

Lainesmead Primary School



Attendance and Absence Request Policy

Review date: October 2020

Next Review date: October 2021

Read in conjunction with Safeguarding Policy and Admission Policy

Signatures

Subject Co-ordinator

Andrea Chapman

Headteacher

Eirian Painter

Chair of Governors

Alan Mulrooney

Philosophy

School attendance is subject to educational legislation and this policy is written to reflect these and the guidance produced by the Department for Education (DFE). The DFE remains firmly of the view that **unnecessary absence is unacceptable and must be prevented and tackled by schools.**

We aim to provide a caring, happy and positive environment that enables all pupils to achieve and excel. In order for children to gain the greatest benefit from their education, it is vital they attend school, on time, every day. Evidence shows that children with poor attendance tend to achieve less in both primary and secondary school.

As a school, we review attendance regularly and do all we can by liaising with families and other agencies as necessary, to improve attendance and punctuality for all.

Aims and Objectives

- To remind and encourage parents to perform their legal duty by ensuring their children attend school and nursery regularly
- To ensure every pupil has access to full-time education to which they are entitled
- To promote good attendance and punctuality and reduce overall absence, particularly unauthorised absence and persistent absence
- To monitor attendance and punctuality and act early to address patterns of absence
- To work effectively with parents/carers and other agencies to offer support, advice and guidance if there are attendance/punctuality concerns
- To acknowledge and celebrate good and improved attendance/punctuality

Responsibilities

The Headteacher and Governors:

- To have overall responsibility for school attendance and review attendance figures regularly.

Parents/Carers

- To perform their **legal duty** to ensure their children of compulsory age attend regularly and punctually (as referenced in the home /school agreement).
- To truthfully communicate reasons for absence to the school by 8.45am on the morning of each absence as permitting absence from school without good reason is an offence
- To inform the school in advance (wherever possible) should they need to collect their child during the school day and provide a reason and/or evidence for this
- To arrange medical/dental appointments outside of the school day where possible, to ensure that the pupil is only absent for the minimum amount of time necessary for an appointment.
- To NOT take holidays in term time.
- To keep children home only if they have a serious illness/injury. If child has a minor illness e.g. mild headache/stomach-ache, parent/carer can still bring their child to school. If a child does not get any better, the school will contact parent/s requesting they collect their poorly child.

- To ensure the school has up-to-date contact information for the parent/carer in case the school needs to contact the parent/carer due to pupil illness.
- To work in partnership with the school /Education Welfare Office (EWO) to improve attendance/punctuality for their child.

Failure to improve attendance for a pupil can result in legal action by the Local Authority.

School Staff

- To promote good attendance/punctuality and the link between good achievement and good attendance.
- To maintain daily registers and record explanations (see appendix 1 for codes).
- To contact parents on the first day of absence and any subsequent days of absence if parent has not contacted the school.
- To monitor attendance/punctuality on a regular basis e.g. fortnightly.
- To celebrate and reward good attendance and share any concerns about the impact of poor attendance/punctuality with parents/carers.
- To set targets for improving attendance/punctuality as necessary.
- To report to parents/carers on their child's attendance. Term 1- parents evening, term 2,3,5 letters, term 6 end of year report (appendix 2).

Education Welfare Officer (EWO):

- To work in partnership with families and agencies (including the school) to help remove barriers to poor attendance/punctuality e.g. School attendance meetings, home visits, workshops with pupils, issuing of letters in accordance with school graduated response.
- To ensure parents are informed of their responsibilities in relation to attendance.
- To issue penalty notices/warning letters as necessary.
- To conduct case discussions, take legal action and follow the Local Authority Education Enforcement Policy.

Organisation and Routine

Staff must take the attendance register twice a day at the beginning of each morning and afternoon session. Pupils are recorded as being present or absent. Pupils who do not arrive on time may be marked as late (L) or if very late after registers close (30 mins later) will be marked as (U).

Steps taken to monitor and improve attendance:

- 1) If no reason is provided for an absence school will make a daily follow up call to parent/carer.
- 2) If no reason is provided by the end of the week, school will send out a letter (appendix 3) to parent/carer requesting a reason for absence.

If no legitimate explanation is provided within 1 week of the letter, the absence will be marked as unauthorised.

