

ATTENDANCE AND PUNCTUALITY POLICY

Date: June 2016
Review Date: Autumn 2017

INTRODUCTION

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how we will achieve this together.

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSEs at grades A* to C including English and Maths. However, 73% of pupils who attend 95% of school achieve this level. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

The Government expects schools and Local Authorities to:

- Reduce absence, including persistent absence
- Ensure that every pupil has access to full-time education, to which they are entitled
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age to be punctual and to attend school regularly

PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of school staff.

To help everyone to focus on this, we will:

- Give you details on attendance in our newsletters
- Report to you twice yearly on how your child is performing in school and for children with low attendance we will share their attendance and punctuality rate and how this relates to their attainments
- Celebrate good attendance by displaying **class** achievements
- Reward good or improving attendance through class competitions and certificates
- Hold 'I'm on time weeks.' Every child who is on time and registered each day receives a sticker

- Award children termly certificates for good and outstanding attendance. 100% is Outstanding, 99.9% to 98% is Excellent and 98% to 96% is Good.
- At the end of the year, children are presented with gold badges for 100% attendance.
- The school will monitor all attendance below 90% regularly. Families with low attendance will be informed by a reminder letter (see Appendix 1). A reminder letter will be sent if after November 30th the attendance is below 90%. A reminder letter will also be sent out if the school has serious concerns in the first term regarding a child's attendance.
- If attendance does not improve, families will be invited into school by letter (see Appendix 2) to discuss strategies to improve attendance. A CAF referral may be required and the EWO may also be involved.
- Persistent absentees will be placed on First Response* and future absences will only be authorised with medical verification (see Appendix 3 and 4)
- Attendance is reported in the child's report for the end of year. (100% to 98% is judged as Excellent, 98% to 96% is judged as Good, 96% to 95% is Satisfactory and below 95% is judged as 'Needs Attention'.)

*First Response is where we will log all absence and all interventions taking place to support the family. This log will be used as evidence to ensure parents are complying with the school and local government policies.

As part of promoting good attendance and punctuality, Harrow Local Authority will use its legal powers to enforce school attendance where it becomes problematic, including powers to prosecute parents who fail to comply with the School Attendance Order (Section 43 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 44 of the Education Act 1996).

THE LAW RELATING TO ATTENDANCE

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

- to age, ability and aptitude and
- to any special educational needs he/she may have

Either by regular attendance at school or otherwise.

THE LAW RELATING TO SAFEGUARDING

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

UNDERSTANDING TYPES OF ABSENCE

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Proof of appointments is required for all absence, i.e. appointment letter/card or prescription. If proof is not provided within a specified time it will be marked as an unauthorised absence.

If your child is absent due to illness for 5 consecutive days or more medical proof is required.

If your child is unwell for 3 or more consecutive days immediately before or after a school holiday medical proof will be required.

Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given. This type of absence can lead to Harrow Council using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time
- Parent/carers or sibling appointments/illness.

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. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

PERSISTENT ABSENTEEISM (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, use of circle time, individual incentive programmes and participation in group activities around raising attendance. All PA cases are also automatically made known to the Harrow Attendance Officer.

EXCLUSIONS

If a child is behaving in a way likely to lead to exclusion the school will seek the support and guidance of the Education Welfare Officer (EWO) in an attempt to avoid an exclusion. If a child is to be excluded the EWO will be informed.

ABSENCE PROCEDURE

If your child is absent you must:

- Contact us before 9.30am on the first day of absence and every day of absence thereafter. Please call 0208 427 7222 option 1 and leave a clear and detailed message.
- Or, you can come into school and explain to the staff in the foyer why your child is absent.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you; the message received is inaudible; or is lacking information
- Invite you in to discuss the situation with our Attendance Officer, Learning Mentors, Headteacher or Assistant Headteacher if absences persist
- Refer the matter to the Harrow's School Attendance Officer if attendance moves below 85%.

TELEPHONE NUMBERS

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. To help us to help you and your child, please make sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

HARROW SCHOOL ATTENDANCE OFFICER (SAO)

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the SAO. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices (see Appendix 5) or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from Harrow Attendance Officer and Welfare at Harrow Civic Centre.

Alternatively, parents or children may wish to contact the SAO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting Harrow Civic Centre.

