



Attendance Policy for Phoenix Infant and Nursery

Date of policy: January 2025 Review Date: January 2027

1. Policy Statement

Purpose of the Policy

At Phoenix Infant and Nursery, we fully believe that a pupil's attendance at school every day is of vital importance to ensure they secure a good education and to take advantage of the learning, skills, and ongoing knowledge that is carefully planned for each individual child. Our curriculum and ethos are centred around the principle of "Where Learning is Loved", underscoring the necessity for children to be present in order to access the full range of educational opportunities we provide.

Regular attendance is directly linked to educational attainment. Research consistently shows that students who attend school regularly perform better academically when compared to their peers with irregular attendance. Irregular attendance can lead to significant disadvantages, impeding a child's potential to thrive not just in their studies but throughout their educational journey. Thus, we incorporated an attendance policy to foster a culture that celebrates good attendance, ensuring that every child has the opportunity to maximise their educational experience and achieve their full potential. Ultimately, we believe that every child deserves the chance to flourish in a supportive and consistent learning environment.

School's Commitment

Phoenix Infant and Nursery is committed to promoting excellent attendance among its pupils. Our overarching aim is to create an environment in which attendance is prioritised. We are dedicated to providing all necessary resources and support to achieve this goal. Strategies to maintain and improve upon current attendance levels include regular communications with parents and carers regarding the importance of attendance, the implementation of incentives for good attendance, and timely interventions for those requiring additional support.

This is the Government's information about how children must attend school as outlined in the document:

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

We have this policy to:

- Support children and their parents/carers to be at school every day and on time.
- Make sure all children can access school.
- Ensure that parents/carers are aware of the laws concerning attendance.

At our school, we know that attendance is important, and we will do all we can to support parents/carers to ensure their children attend school regularly and punctually.

2. Legal Framework

Statutory Obligations

Under the Education Act 1996, it is a statutory requirement for parents to ensure regular attendance of their registered children at school. This obligation is crucial not only for the child's education but also for their social and emotional development. In line with this legislation, the Department for Education (DfE) has set forth regulations and guidelines which govern school attendance. Schools are mandated to monitor, record, and report on attendance levels.

School Attendance Legislation

Various laws and guidelines impact school attendance monitoring and enforcement. This includes the Education (Pupil Registration) (England) Regulations 2006, which stipulates that a school must maintain accurate registers, and provides the framework for attendance codes. Schools are required to actively monitor attendance, follow up on unexplained absences, and take appropriate measures to address issues relating to attendance. This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

The law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

AUTHORISED ABSENCE

Illness

If your child has sickness or diarrhoea, they can return after they have not been sick or had diarrhoea for 48 hours. Children with mild coughs, colds, sore throats, sneezes and runny noses can come to school if they are well enough. This is a good website that the NHS and Government has made which tells you if your child is well enough to go to school or not: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-keep-child-at-home/).

Children should come to school unless they are too unwell to do basic things. We will ring you if they need to go home.

As a school we have the right to consider whether to accept the parent/carers position with regards to medical absence. If the school has concerns that the illness may not be genuine or warrant the amount of absence accruing, the school may ask for additional evidence such as an appointment card or medical certificate. This will only happen when there are significant concerns. It is not the responsibility of the school to gather medical evidence from a GP or other medical professionals on behalf of a parent whose child is missing from school.

Medical appointments

Pupils should not be taken out of school during school hours to attend non-urgent medical appointments such as dentist check-ups or optician appointments. Should your child need to attend a medical appointment which cannot be made outside school hours e.g., paediatrician appointment at the hospital, such requests should be made via the school office.

Medical Needs and Special Education Needs and Disabilities (SEND)

If a child cannot go to school because they are physically or mentally unwell, we will offer support to try and make it possible for the child to attend. The support starts with what is available for all children and goes up in levels if children's needs get more complicated.

If a child has an EHCP (Education, Health and Care Plan), we will work closely with the child's SEN Caseworker to support them with coming to school.

We can make changes to our policies and the way we do things in school to help meet the needs of pupils who find it hard to attend school, under section 20 of the Equality Act 2010 (where a pupil has a disability). We will do this together with parents/carers.

General Non-Attendance

This is different to being absent due to illness or other authorised reasons, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child does not attend school regularly, the school will work with you to find out why it is happening, and how school can help. If your child continues to be absent without authorisation from the school, then we may send your details to the Local Authority to consider a penalty notice or a prosecution. A pupil would need to be absent for 10 sessions (a morning or afternoon mark in the register is one session) over a period of 10 or more school weeks. Before school refer to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting where we discuss the barriers to attendance and try to break them down. If you do not join in with the support from school, we may choose to set targets for your child's attendance instead. We do this together with the Local

Authority. This is called a Notice to Improve and is a last try at improving attendance before fines or a prosecution is asked for.