If the authenticity of an absence is ever in doubt, schools can mark the absence as unauthorised. School may request evidence is provided. Lainesmead will request medical

evidence for any pupil whose attendance drops below 96%. Medical evidence can take the form of prescriptions, appointment cards etc.

- 3) School monitor absence/punctuality regularly e.g. fortnightly.
If a child's attendance drops below 96% or if they are regularly late then parents may be informed of this by letter (appendix 4/5).
- 4) If a pupil's attendance/punctuality does not improve parent/carers may be invited to attend a School Attendance meeting (appendix 6). If additional for further issues are identified it may be appropriate to complete an Early Help Record Plan or refer to external agencies.
- 5) If attendance does not improve or unauthorised absence persists, the school may escalate the child's case to the legal process with the Local Authority(appendix 7).

Lainesmead School recognise attendance levels between 95% and 90% as 'irregular' and levels below 90% as 'persistent absence' in line with Local Authority and Government guidelines.

Below 90% may involve action by the Local Authority.

Possible action by the Local authority legal department could be: a case discussion, a warning letter, a fixed penalty notice (fine), a caution, an education supervision order or prosecution.

Steps taken if a child is not collected by a parent/carer at the end of the school day.

- If a pupil is not collected by an adult/carer then staff will check the lists for; permission to walk home alone, school clubs, L'after club.
- If a pupil has not been collected by an adult/carer then the school adult will bring the pupil to the school office so that contact can be made with the parent/carer.
- School admin team will double check school lists & any updates to school clubs & L'after club first before making contact with parent/carer.
- If a parent/carer cannot be contacted after 30 mins, admin staff will alert a member of Senior Leadership Team (SLT) who may need to contact Children's services and/or the police to alert them of the situation & seek further advice.

If there are several occasions of late collection, parents will be invited to a school attendance meeting. This could lead to a further meeting with Swindon Education Welfare if lateness continues to be a concern. If a parent regularly collects a child late, the parent will be notified in advance that their child will receive supervised childcare in the school L'after club and that the parent will be billed accordingly.

Children at Risk of Missing Education

Lainesmead follow the Local Authority's procedures for reporting pupils who are missing in education. After a **maximum of 10 days** of non-school attendance, and after school has been unable to contact parents/carers, school complete the specific referral form and forward it to the CME Office/EWO.

If a child who is looked after, or a child is subject to a Child Protection Plan goes missing, schools will refer them to Social Services within 48 hours.

Lainesmead inform the Local Authority at regular intervals of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission.

Removing a Pupil From The School Roll

The Education (Pupil Registration) (England) Regulations 2006 govern when a pupil can be deleted from the admissions/attendance register. The regulations enable schools to delete compulsory school-age children in the following circumstances:

- the school is replaced by another school on a school attendance order (a local authority served notice)
- the school attendance order is revoked by the LA
- completion of compulsory school age
- the permanent exclusion of a pupil
- the death of the pupil
- the pupil is registered at another school
- the pupil is receive education other than at school
- there are 20 days continuous unauthorised absence and both the LA and school have tried to locate the pupil
- the pupil fails to attend school within 10 days immediately following the expiry of the period for which leave was granted.
- a medical condition prevents pupil attendance and return to the school before ending compulsory school-age
- the pupil is in custody for more than four months
- the pupil has left the school, the school and the LA have failed to locate pupil.
- the school does not have reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any avoidable cause.

In general, pupils can be deleted from the register of one school if they register at another. However, it is possible for any pupil to register at more than one school and, where this happens, there are restrictions on applying the power to delete pupils because they are registered at another school. Schools can only delete pupils from the register if one of the circumstances in these regulations applies.

All other deletions are illegal and could result the court proceedings against the person responsible. With the exception of pupils who are subject to a school attendance order and pupils with special educational needs for whom the LA has made arrangements, there is no requirement for Local Authority approval of deletions from registers.

Schools can lawfully delete **non-compulsory** school-age children in the following circumstances:

- the pupil has ceased to attend the school
- there are 20 days continuous unauthorised absence and both the LA and school have tried to locate the pupil
- the school does not have reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any avoidable cause
- the pupil has been absent for a period of no less than 20 school days

- the death of the pupil
- the permanent exclusion of a pupil

School can remove nursery pupil's from the school roll if the child has erratic and inconsistent attendance. Our Nursery policy states: If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder. If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents (full policy available upon request).

