CANNOCK CHASE HIGH SCHOOL

ACHIEVEMENT FOR ALL

ATTENDANCE POLICY

Introduction

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- setting high expectations for the attendance and punctuality of all students;
- developing and maintaining a whole school culture that promotes the benefits of high attendance;
- reducing absence, including persistent and severe absence;
- ensuring every student 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 understand and remove barriers to attendance;
- ensuring our school is a calm, orderly, safe and supportive environment.

We will also promote and support punctuality in attending lessons.

Principles

Non-attendance at school is one of the single biggest blocks to achievement. Whether absence is due to illness, term-time holidays, other condoned absences, or truancy, not being at school disadvantages children.

By focusing on good attendance, we can make a significant impact across the range of outcomes for which we are held accountable, including those relating to school standards and closing attainment gaps.

By offering our students an exciting curriculum, personalised learning, a safe and enjoyable environment to work in and an ethos of inclusion, we foster a coherent and an effective approach to tackling the problems associated with persistent absenteeism.

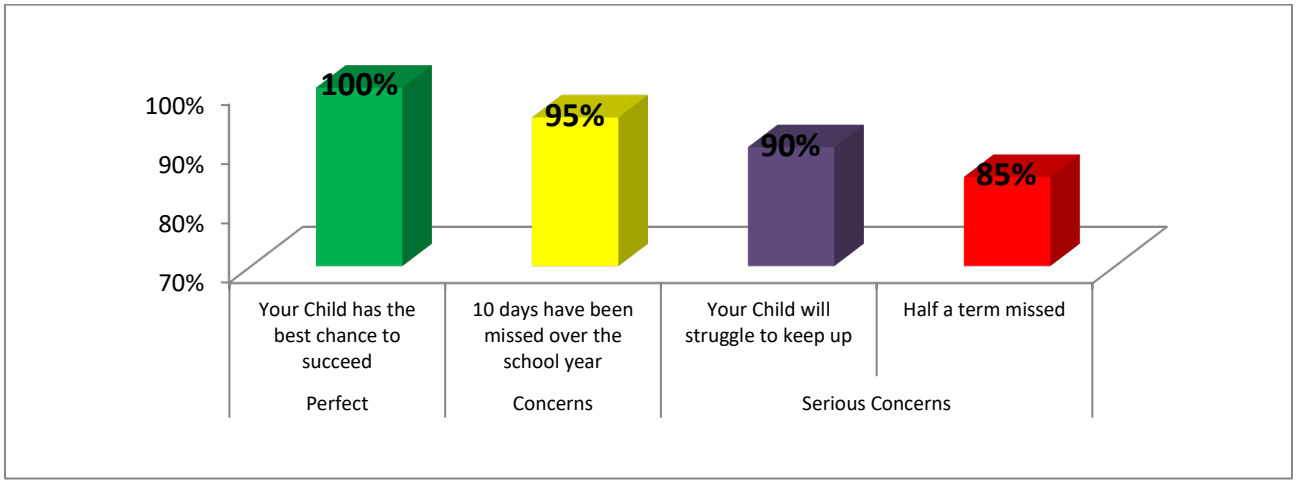
Setting good patterns of attendance is vital. An attendance rate of 90% may sound impressive in the first instance, but it means that a student only attends school for 4.5 days out of every five. This, over a five-year span, equates to a child missing out on an entire half a year of their education.

Promoting excellent attendance is the responsibility of the whole school community.

All students should be in school, on time, every day that school is open unless the reason for absence is unavoidable. Good attendance is ‘everyone’s business’ (Working together to improve

school attendance, August 2024). The Senior Attendance Champion in school is the Assistant Headteacher (Behaviour and Attitudes).
This policy should not be seen in isolation but is a strand that underpins all other policies related to the wellbeing of children including safeguarding and behaviour.

Missing School Means Missing Out



Expectations

We expect that all students will:

- attend school regularly;
- arrive on time, appropriately dressed in school uniform, with relevant equipment for each lesson during the day and ready to learn;
- through our effective Pastoral system, tell their tutor or Director of Year (or any other member of staff) about any problem which is making it hard for them to attend regularly.