LATENESS

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts at **8.50am** for all children, we expect your child to be in class at that time. Registers are marked by **9.00am** and your child will receive a late mark if they are not in by that time. At **9.30am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Headteacher and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

REQUEST FOR LEAVE DURING TERM TIME

Parents are strongly urged to avoid taking leave during term time. Parents do not have the right to take their child out of school. **No requests for holidays will be authorised during term time.** Headteachers may NOT grant any leave of absence during term time unless there are exceptional circumstances. In cases of exceptional circumstances the Headteacher can authorise up to 5 days absence from school.

All such cases should be applied for via the schools 'Request for Leave of Absence' form (see Appendix 6) and addressed to the Headteacher. A decision will be made solely at the discretion of the Headteacher and leave may or may not be granted depending on the circumstances. Parents will be informed of this decision in writing. (see Appendix 7 for an example of a letter for which leave has not been authorised and which could lead to a Penalty Notice or Court Prosecution).

In considering whether or not to authorise leave, the School will reflect on each case individually, taking into account a child's overall attendance and the reason for the leave. Parents should request leave of absence in advance, and all requests should be submitted at least two weeks before the first day of intended absence using the school proforma.

Exceptional circumstances will be considered on an individual basis at the discretion of the Headteacher under 'The 2006 DFE Guidance to School on 'Keeping Pupil Registers' which states that schools have discretion to grant leave of absence if they believe that the circumstances warrant it in cases such as:

- For service personnel and other employees who are prevented from taking leave outside of term time and if the leave will have minimal disruption to the pupils education; and
- When a family needs to spend time together to support each other during or after a crisis.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

LEGAL ENFORCEMENT BY HARROW LOCAL AUTHORITY

As part of promoting good attendance and punctuality, Harrow Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

In addition, the Local Authority will impose Penalty Notices as an alternative to prosecuting the parents for unauthorised absence and may also be issued where parents allow their children to be present in a public place during school hours without reasonable justification.

The Education (Penalty Notices) Regulations 2007 sets out the details of how the Penalty Notice scheme must operate. Harrow Code of Conduct for issuing penalty notices will be made available for schools, parents/carers and other interested parties.

Harrow Council will also be conducting Pre Court Panel meetings in accordance with the Police and Criminal Evidence (PACE) Act 1984. The Local Authority will hold Pre Court Panels for cases where there is persistent absenteeism/lateness and despite other interventions, issues are still continuing and it is necessary to pursue formal legal action.

The Harrow Attendance Guidance and Resources provides a clear outline of the process for escalating cases for legal action, which is called Attendance Intervention Model (AIM). This is available on the school website.

THE EDUCATION (PENALTY NOTICES) (ENGLAND) REGULATIONS 2007

Amendments to 2007 regulations will reduce the timescales for paying a Penalty Notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance Penalty Notices into line with other types of Penalty Notices and allows local authorities to act faster on prosecutions.

Harrow Code of Conduct for issuing Penalty Notices will be made available for schools, parents, carers and other interested parties. The Local Authority will impose Penalty Notices as an alternative to prosecuting the parents for unauthorised absence and may also be issued where parents allow their children to be present in a public place during school hours without reasonable justification.

SUMMARY

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible, and that every child's welfare and life opportunities are promoted.

Vaughan Primary School believes that Safeguarding Young People is everyone's responsibility and should be reflected in every aspect of our work with children and young people. It is the duty of every member of staff, volunteer and student to safeguard children and young people.

OUR STATEMENT OF INTENT TO SAFEGUARD CHILDREN AND YOUNG PEOPLE

The safety, health and welfare of every child at Vaughan Primary School remains our priority at all times regardless of age, culture, religion, gender, sexuality or disability. They will be treated with dignity and respect. They will also be supported to challenge behaviour characterised by discriminatory practice, bullying, intimidation and all forms of abuse.

We will respect the confidentiality of children within clearly defined boundaries which will be explained at the point of referral. Children will be supported to exchange personal information responsibly and in the knowledge that some information will of necessity have to be shared – e.g., if someone may be at risk of harm in any way, shape or form, or in the event that criminal activity or intention to commit crime is suspected.

We recognise the need to work in partnership with other agencies (including appropriate information sharing) and the existence of the Common Assessment Framework may need to be completed or contributed to.

SUPPORTING PARENTS AND FAMILIES

The school will work in partnership with families providing advice and support for all families where there may be concerns regarding attendance or punctuality. Where there are real issues and pressures on families, we will help families by signposting to support services at Harrow Council.