Requests for Absence During Term Time

Parents **DO NOT** have the legal right to remove their child from school during term time unless the pupil is genuinely ill or the parent has received permission in advance of the absence. Lainesmead will NOT authorise holidays in term time. There are 175 days non-school days in a year when holidays can be taken.

Requests for pupil leave of absence during term time should be made in advance and before any arrangements confirmed or money committed. Parents/carers should complete the appropriate form (Appendix 8), which is available via the school website or from the school office.

All requests need to include the following for safeguarding reasons:

- evidence to support the need for the pupil to be absent from school
- contact details of the parent/carer during the period of absence, including email and tel contact
- the location of the pupil during the period of absence
- the expected return date

Before deciding whether to authorise the requested leave of absence, the Headteacher (or the member of staff that the task is delegated to) will consider the circumstances of each case individually at the time of the request and relevant background context. The school will take the following into consideration:

- the pupil's current attendance and the effect the absence will have on attendance
- the impact of the absence on the pupil's learning and progress
- if the period of absence falls during; national tests, school assessment periods or the beginning of a new year/term whereby the pupil will miss social integration opportunities.
- if it is an exceptional circumstance

The decision to authorise or unauthorise an absence request does not set a precedent nor does it mean that a future/similar request will receive the same decision. A reply is given

within 10 working days (Appendix 9). Leave of absence taken without a request or before a decision has been communicated, will be marked as unauthorised and incur a fixed penalty notice. Regulations do not allow schools to give retrospective approval for leave taken. Schools cannot authorise absences, unless they are in **exceptional circumstances**. Cost, employment, extended family illnesses, extended family gatherings or extended visit to the parent/carers home country **are not** deemed as exceptional circumstances.

Where a leave of absence is granted, the school should determine the number of days the pupil can be away from school. Schools are not obliged to provide work for the pupil during term time absence. Absence which may be authorised, in cases where the school is notified in advance may include:

- days for a religious observance **but will not exceed 2 days in any school year**
- external examinations e.g. musical instrument, dance
- visiting another school

If an absence is not authorised, parents/carers can be fined for taking a pupil out of school without permission. A penalty notice may be served. A Penalty Notice is a fixed fine issued by the Swindon Borough Council at the schools request. Since the 1st September 2013, the fine is £60 if paid within 21 days, or £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.

All circumstances where a Penalty Notice may be issued:

- Absence from school when the pupil has been taken on holiday in term time and the absence has not been authorised by the school.
- Unauthorised absences or persistent unauthorised absence.
- During the early stages of casework whereby a parent continually fails to provide an explanation for a pupil's absence in accordance with the school's procedure and remain at an unacceptable level. This can also include late arrival.
- Notification from the school to the local authority that a pupil has had an unauthorised absence from school and the circumstances of which appear to have been totally avoidable (e.g. too tired, birthday treat, visiting family and friends, shopping)
- If a child is found in a public place during the first five days of a fixed period or permanent exclusion from school without reasonable justification.
- Wiltshire constabulary report following a Truancy watch patrol.

Elective Home Education:

Parents are able to choose to educate a child at home instead of sending them to school . This is a step which should not be taken lightly. It is a major commitment of time, energy and money. It is important to consider the nature of the education parents intend for their child. This includes the curriculum, how will it be provided and how it will allow your child to reach his or her potential. Lainesmead would recommend any parent should visit the Local Authority website to learn more about this process and support available from the Elective Home Education Support Advisor.

If a parent decides to home educate their child and the child is currently at school, the parent must inform the school in writing of their decision to withdraw the child for the purpose of home education.

Parents do not have to gain consent to electively home educate your child. However, if both parents have parental responsibility, both will need to sign the letter confirming the decision to educate your child at home. If your child has an Education, Health and Care Plan (EHCP) and is attending a mainstream school then the same applies.

Parents you are under no legal obligation to agree to such a meeting or to produce specific evidence. If you do not provide any evidence regarding the education you are providing, it may mean that the local authority will be required to take steps to support you to apply for a school place.

If you fail to do so, the local authority may commence the school attendance order (SAO) process in order to ensure your child obtains a school place.