We expect that all parents/carers will:

- encourage their child(ren) to attend school on time every day school is open. Parents/Carers have a legal duty to ensure that their children of compulsory school age attend regularly;
- ensure they contact the school before 8.30 am whenever their child is unable to attend school;
- ensure the school receives a daily notification regarding their absence via Class Charts;
- ensure that their children arrive in school appropriately dressed, with appropriate equipment for the day and 'Ready to Learn';
- try to make medical, dental or other appointments outside the school day;
- provide the school with up-to-date home, work and emergency telephone numbers;
- provide the school with up-to-date e-mail addresses;
- not to arrange holidays to take place during the school term;
- inform the school in confidence about any problem which may affect their child's attendance or behaviour.

Parents/Carers can expect that the school will:

- provide a good quality education;
- record their child's attendance regularly (every lesson), accurately and efficiently (via ClassCharts registration system whenever possible or alternatively paper based and sent to the Attendance Officer);

- make every reasonable effort on the first day of absence to contact the parent/carer when their child fails to attend school without good reason;
- deal discretely and properly with any problem notified to the school by the parent/carer;
- work with parents/carers to resolve problems which may affect a child's attendance and involve representatives of other agencies that work with the school, such as the School Nurse or representatives of the Local Support Team where required. The school will use the Early Help Assessment process to support this;
- make all efforts to encourage good attendance and behaviour;
- instigate appropriate enquiries before removing the child from the school role.

Procedures

Dealing with Non-Attendance

Attendance is accurately recorded at the beginning of each session and within 10 minutes of the start of the lesson. The school is legally required to take the register for all students at the same time each day.

On the first day of absence, if a student is absent without authorisation contact will be made via either a telephone call (contact details/preferred) or the Class Charts app notification service. If no contact via the telephone numbers provided can be made, a letter will be sent home requesting information regarding the absence.

If the non-attendance continues beyond ten sessions of unauthorised absence (the equivalent of five school days) in any rolling period of ten school weeks, the school may initiate an attendance contract if appropriate. This may then be referred to the Local Authority where all avenues of support have been exhausted or there is no engagement.

Tutors and the pastoral team will be made aware of students with low attendance and for each period of absence the student will have a back-to-school conversation with their tutor in an informal setting. If a student is absent for five or more consecutive days, a meeting will be arranged with a member of the Pastoral Team, with parents in attendance where appropriate. The school will also notify any Social Workers or Youth Offending Team workers of any unexplained absences where required.

All parties should work together to ensure the following.

- **Expect** that students attend.
- **Monitor** to ensure that students do attend.
- **Listen and understand** any barriers to attendance.
- **Facilitate support** if required.
- **Formalise support** where necessary.
- **Enforce** where the school cannot pursue any further avenues.

Dealing with Lateness and Authorised Absences within the School Day

Students are expected to be in school in their tutor room for 8:45am. Students who arrive later than 8.55am are expected to sign in through the student entrance. A Pastoral Manager is based in

the student reception each morning to ensure that students are spoken to regarding a reason for their lateness, with home contacted on a regular basis regarding lateness.

If a student is late to school due to an authorised reason (i.e. medical appointment), students are expected to sign in using the InVentry system in the student entrance giving a reason for their lateness.

If a student is required to leave school for any authorised reason (i.e. medical appointment) the parent/carer must provide a note from home/medical evidence to the Attendance Officer (through the Class Charts App) and sign out at the student entrance using the InVentry System at the relevant time. Students will not be allowed to leave the site without prior notification from the parent/carer. Where possible, the student should:

- be out of school for the minimum amount of time necessary, and attend school before/after their appointment;
- wear school uniform to their appointment, to make it easier to return to school afterwards.

If students arrive after 8:55am then the register will be marked with a U code (late after the register has closed). If there are 10 or more U codes in any 10-week period, then a Penalty Notice for unauthorised lates may be issued by the Local Authority.

The school day finishes at 3:20pm (2:50pm on a Friday), except in circumstances where a student has an after-school detention or a Period 6 lesson. Period 6 lessons finish at 4:20pm, with detentions on a Monday, Tuesday and Thursday finishing at 3:50pm or 4:00pm depending on the detention type. Detentions on a Friday finish at 3:50pm.

Dealing with Persistent Absence and Promoting Good Attendance

The school actively celebrate good attendance through rewards, competitions, and assemblies.

Regular meetings with the Pastoral Team are held to monitor whole school attendance and to track and monitor the attendance of students whose attendance is below 95%.