The attendance target for the academic year 2016 to 2017 is 96.5%



VAUGHAN PRIMARY SCHOOL

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Headteacher: Mr Andrew Griffin

Chair of Governors: Ms Pippa Lee



committed to
inclusive staff
development



HEALTHY SCHOOLS
LONDON



25th June 2016

Dear Parents

ATTENDANCE: PENALTY NOTICE/COURT PROSECUTION GUIDELINES **COMMENCING: SEPTEMBER 2016**

After careful monitoring of absence across the school, the Senior Leadership Team and Governing Body have decided that as of September 2016, Vaughan Primary School will be following the recommended procedures set out by Harrow Local Authority in regards to the issuing of Penalty Notices and Court Prosecution where pupils' attendance is causing concern.

This is not a decision that has been taken lightly but it was felt necessary to bring our Attendance Policy in line with other schools in Harrow.

Illness in the week before or after a school holiday

Due to the high number of reported 3-5 days 'illness' in the week immediately before or after a school holiday we will now require medical proof – i.e. prescription or appointment card/letter. This must be produced as evidence to the school to authorise the absence.

NB: If proof of illness is not provided to the school within a specified time period it will be reviewed by the Headteacher. In most cases it will be marked as unauthorised absence, and a Penalty Notice referral may be made.

Leave requests in term time

ALL leave within term time **must** be requested at least 2 weeks in advance. (Request for Leave forms are available from the school office, the school website and the Parents Room on Fronter).

Each request will be reviewed by the Headteacher, only in exceptional circumstances leave may be authorised – please see our Attendance Policy for more details, which can be found on the school website. If leave is unauthorised and the parent/carer still remove their child/ren from school for a period of 5 or more consecutive days a Penalty Notice will be issued.

If pupils are travelling abroad the following documents are required:-

- Flight/travel confirmation inbound and outbound
- Proof of reason for travel – i.e. wedding invitation, medical appointments etc.

NB: If a pupil does not return to school on the date specified by the parent/carer, and the school receives no reason for the absence, the process to have the pupil's place at school removed will be started.

Circumstances for issuing a Penalty Notice

A Penalty Notice can only be issued in cases of unauthorised absence and in respect of a child who is a registered pupil at a school. Only one penalty notice can be issued per child in any one academic year. Further attendance concerns should trigger the formal prosecution process. In cases where there is more than one poorly-attending pupil in a family, multiple notices may be issued.

The issuing of Penalty Notices may be appropriate in the following circumstances:

- Absence from school
- At least 20 sessions (10 school days) lost to unauthorised absence within a period of no more than 12 weeks.
- A leave of absence of at least 10 consecutive sessions (5 school days) not approved by Headteacher as exceptional.
- Lateness. In cases where a child persistently arrives at school after the register has closed (ten unauthorised late marks) within a period of no more than 12 weeks.
- Following a Truancy Patrol. Penalty Notices will not be issued during a truancy patrol but enquiries will be undertaken with the school of any pupil stopped. In cases where the school has recorded an unauthorised absence and where the pupil has been stopped on a previous truancy patrol within the past twelve months, a Penalty Notice may be issued.
- Where the London Borough of Harrow Early Intervention Service believes that a Penalty Notice is the most appropriate way to deal with non-school attendance.

In the early stages of the Attendance Intervention Model (AIM), the Harrow Early Intervention Service may be of the opinion that the issuing of a Penalty Notice is appropriate: for example where a parent continually fails to provide an explanation for a pupil's absence. In such cases it will be recommended that the school issues a Penalty Warning letter in the first instance.

We have included for your information a copy of our Attendance Policy and a leaflet on Penalty Notices. Our Attendance Policy can also be found on the school website in the 'Our School' section.

We welcome your support in this matter.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

**Re: [CHILD NAME] – [CLASS]
Attendance REMINDER LETTER –**

I am writing to you to raise my concerns with [CHILD NAME]'s attendance. [CHILD NAME]'s current attendance figure is ____% which is below expected levels of school attendance.

Whilst the school has accommodated the reasons for absence since September, as you can appreciate [CHILD NAME]'s attendance is now becoming cause for concern. Highlighting the importance of an excellent attendance record is something school sees as very important. I believe that by working together we can improve the attendance.