Acknowledgement and Celebration of Good Attendance/Punctuality

Classes with the highest attendance each week in Key stage 1 and Key stage 2 are celebrated in the weekly Celebration Assembly and receive a reward via the 'Classopoly' board.

In Early years, good attenders are chosen at random each week to take the 'Always there bear' home for the weekend.

Pupils who achieve 100% attendance/punctuality every autumn/spring/summer receive a certificate and a reward (as agreed by the school council).

Pupils who achieve 100% for the whole school year receive a certificate and a special 100% badge.

Pupils may receive a certificate for improved attendance/punctuality.

Review

This policy should be reviewed regularly by the Headteacher and Governors and reviewed in line with changes in legislation.

APPENDIX 1 Codes for Registers

<u>REG CODES</u>	<u>DESCRIPTION</u>	<u>STATISTICAL MEANING</u>
/	PRESENT (AM)	PRESENT
\	PRESENT (PM)	PRESENT
B	EDUCATED OFF SITE (NOT DUAL REG)	APPROVED EDUCATIONAL ACTIVITY
C	OTHER AUTHORISED CIRCUMSTANCES	AUTHORISED ABSENCE
D	DUAL REG (ATTENDING OTHER SITE)	ATTENDANCE NOT REQUIRED
E	EXCLUDED	AUTHORISED ABSENCE
F	EXTENDED FAMILY HOLIDAY (AGREED)	AUTHORISED ABSENCE
G	FAMILY HOLIDAY	UNAUTHORISED ABSENCE
H	ANNUAL FAMILY HOLIDAY (AGREED)	AUTHORISED ABSENCE
I	ILLNESS (NOT MEDICAL OR DENTIST)	AUTHORISED ABSENCE
J	INTERVIEW	APPROVED EDUCATIONAL ACTIVITY
L	LATE (BEFORE REGISTER CLOSED)	PRESENT
M	MEDICAL/DENTAL	AUTHORISED ABSENCE
N	NO REASON YET PROVIDED FOR ABSENCE	UNAUTHORISED ABSENCE
O	UNAUTHORISED CIRCUMSTANCES	UNAUTHORISED ABSENCE
P	APPROVED SPORTING ACTIVITY	APPROVED EDUCATIONAL ACTIVITY
R	RELIGIOUS OBSERVANCE	AUTHORISED ABSENCE
S	STUDY LEAVE	AUTHORISED ABSENCE
T	TRAVELLER ABSENCE	AUTHORISED ABSENCE
U	LATE (AFTER REGISTERS CLOSED)	UNAUTHORISED ABSENCE
V	EDUCATIONAL VISIT	APPROVED EDUCATIONAL ACTIVITY
W	WORK EXPERIENCE	APPROVED EDUCATIONAL ACTIVITY
#	PLANNED WHOLE OR PARTIAL SCHOOL CLOSURE	ATTENDANCE NOT REQUIRED
Y	UNABLE TO ATTEND DUE TO EXCEPTIONAL CIRCUMSTANCES	ATTENDANCE NOT REQUIRED
X	NON-COMPULSORY SCHOOL AGE ABSENCE	ATTENDANCE NOT REQUIRED
Z	PUPIL NOT ON ROLE	ATTENDANCE NOT REQUIRED
-	ALL SHOULD ATTEND/NO MARK RECORDED	NO MARK
@	DO NOT USE	UNAUTHORISED ABSENCE