Where there are 10 unauthorised sessions (am session and pm sessions count as one session each, i.e. 10 sessions could be 5 am sessions and 5 pm sessions which equals 5 full days absent from school - these days do not need to be consecutive), the school will make contact with the parent/carer, and may initiate an attendance contract with the parent/carer and the child. Should this intervention not be successful, the school will notify the Local Authority. The Local Authority may then initiate a 'Notice to improve' letter, which is the final opportunity for a student to improve their attendance. Should this 'Notice to improve' not be successful, the Local Authority may then take further steps, which could result in the parents/carers receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s444. A second letter (see Appendix 5 – Attendance Letter 2) will be sent informing parents/carers of our requirement to notify the Local Authority of the continued absence. Please note that the threshold for considering a penalty notice is 10 unauthorised sessions in a rolling ten-week period.

When attendance falls below 90%, the school will require medical evidence for any further absences. All individual cases will be monitored closely and extenuating circumstances will be considered when deciding if an absence should be recorded as either **Authorised** or **Unauthorised.**

A penalty notice is £160 per child per parent/carer. If paid within twenty-one days, the penalty notice reduces to £80. If after 28 days of the date of issue the £160 is not paid, the Local Authority will prosecute the parents under section 444(1) of the Education Act 1996. This will lead to a hearing in the Magistrates Court and may result in a fine per parent of up to £1,000. If after this point there are further unauthorised absences, this may lead to prosecution under section 444(1a) of the Education Act 1996 which may result in a fine per parent of up to £2,500 and/or 3 months imprisonment. Only two penalty notices can be issued to the same parent in respect of the same child within a three-year rolling period. Should this limit be exhausted, the Local Authority may choose to pursue further legal action.

Children Missing in Education – CME

Should a child that is expected to join the school not arrive we will try to contact the parents/carers by letter and/or telephone call to find out why.

Should we not be able to find out why, after one week the school will contact the schools Admissions Team to establish if the child has been registered elsewhere. If the child is not found to be on roll elsewhere, the school will contact the Local Area Support Team who will investigate.

If after four school weeks (20 school days) the child has not been located, the school will complete a CME referral form to cme.referrals@staffordshire.gov.uk.

Once the referral has been acknowledged then the child can be removed from the school roll – this will be the decision of the Headteacher.

If a child is absent from school because they are believed to have moved away, and parents and emergency contacts cannot be reached, the school will contact the Staffordshire admissions.
If there is a concern regarding the immediate safety of the child Staffordshire Children's Advice Service will be contacted.

Leave of Absence

Parents/carers must complete and return a Leave of Absence Form for any period of planned absence from school. This can be obtained from the Attendance Officer (See Appendix 6 - Leave of Absence Request Form).

The Headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- taking part in a regulated performance, or regulated employment (paid or unpaid) abroad;
- attending an interview for employment or for admission to another educational institution;
- study leave for a public examination;
- a temporary, time-limited part-time timetable;
- exceptional circumstances.

A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

In very exceptional circumstances, and if it is in the student's best interests, a temporary part-time timetable may be arranged. For example, if a medical condition prevents a student from attending school or another setting full-time.

Any part-time timetable in use will be short term and have a defined end point. Plans for supporting a student's return to full-time education will be clear and appropriate.
Part-time timetables will not be used to manage a student's behaviour.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday, or other leisure or recreation. The school cannot grant a leave of absence retrospectively. If the parent/carer does not apply in advance, a leave of absence will not be granted.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. The school will not apply a blanket policy or automatic approval/refusal.

Parents/carers will be notified in writing regarding the decision to authorise or unauthorise the absence.

In the event of an absence being unauthorised the parent(s)/carers or other significant adult who has the responsibility for a child's attendance (determined by internal checks which include using information about previous attendance history), will be subject to a Penalty Notice as detailed above. This is in line with Staffordshire County Council's Code of Conduct. Cannock Chase High School submits all leave of unauthorised absence requests for holidays to the Local Authority, who will, therefore, issue a Penalty Notice where required.

No absence requests for holidays will be authorised, with the school referring holiday requests into the Local Authority.

The Headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school;
- attending another school at which the student is also registered (dual registration);
- attending provision arranged by the local authority;
- attending work experience;
- if there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, because the school premises are closed;
- where the student is in criminal justice detention, because of public health guidance or law, or because of any other unavoidable cause.

Supporting Students Who are Absent or Returning to School

If the school becomes aware of barriers that relate to the student's needs, we will inform the local authority.

Where a parent expresses an intention to educate a child at home, the school will meet with the parent and any relevant professionals before a final decision is made to ensure that the best interests of the child have been considered.