By law, all children of compulsory school age should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have a primary legal responsibility for ensuring that their child attends regularly.

Please inform the school of the reasons for any absences not yet provided. [DELETE IF NOT APPLICABLE]

It is vital that you contact the school on the first day of absence and keep us updated if any absence is to continue for more than one day.

Please do contact me if you would like to discuss this further or if the school can do anything to support you with a plan for improvement.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

**Re: [CHILD NAME] – [CLASS]
First ATTENDANCE WARNING LETTER**

I notice that despite my letter dated [DATE OF FIRST LETTER], [CHILD NAME]'s attendance continues to be of concern.

[CHILD NAME]'s attendance is currently ____%.

Non-attendance at school for any reason is an important issue and something we take very seriously. I would like to invite you into school to discuss the current situation on [DATE/TIME OF MEETING].

Regular school attendance is the responsibility of parents/carers. There is a risk that if [CHILD NAME]'s attendance remains at the current level a referral may be made by the school to Harrow's Early Intervention Service (EIS) who may need to start legal proceedings.

I hope that we see [CHILD NAME]'s attendance improve dramatically. Please return the slip below to confirm you will be attending the meeting. If you are unable to attend but would like to re-arrange for an alternative date/time, please contact Mrs Scott in the school office.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

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Slip to be returned to Mrs Scott – school office by [return date]

VAUGHAN PRIMARY SCHOOL

**Re: [CHILD NAME] – [CLASS]
First ATTENDANCE WARNING LETTER**

Name of child: Class:

I/We **will** be attending the meeting regarding my child's attendance on [date and time for meeting].

I/We **will not** be attending the meeting regarding my child's attendance on [date and time for meeting].

Signature of Parent/Guardian:..... Date:

**Re: [CHILD NAME] – [CLASS]
SECOND ATTENDANCE WARNING LETTER**

I am writing to now formally express concern over the irregular attendance of your child, [CHILD NAME].

A record of his/her attendance accompanies this letter.

Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is my duty to give you warning that if further unauthorised absences are recorded, Harrow Local Authority may initiate prosecution proceedings against you.

Conviction of an offence in a magistrates court under section 444 (1) may result in a fine of up to £1,000 and under section 444(1A) may result in a fine of up to £2,500 or imprisonment.

I trust that this notification will ensure that any attendance and punctuality issues are rectified without delay.

Please contact me with any queries regarding this letter.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

**Re: [CHILD NAME] – [CLASS]
THIRD ATTENDANCE WARNING LETTER**

Despite my previous formal warning dated [DATE OF LAST LETTER], your child, [CHILD NAME], is still not attending regularly and further unauthorised absences have been recorded.

A record of his/her attendance accompanies this letter.

Medical certification is now required if illness is the reason for future absences.

I must warn you that Harrow Local Authority will initiate legal proceedings against you if there is no improvement in your child's attendance and punctuality. This will involve a Pre Court Panel Meeting held at the Civic Centre where you will be formally cautioned.

If the case progresses to magistrates court, conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2,500 or imprisonment.

There will be no further notification should school need to escalate this matter for the Local Authority's attention.

Please contact me with any queries regarding this letter.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

Re: [CHILD NAME] – [CLASS]
NOTICE OF INTENTION TO REQUEST ISSUING OF A PENALTY NOTICE

I am writing to advise you that [CHILD NAME]'s attendance remains unsatisfactory.

Currently [CHILD NAME]'s attendance stands at ___%, out of a possible ___ sessions (___%), which includes ___ unauthorised sessions. There are also ___ occasions when he/she arrived late after registration.

Section 444(1) of the Education Act 1996 states, "..if a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his parent is guilty of an offence". Section 444A of the Education Act empowers the Local Authority to issue a Penalty Notice where it has reason to believe that an offence under section 444(1) has been committed.

The fine is £60 if paid within 21 days, increasing to £120 if paid within 28 days.

Payment of the notice will discharge your liability for the non-attendance of [CHILD NAME], for this period.

Non-payment will lead to a court hearing for the original unauthorised absences.

This letter is a FORMAL WARNING that you are at risk of receiving a Penalty Notice because of your child's unauthorised absence at school.

Further unauthorised absence within the following 15 day monitoring period will result in Harrow Local Authority issuing you with a Penalty Notice.

A leaflet accompanies this letter providing further information.