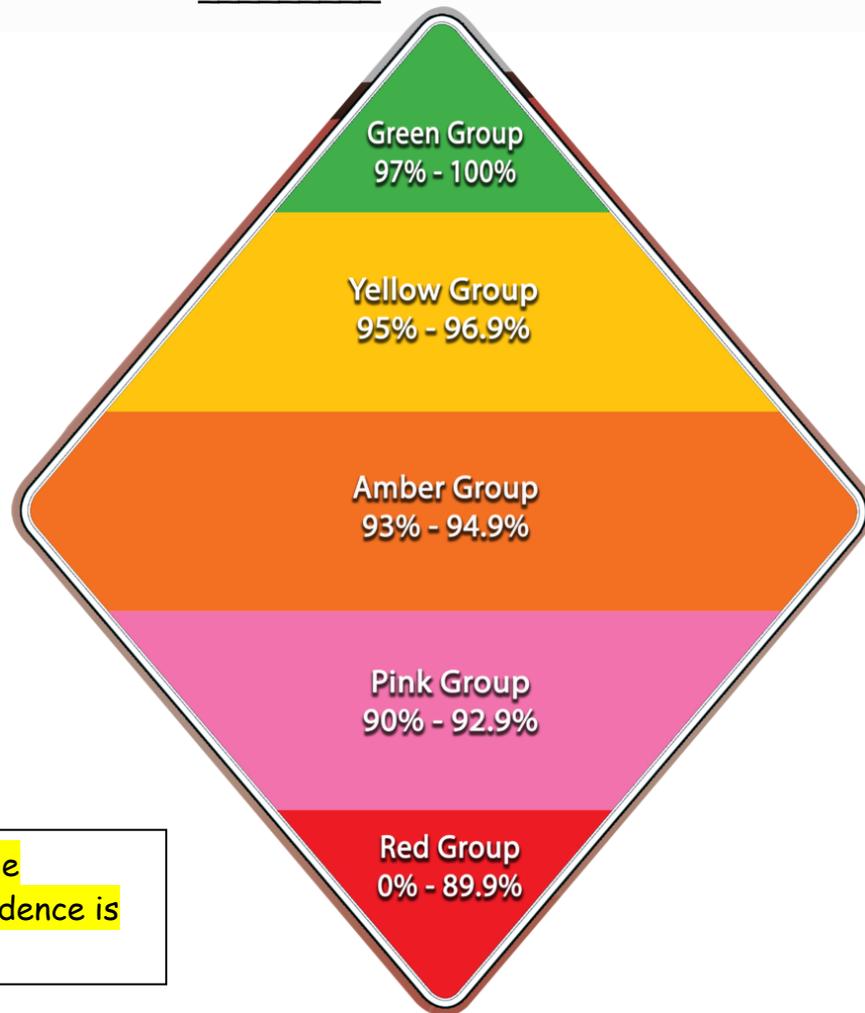


Date:

Parent/Carer of _____

We are informing parents of their child's attendance using the attendance diamond.

Your child's current attendance % is _____



The following are possible outcomes if no viable evidence is provided for absence.

Attendance Groups	
Green	No Risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

APPENDIX 3

Lainesmead Primary School and Nursery
Southview Avenue
Swindon
SN3 1EA



DATE:

Dear parent/carer of

Unexplained absences from school

I am writing to express my concern at [your child's or name's] recent unexplained absence(s) from school (dates)

As per Lainesmead attendance policy, parents should communicate reasons for absence to the school by 8.45am on the morning of each absence as permitting absence from school without good reason is an offence.

Our school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every child.

One of our key aims is to ensure every pupil has access to full-time education to which they are entitled.

I therefore request that you contact the school as a matter of urgency to explain the reason for recent absence or complete and return the slip below.

If you do not provide a valid explanation for absence then the school will mark the absence as unauthorised. School may request additional evidence for this absence and if improvement is not evident, we may refer the matter to Swindon Borough Council's Education Welfare Officer.

Yours sincerely,

Mrs A Chapman
Assistant Headteacher

.....
Please return to the school office within 2 working days.

Reason for Absence

DATE (s)

REASON (s)

Signature of Parent/ Guardian _____ Date _____

APPENDIX 4

Lainesmead Primary School and Nursery
Southview Avenue
Swindon
SN3 1EA



DATE:

Dear Parents/carers of

Late arrival at school

In order for children to gain the greatest benefit from their education, it is vital they attend school, on time, every day. The school monitors pupil attendance very closely to ensure that pupils are able to take full advantage of the education available to them.

Our records show that <<child's name>> has arrived late on *no of occasions*.

The school doors open at 8.35 and the register is taken by **8.45am** and we expect your child to be in class at that time.

Late arriving means pupils can miss vital information, disrupt lessons and may feel embarrassed.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Ensuring your child's regular attendance at school is your legal responsibility.

I will monitor your child's attendance over the next two weeks and may contact you again, inviting you to a school attendance meeting, if there is further absence/ frequent lateness.