The school recognises that worries about friendships, schoolwork, or examinations can cause attendance anxiety. However, regular attendance remains mandatory. Staff will communicate to parents that students are still expected to attend school regularly. Staff will work with families to mitigate anxious feelings in school as much as possible and remove barriers to attendance.

The school maintains high expectations for all students. For those facing complex barriers, including students with SEND or long-term health conditions, appropriate additional support will be provided to secure regular attendance.

In cases of both long-term physical or mental ill health, the school will:

- facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible while supporting the underlying health issue;
- consider adjustments to practice and policies to help meet the needs of students who are struggling to attend school, as well as making reasonable adjustments where a student has a disability;
- consider whether a time-limited phased return to school would be appropriate;
- consider strategies applicable to any SEND needs.

Attendance Monitoring

The school will monitor and analyse weekly attendance and punctuality data to identify emerging trends across cohorts, year groups and individual students. This will enable early identification of attendance concerns and the delivery of targeted support.

Regular individual attendance analysis will be carried out to identify students needing early support across all absence levels, including persistent and severe, and deliver targeted intervention before absence patterns become embedded.

The school will conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This will include analysis of:

- students and cohorts, and identifying patterns in uses of certain codes;
- days of poor attendance and, where appropriate, subjects which have low lesson attendance.

When analysing patterns the school will look further into patterns of attendance within a session to ensure all students are attending all timetabled lessons.

The school will use its analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with students and school leaders (including the special educational needs co-ordinator (SENCO), designated safeguarding lead (DSL) and student premium lead).

The school will:

- devise specific strategies to address areas of poor attendance identified through data. This may, for example, include students in a Year group with higher than average absence or students eligible for Free School Meals if their attendance falls behind that of their more advantaged peers;

- monitor the impact of school wide attendance efforts, including any specific strategies implemented or specific cohorts that we have sought to target. The findings will be used to evaluate approaches or inform future strategies;
- benchmark its attendance data at whole school, Year group and cohort level against local, regional and national levels or performance of similar schools to identify areas of focus for improvement;
- record young carers in the school census and, where a student's caring role may be contributing to absence, the school will work in partnership with the student and their parents to understand barriers to attendance and to put appropriate support in place. Where needs extend beyond the school gates, the school will work with the local authority to facilitate access to support through local early help arrangements and other relevant organisations;
- ensure data is regularly monitored for students with long term illnesses and/or special educational needs and/or disabilities including governing body meetings and in targeting support meetings with the local authority so that additional support from other partners is accessed where necessary;
- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns;
- provide data and reports to the governing body to support its work.

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Reducing Severe and Persistent Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- make patterns of both persistent and severe absence a focus of the school's regular data monitoring and identify students and cohorts who need targeted attendance support as quickly as possible;
- consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education. If all avenues of support have been facilitated and the appropriate educational support or placements have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. The school will be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment;
- hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - discuss attendance and engagement at school;
    - listen, and understand barriers to attendance;
    - explain the help that is available;
    - explain the potential consequences of, and sanctions for, persistent and severe absence;
    - review any existing actions or interventions;
    - work together with the local authority to put additional targeted support in place to remove any barriers to attendance and re-engage the student;

- the school will sensitively explore the reasons for absence, recognising school as a safe, supportive space and prioritising early help over immediate sanctions;
- the school will prioritise support for severely absent students. Where necessary to remove barriers to attendance, this will include tailored attendance strategies, whole-family interventions, education, health and care (EHC) plan referrals, or alternative educational provision;
- implement sanctions, where necessary.

The Importance of Good Attendance and its Link to Attainment

The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams (February 22, 2015 - Department of Education). The research is based on data from all Schools in England.

The results are very clear: missing even small amounts of time from school can have a significant effect on achievement. For example: 2012/13, 94% of students who were present achieved 5 or more GCSE A* - C or equivalent. When attendance dropped to between 85% and 90%, only 75% of students achieved these results.

Useful Contacts

Attendance Officer

Preferred communication is via Class Charts App, you can report absences on here and upload letters and medical evidence.

01543 502450 Extension 212 (please note that the attendance officer will not provide confirmation of receipt of each message left and will not always be able to return calls).