Yours sincerely

Mr Andrew Griffin
Headteacher

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REQUEST FOR LEAVE FROM SCHOOL

From September 2013 amendments to The Education (Pupil Registration) (England) Regulations 2006 removes reference to family holidays and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. We understand that there may be **exceptional** circumstances which may necessitate a longer absence for an agreed period, but this is also discretionary.

If you wish to take your child away during term time, please make your request to the Headteacher by completing the form overleaf **in advance** so that this can be considered and an appointment will be arranged by the school office.

Leave taken without permission will be recorded as unauthorised.

In order to ensure we meet our legal responsibilities, we must make every effort to make it clear to parents and carers that children must attend school on a regular basis. Any time away from school can have a significant impact on educational attainment. Any activity, holiday or event should be arranged during the 13 weeks of school closure (the school holidays). If leave of absence without permission is taken during term-time parent/carers could receive a Penalty Notice from the Local Authority for taking a child out of school without the school's permission. From 1st September 2013 Penalty Notices cost £60 per child per parent, if paid within 21 days, increasing to £120 per child per parent, if paid between 22 and 28 days.

The Headteacher will require documentation to support any request for leave. This will include:

- Contact details of someone remaining in the UK
- Contact details when abroad or away
- Flight details including booking date
- Proof of event eg wedding
- Proof of reason eg illness – medical certificate
- Other documentation

In making his decision Mr Griffin will take into consideration government guidelines and the following points:

1. The child's previous attendance history.
2. The age of the child.
3. The child's stage of education.
4. Whether other leave has been requested
5. The time of year - The Headteacher will not authorise leave during Year 2 and Year 6 SATS, and optional SATS for other year groups
6. The nature of the trip (exceptional circumstances).

Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Where the parents keep a child away for longer than agreed, the extra time will also be marked as unauthorised and the Local Authority will be contacted.

Our school will therefore no longer be able to authorise absence from learning (Leave Requests) during term time unless there are exceptional circumstances. Permission for leave from school must be requested using the Leave Form available from the office (as shown on the reverse of this letter).

VAUGHAN PRIMARY SCHOOL

REQUEST FOR LEAVE FORM 2016/17
(one form per child)

I/We request permission for my child to be absent from school.

Name of Child:			
Class:			
Dates of Absence	From :		To :
Reasons for Absence:			
<i>(Parents must make an appointment with the Headteacher to seek permission for a child's absence, prior to making travel arrangements.)</i>			
Parent's Name:			
Signature of Parent:			
Date requested:			

For office use only	
<input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised	
Comments:	
Headteacher's signature:	
Date:	
Seen by Headteacher:	
Refer to EWO: (Education Welfare Officer)	
Periods of extended leave in the past 4 years:	

Child's Attendance Record:

Year:				
Attendance:				

Appendix 7
Holiday absence letter – Penalty Notice warning

Re: [CHILD NAME] – [CLASS]
NOTICE OF INTENTION TO REQUEST ISSUING OF A PENALTY NOTICE

Thank you for your recent request for leave of absence dated [DATE OF LEAVE LETTER], starting on dated [LEAVE OF ABSENCE DATES], for ___ days during term time, due to [REASON].

Please provide a copy of your reservation details/travel documents for our records and evidence of travel dates.

I am writing to advise that I am unfortunately unable to grant this leave of absence. Following guidance from the Department of Education, I am only able to authorise leave in exceptional circumstances.

I have noted [LEAVE OF ABSENCE DATES], as the dates of absence. Should this absence go ahead/as the absence has gone ahead [DELETE AS APPLICABLE], it is categorised as unauthorised which is likely to result in Harrow Local Authority issuing a Penalty Notice. Section 444A of the Education Act empowers the Local Authority to issue a Penalty Notice where it has reason to believe that an offence under section 444(1) has been committed.

The fine is £60 if paid within 21 days, increasing to £120 if paid within 28 days.

Payment of the notice will discharge your liability for the non-attendance of your child(ren) for this period. Non-payment will lead to a court hearing for the unauthorised absences.

I expect to see [CHILD NAME] back in school on [RETURN DATE]. Failure to return to school on this expected date will result in further communication which may lead to [CHILD NAME] being taken off school roll.

A leaflet accompanies this letter providing further information on Penalty Notices.

Please contact me with any queries.

Yours sincerely

MR ANDREW GRIFFIN
Headteacher

Enc