Yours sincerely

Mrs T Harris

Education Welfare Officer at Lainesmead Primary /school and Nursery.
Tel 01793 529106 Mon 8.30-3.30pm every other Monday.

EW@lainesmeadprimary.co.uk

APPENDIX 5

Lainesmead Primary School and Nursery
Southview Avenue
Swindon
SN3 1EA



DATE:

Dear Parents/carers of

Attendance concern

In order for children to gain the greatest benefit from their education, it is vital they attend school, on time, every day. The school monitors pupil attendance very closely to ensure that pupils are able to take full advantage of the education available to them.

Our attendance records show that <<child's name>> has a poor school attendance - currently % with no of sessions marked as unauthorised or late.

The government state that good attendance is **95% or above** (see attached sheet)

If <<child's name>> is unable to attend for whatever reason, you must contact the school on each day of absence. If there is a genuine medical reason for the absence, then please provide evidence of this e.g. a doctor's note or a doctor's appointment card. Ensuring your child's regular attendance at school is your legal responsibility and permitting persistent lateness/absence from school without a good reason may result in involvement from the Education Welfare Service.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

I will monitor attendance over the next two weeks and may contact you again if there are any further absences. If you would like to discuss how the school may be able to help you to improve attendance for your child then please do not hesitate to contact me at school.

Yours sincerely

Mrs T Harris

Education Welfare Officer at Lainesmead Primary /school and Nursery.
Tel 01793 529106 Mon 8.30-3.30pm every other Monday.

EW0@lainesmeadprimary.co.uk



DATE:

Dear Parents/carers of

Invite to school meeting regarding attendance

In order for children to gain the greatest benefit from their education, it is vital they attend school, on time, every day. The school monitors pupil attendance very closely to ensure that pupils are able to take full advantage of the education available to them.

Our attendance records show that <<child's name>> has a poor school attendance - currently % with *no of sessions* marked as *unauthorised or late*.

The government state that good attendance is **95% or above** (see attached sheet)

Ensuring your child's regular attendance at school is your legal responsibility

It is evident that you are having difficulties getting your child to school each day.

An appointment has been arranged to discuss your child's attendance further.

DATE

TIME

Failure to attend this appointment without good reason may result in involvement from the Education Welfare Service. **Possible action by the Local authority legal department could be: a case discussion, a warning letter, a fixed penalty notice (fine), a caution, an education supervision order or prosecution.**

Yours sincerely

Mrs T Harris

Education Welfare Officer at Lainesmead Primary /school and Nursery.
Tel 01793 529106 Mon 8.30-3.30pm every other Monday.

EWO@lainesmeadprimary.co.uk

APPENDIX 7

Lainesmead Primary School and Nursery
Southview Avenue
Swindon
SN3 1EA



DATE:

Dear parents/carers of

Referral to Education Welfare.

The school monitors pupil attendance very closely to ensure that pupils are able to take full advantage of the education available to them.

Our attendance records show that <<*child's name*>> has a poor school attendance - currently % with *no of sessions* marked as **unauthorised/ late**.

The government state that good attendance is **95% or above** (see attached sheet)

Ensuring your child's regular attendance at school is your legal responsibility and permitting persistent **lateness/absence** from school without a good reason will now result in involvement from Swindon Borough Council Education Welfare Service.

Possible action by the Local authority legal department could be: a case discussion, a warning letter, a fixed penalty notice (fine), a caution, an education supervision order or prosecution.

Yours sincerely

Mrs T Harris

Education Welfare Officer at Lainesmead Primary /school and Nursery.
Tel 01793 529106 Mon 8.30-3.30pm every other Monday.

EWO@lainesmeadprimary.co.uk



Requests for Absence During Term Time

Parents **do not** have the legal right to remove their child from school during term time unless the pupil is genuinely ill or the parent has received permission in advance of the absence. Lainesmead will **NOT** authorise holidays in term time. There are 175 days non-school days in a year when holidays can be taken. Requests for pupil leave of absence during term time should be made

in advance and before any arrangements confirmed or money committed.