Last review date:	Next Review date:	Statutory Policy:
November 2026	November 2027	Yes

Appendix 1

Responsibilities at Attendance Levels

100% - 95%		
Action	**By Who**	**Frequency**
100% Certificates	Directors of Year	Termly
Reward activities	Directors of Year	Half termly
94.99% - 90%		
Action	**By Who**	**Frequency**
Attendance Letter Sent	Attendance Officer	Half Termly
Attendance Monitoring	Attendance Officer	Half Termly
89.99% and Below, up to 10 Unauthorised sessions		
Action	**By Who**	**Frequency**
Attendance Letter Sent	Attendance Officer	Half Termly
Attendance Monitoring and Tracking to consider formal referral	DOY, Attendance Team or Leadership Team	Half Termly
Attendance Contract meeting to discuss Attendance Concerns	DOY, Attendance Team or Leadership Team	Half Termly
Medical Evidence to be provided for each absence	Parent / Carer	Each absence
89.99% and Below and/or 10 Unauthorised sessions or more		
Action	**By Who**	**Frequency**
Early Help Assessment (where deemed appropriate)	Attendance Officer, Directors of Year	Throughout the academic year
Fixed Penalty Warning	Staffordshire County Council	Throughout the academic year
Team around the Child Meetings, or other appropriate meetings.	Senior Deputy Designated Safeguarding Lead, Pastoral Team, Leadership Team	Throughout the academic year
85% Attendance and Below		
Action	**By Who**	**Frequency**
Failed Fixed Penalty Warning		
Action	**By Who**	**Frequency**
Fixed Penalty Notice (Fine)	Staffordshire County Council	Throughout the academic year
Team around the Child Meetings, or other appropriate meetings	DOY, Attendance Team or Leadership Team	Throughout the academic year
Failed to Pay Fixed Penalty Notice		
Action	**By Who**	**Frequency**
Court Action	Staffordshire County Council	Throughout the academic year

Appendix 2

Useful Links

Staffordshire Code of Conduct - https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance - Statutory guidance for schools, local authorities and the police on dealing with poor attendance and behaviour in school

https://www.staffordshire.gov.uk/Education/Education-welfare/Children-missing-from-education.aspx

Appendix 3

Official Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • in police detention • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 4

Legal Framework

The Education Act 1996;
The Education (Student Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013;
The Education (School Day and School Year) (England) Regulations 1999;
The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011;
Crime and Disorder Act 1998;
The Anti-social Behaviour Act 2003;
The Education Act 2005;
The Education and Inspections Act 2006;
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
The Education (Penalty Notices) (England) Regulations 2007 and amendments;
The Education and Skills Act 2008;
The Equality Act 2010.
Working together to improve school attendance 2024

Appendix 5

PARENT NAME
Address

My Ref: ATT1 Your Ref: Date:

Dear PARENT NAME

RE: Attendance concern to be referred to the Local Authority

It has come to my attention that Student Name has recently had ?? sessions of unauthorised absence between ??? and ???. As a parent of Student Name, under section 7 Education Act 1996, you have a duty to ensure your child receives a suitable education by regular attendance at school. Unfortunately, the support we have offered you has not improved your child's attendance. This support remains open to you, and though we would urge you to engage with us and this offer, we are now required under the new national framework for improving school attendance to notify the Local Authority of the unauthorised absence.

The Local Authority will now consider their next steps regarding your child's attendance at school.

As a school we are required to report continued unauthorised absence to the Local Authority, but it is our hope that as parents you will work with us to ensure STUDENT NAME attends school every day.

The Local Authority will write to you shortly with their decision.

Yours sincerely,

Mrs C E Mills
Assistant Headteacher (Behaviour and Attitudes)
Deputy Designated Safeguarding Lead

Appendix 6

Request for Leave During Term Time

Dear Mr Turnbull,

I request consideration of a grant of leave of absence from school during term time for:-

My child(ren) full name(s) ……

Date(s) of birth ……

Address ……

……

For the period from (date) …….. To (date) ……

Total number of school (working) days ……..

The **exceptional** circumstances and reason for this request are:-
(Please detail below the reason for your request for absence in term time and where relevant include any supporting information. Please read the attached guidance notes for parents.)

……

……

Sibling details of compulsory school age, if appropriate:-

Child(ren)'s full name(s) …… School(s) attending ……

…… ……

Declaration:-

I have read the new Government legislation 'WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE' and guidance notes for parents overleaf and understand I/we may receive a penalty notice ***per parent, per child,*** *if my/our child receives unauthorised school absence because of this request.*
Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions, and a five-day absence equals 10 sessions.

Signature of 1st parent/carer …… Print Full Name ……..

Signature of 2nd parent/carer …… Print Full Name ……..

Please return the completed form to the ATTENDANCE OFFICE no later than TWO WEEKS before the requested leave of absence.