Absence for specific circumstances

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk). These circumstances are:

- Taking part in a regulated performance (LA license required)
- A temporary, time-limited part-time timetable
- Exceptional circumstances

We define 'exceptional circumstances' as sudden injury, serious illness or death of a close relative, for a child to attend the day of a wedding of their parent(s) or for a close family member (close family member is an immediate relative, such as a grandparent, sibling, aunty or uncle) or religious observance- where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.

However, we will expect the parent to make suitable arrangements for their child to attend school as soon as possible. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, 4 weeks before the absence and in accordance **APPLICATION BY PARENT/CARER FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL – appendix 4 (copy can be obtained from the school office)**

APPROVED EDUCATIONAL ACTIVITY

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance daily before entering the appropriate code in the register.

*****A leave of absence will not be granted for the purposes of a family holiday*****

UNAUTHORISED ABSENCE

Unauthorised absence

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

In either of these situations, you could face a legal sanction.

Headteachers are not permitted to agree a leave of absence during term-time unless there are exceptional circumstances.

If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and their request must be agreed by the headteacher. Failure to do this could result in a fine or prosecution.

Parents can be fined, by the local authority where their child attends school, if their child is absent from school without authorisation for five days or ten sessions over a ten-week period. This can include a mixture of holiday absence, lateness and other unauthorised absences.

The local authority (or other authorised officer) retains the discretion to issue a penalty notice before the threshold where they believe this would be appropriate.

The school will not authorise absence in the following cases:

- Holiday leave in term time
- Child not attending because the parent/carer is ill and cannot get the child to school
- Child not attending because the sibling is ill
- The pupil is absent for his or her birthday
- Oversleeping
- The child is absent for a medical appointment that doesn't relate directly to the child (e.g. relates to a sibling or the parent/carer)
- No explanation has been given by the parent
- The Headteacher is not satisfied with the explanation

No reason for absence or an unacceptable reason given

Where no reason for absence has been notified and we have been unable to contact a parent/carer to authorise a child's absence and have not received this information on the child's return to school, such absence will be treated as unauthorised.

Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the Local Authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (5 consecutive days or 10 sessions unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second Penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead for example prosecution or another legal intervention. If prosecuted, please be aware this will show on your DBS record.

MEETINGS WITH PARENTS

Where there is an emerging pattern to a pupil's absence over a 3-to-4-week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences.

The purpose of these meetings is to:

- Make parents aware of their child's attendance and/or punctuality.
- Ensure parents are aware that a referral to Early Help Support may be necessary if there are a significant number of unauthorised absences.
- Discuss reasons for absence.
- Look at additional support that may be available, e.g. Family Support, School Nurse.
- Look at strategies for promoting good attendance, e.g. reward charts.
- Raise awareness of the impact of good attendance on pupil outcomes.
- Ensure that parents understand the impact and possible consequences of further absence.
- Put a plan in place with the parents and pupils to resolve and difficulties and improve the attendance with a specified time limit – usually no more than 6 weeks.
- Ensure parents and Carers understand that future absences will be unauthorised unless there is clear evidence of a good reason for them including medical authorisation.
- Make it clear that any child with an attendance figure of 90% or below will not have any absences authorised there on in.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far, opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Punctuality

We recognise that persistent lateness is:

- Detrimental to the child's education
- Administratively disruptive
- Poor preparation for future schooling and adult life

Morning school starts at 8.50am. Pupils who arrive after the register has been taken should report to the school office to be signed in. If children arrive after 8.50am they will be marked as late by the office staff and the minutes late will be recorded.

After morning registration has taken place, any child being removed from school by a parent/carer so that they may attend an appointment (medical etc.) must be signed out at the school office. When the child returns into school they must be signed back in at the office. However, if your child does not return to school and is consequently marked as absent in afternoon registration then the appropriate absent code will be entered into the register.

Mid-Session Arrivals/Departures

It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised:

- illness or accident in school resulting in a child going home –
- medical appointments
- unavoidable delays or reasons to leave early.

Pupils present for registration who leave early, or for part of a session, will be collected from the main reception and logged out in the school office for purposes of emergency evacuation. The register itself is not altered.

Pupils not present for registration who return later from an appointment should be noted on the sign in/out log for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence.

HOME VISITS

The Headteacher/ Leadership Team may make home visits if they are concerned about the attendance of a child and have not had any explanation for absence. If undertaking a home visit, staff will attend in twos in line with our safeguarding policy. The school may refer a case of concern to the Early Help Team.