All requests need to include the following for safeguarding reasons:

- evidence to support the need for the pupil to be absent from school
- contact details of the parent/carer during the period of absence, including email and tel contact
- the location of the pupil during the period of absence
- the expected return date

Before deciding whether to authorise the requested leave of absence, the Headteacher (or the member of staff that the task is delegated to) will consider the circumstances of each case individually at the time of the request and relevant background context. School will take the following into consideration:

- the pupil's annual attendance and the effect the absence will have on attendance
- the impact of the absence on the pupil's learning and progress
- if the period of absence falls during; national tests, school assessment periods or the beginning of a new year/term whereby the pupil will miss social integration opportunities.
- if it is an exceptional circumstance

The decision does not set a precedent nor does it mean that a future/similar request will receive the same decision. A reply is given within 10 working days (Appendix 8). Leave of absence taken before the 10 working days outcome may be marked as unauthorised. Regulations do not allow schools to give retrospective approval for leave taken

Schools cannot authorise absences, including holidays in term time, unless they are in **exceptional circumstances**. Cost, employment, extended family illnesses and extended family gatherings **are not** deemed as exceptional circumstances.

Where a leave of absence is granted, the school should determine the number of days the pupil can be away from school. Schools are not obliged to provide work for the pupil during term time absence.

If an absence is not authorised, parents/carers can be fined for taking a pupil out of school without permission. A penalty notice may be served. A Penalty Notice is a fixed fine issued by the Swindon Borough Council at the schools request. Since the 1st September 2013, the fine is £60 if paid within 21 days, or £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.

Circumstances where a Penalty Notice may be issued when:

- absence from school when the pupil has been taken on holiday in term time and the absence has not been authorised by the school.
- in the early stages of casework whereby a parent continually fails to provide an explanation for a pupil's absence in accordance with the school's procedure and remain at an unacceptable level. This can also include late arrival after registration has closed.
- Notification from the school to the local authority that a pupil has had an unauthorised absence from school and the circumstances of which appear to have been totally avoidable (e.g. too tired, birthday treat, visiting family and friends, shopping)
- If a child is found in a public place during the first five days of a fixed period or permanent exclusion from school without reasonable justification.
- Wiltshire constabulary report following a Truancy watch patrol.

Parent/Carer Section (please complete one form for each child)

Surname of child		First name	
Date of birth		Class	
Surname of parent / carer		First name	
Location of pupil during absence period		Contact Tel number during period of absence	
Email address during period of absence			
About the request for your child's leave of absence	Reason for taking absence during term time		
	Supporting evidence details (flight details, booking confirmation,		
Length of absence (school days)		From (date)	To (date)
Signed	I have read the attached section regarding absence in term time. _____		Date

I understand that if this request is unauthorised and/or deemed unexceptional a Penalty Notice may be issued to each parent for each child, by Swindon Borough Council Education Welfare Service. Failure to pay the penalty notice could result in prosecution through the courts.

What if I have to self –isolate after travelling abroad?

If the visited country has a self-isolation on return expectation prior to departure then the self- isolation period on return will also be marked as unauthorised.

If the Foreign and Commonwealth Office impose self-isolation for the visited country after the departure date, the self- isolation period will be marked as authorised.

Appendix 9

Lainesmead Primary School and Nursery
Southview Avenue
Swindon
SN3 1EA



Lainesmead response to an absence request.

Child's name:

Length of requested absence	
Reason for absence	
Current attendance rate	
Authorised absence	
Unauthorised absence	
Attendance rate following requested absence	
Exceptional circumstances	YES / NO
Authorised	YES / NO
Reason/comment	
Notification a penalty notice may be served by Swindon Borough Council.	YES / NO
Notification letter that pupil may be removed from school register.	YES / NO

This absence will be marked as **authorised / unauthorised** if taken.

Signed _____

Date _____

Please note if this request is unauthorised and/or deemed unexceptional a Penalty Notice may be issued to each parent for each child, by Swindon Borough Council Education Welfare Service. Failure to pay the penalty notice could result in prosecution through the courts.

Table showing estimated cumulative absent sessions for persistent absence (10%) term on term

Terms	10% in sessions Am= 1 Pm=1	10% in days absent
Term 1	7 or more sessions	3 school days
Terms 1-2	14 or more sessions	7 school days
Terms 1-3	20 or more sessions	10 school days
Terms 1-4	25 or more sessions	12 school days
Terms 1-5	31 or more sessions	15 school days
Terms 1-6	38 or more sessions	19 school days