 13:15 for KS2 and the school day ends at 3:10pm for EYFS & KS1, 3:15pm for KS2.

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health, we ask that parents either email or leave a message on the absence line, including the details of the illness i.e. high temperature / child was sick etc. We politely ask for more detail than ‘they are ill / unwell’.

Data and Monitoring

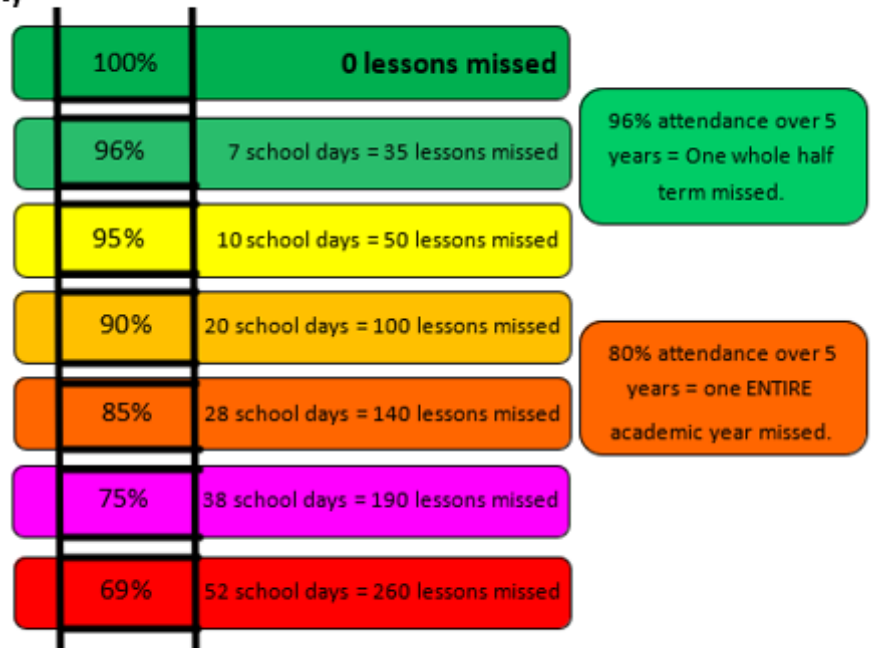
We use data to closely monitor the attendance of all children on a regular basis (daily, weekly, half/termly). This makes use of school systems as well as relying on communication from parents to inform us about any absence. Where attendance is not in-line with our school’s minimum attendance target of 96% we will liaise with parents to explore how we can support improved attendance. This will always be in a supportive, proactive way, putting the child at the centre of all discussions.

There is an unquestionable link between school attendance and school achievement

Promotion of Good Attendance and Punctuality

We maintain and promote good attendance and punctuality through:

- Rewarding pupils for their attendance and punctuality
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child’s age and development
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- Developing and implementing procedures to follow up non-attendance at school



Green	100%- 96%	Expected attendance
Yellow	95.9% - 90%	Risk of underachievement - interventions in liaison with school staff (eg Class Teacher; Pastoral Lead, Deputy Headteacher or Headteacher)
Amber	89.9% - 85%	Serious risk of underachievement - interventions in liaison with school staff as above and Educational Welfare Officer
Pink	84.9% - 70%	Severe risk of underachievement – interventions in liaison with Educational Welfare and other organisations
Red	69.9% - 0%	Extreme risk- court action in liaison with the Local Authority

Escalation of Procedures

If a child is not in school, then this is a safeguarding matter. We all have a responsibility to promote high attendance to keep our children safe and healthy.

From September 2013 the government abolished the right of the Headteacher to authorise absence specifically for holidays of up to 10 days per year. Instead, the Headteacher will only be allowed to grant leave of absence for any reason if they are satisfied that **exceptional circumstances** exist.

Should there be an unexplained absence we will contact you on the day of the absence. It may be the case that where the school and parents have worked together to improve the attendance of a child and there has been little improvement, then the school will liaise with an Educational Welfare Officer for their support to help improve attendance. We will also formalise this support and put in place parenting contracts as well as make referrals, where necessary, to other organisations such as social care to support the child's improved attendance and will encourage parents to do so likewise.

Fixed Penalty Notices for absence and other sanctions (Education Supervision Orders and Prosecution) will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with. If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

Attendance Contacts

If your child is ill, please contact:

Mrs Andrews – school secretary – on secretary1@Devoranschool.co.uk or 01872 863223 (leave a message on the absence line)

If you wish to discuss your child's attendance:

Speak to your child's class teacher in the first instance to discuss ways in which we can support you and your child in improving their attendance or

Miss Lock – Headteacher – victorialock@devoranschool.co.uk or via the school number 01872 863223

More details regarding the school's expectations and approach to supporting parents in improving the attendance of their child is to be found in the school's Attendance Policy that is available via the school's website.

APPLICATION FOR LEAVE OF ABSENCE

DEVORAN SCHOOL

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Your legal responsibilities

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Headteacher **at least 20 school days** before the date you wish to remove your child from school.

Leave of absence requests during term time will not be authorised unless there are **exceptional circumstances**. We publish the dates of school terms well ahead of the current academic year. This is to help you plan your holidays outside of term time so that absence does not impact on the continuing education of your child.

You have a legal duty to make sure that your child attends school regularly and punctually. Schools have a duty to ensure that children attend school. The school and the Local Authority work in unison to monitor your child's attendance and will act if it is poor. If your child is out of school for no valid reason, or there is unauthorised absence, we may refer the matter to the Education Welfare Service who may decide to prosecute.

How absence is authorised

We are not able to grant leave of absence simply because a holiday is cheaper in term-time, or more convenient workwise. To ensure that we comply with these regulations, parents requesting leave of absence will need to detail the exceptional circumstance below, in order that these can be assessed.

Criteria are:

1. Absence may not be granted if attendance is below 96% (school minimum attendance target)
2. A judgement on the impact that a child's absence will have on their education
3. The exceptional circumstances relating to the request for absence.

If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer will may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

I request leave of absence for child's name

Year Group

for days from to returning to school on

.....

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. These are exceptional circumstances because:

.....

If you have a child at another Cornish school can you please state the name of your child and the school that they attend

Signed.....

Date.....

FOR OFFICE USE ONLY

Below to be completed by the school:

FAO – Headteacher

% Current	% Last Year	Comments

Student Name: Tutor: Year:

AUTHORISED:

Request has been authorised for the following dates **only:**

___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED:

Signed Headteacher

Date ___ / ___ / ___

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

Decision:

Authorised / Unauthorised

EWO Yes/No

.....