3. Roles and Responsibilities

What Everyone Must Do

The Role of our Families

- To make sure that the child attends school regularly and on time
- To ensure children are collected on time at the end of the day
- Support their children's attendance by keeping requests for absence to a minimum
- Notify Phoenix Infant and Nursery on the first day of absence if their child is ill, by telephoning the school before 9.30 am, or by speaking to the office staff when dropping off siblings, by absence notifying on Seesaw or Tapestry or leaving a message on the school answerphone.
- To provide the school with a minimum of two emergency contact numbers for their child
- To inform the school well in advance of future absences, such as holidays or major family events. Requests for leave of absence / missed learning, should be completed on the school's leave of absence form.
- To take family holidays during the school holidays
- To try to arrange all dental and medical appointments out of school hours
- To work with the school, if absence or lateness becomes a problem
- To co-operate with Early Help if they become involved, in the best interests of the child, ensuring uninterrupted education
- Here is a link to DfE guidance for parents and carers [DfE external document template](#)

The Role of the Class Teacher

- To complete registers in full twice a day on ScholarPack
- To encourage parents to report any absences to the school office
- To promote and celebrate good attendance and punctuality
- To offer and signpost support in response to family or child needs
- To support attendance meetings held by the Attendance Lead (Head Teacher) for parents/Carers of persistent absentees.

The Role of the Headteacher

- To monitor attendance/lateness every week
- To report regularly to the Governing Body
- To feedback regularly to staff
- To make referrals when deemed necessary
- To make families more aware of their responsibilities
- To reward and encourage pupils
- To authorise/unauthorise leave of absence in line with agreed principles

- To refer to the Local Authority when a penalty notice should be issued
- To report 'Missing Children' to the Local Authority. **Children Missing in Education**
If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Lisa Harper and can be contacted via 0115 9539927.

The Role of the Office Staff

- To make enquiries by phone on first of absence (when appropriate) and record this information onto ScholarPack 'daily check'
- To send referrals on request
- To provide print outs and to monitor attendance data
- To process letters/certificates as required
- To refer to the Local Authority when a penalty notice should be issued
- To monitor late starters and refer to Headteacher if persistent or a pattern occurs.

THE ROLE OF ALL STAFF

- Greet families and children each morning with a warm welcome.
- Provide an environment in which pupils feel welcome and valued
- Prioritise building strong relationships with families to make sure pupils have the support in place

- to attend school
- Support parents/carers and pupils with their attendance as much as possible
- Celebrate good and improved attendance

The Role of the Governing Body

- To monitor the school's authorised and unauthorised absences in comparison with local and national figures
- To encourage a positive approach to attendance and punctuality
- To raise awareness of the need for full attendance to achieve high standards for all pupils
- The governors will approve the school attendance target annually.

4. Registration Process

Times for Registration

Registration occurs each school day as follows:

- The school day starts at 8.50am and morning registration is conducted from 9:00 am to 9:15 am.
- Any pupils arriving after 9:15 am will be marked as late.

Procedures for Registration

Attendance is recorded using an electronic register system, which allows for accurate data collection and reporting. All staff are trained in maintaining this system and understand its importance in monitoring attendance.

Late Arrival Procedures

In the event of a late arrival, the process for recording lateness is clearly defined. Pupils must report to the school office upon arrival if they miss the registration period. Sanctions or consequences for repeated lateness may include parental meetings or the introduction of supportive interventions to encourage punctuality.

5. Absence Reporting

Procedure for Reporting Absences

Parents must follow these steps when reporting pupil absences:

1. Contact the school on the first day of absence by 9:30 am.
2. Inform the school daily of the child's absence.
3. Document any requests for future absences through the designated forms.

Authorised vs Unauthorised Absence

An absence is classified as authorised if the school agrees to the reason given for absence, which may include illness or medical appointments. Conversely, an absence is deemed unauthorised if the reason is not

acceptable according to the guidelines set forth in this policy. Consequences for unauthorised absences may involve communication with the local authority or the potential issuance of a penalty notice.

6. Strategies for Promoting Attendance

Incentives and Rewards

At Phoenix Infant and Nursery, we employ a variety of strategies to promote and reward good attendance and punctuality. This includes certificates awarded to children achieving attendance of over 97% each term, as well as recognition at end-of-year celebrations for sustained improvement and perfect attendance.

Interventions for Improving Attendance

Support strategies will be developed for pupils with poor attendance. This may include targeted interventions from teaching staff, as well as engagement with external agencies when necessary to address underlying issues that contribute to attendance challenges.

7. Monitoring and Reporting

Data Collection and Analysis

The school employs systematic methods for collecting and analysing attendance data. Regular analysis helps to identify patterns or trends that may indicate challenges at individual or group levels.

Regular Reviews

Scheduled reviews of attendance patterns and school policies ensure ongoing effectiveness in addressing attendance issues. Familiarity with current attendance data allows the school to identify specific intervention needs.

Reporting to Parents

The school will communicate attendance records and any areas of concern to parents through regular newsletters and individual communications during parents' evenings and at the end of the academic year.

8. Links to Other School Policies

Safeguarding

Attendance is intertwined with safeguarding policies. High attendance levels are vital not only for educational achievement but also for ensuring students' safety and wellbeing while in school.

Behaviour

There is a direct correlation between attendance and the school's behaviour policy. Regular attendance supports positive behaviour and ultimately fosters better academic and personal outcomes.

Special Educational Needs

Special considerations are made for attendance issues related to pupils with Special Educational Needs (SEN). These considerations ensure that potential barriers to regular attendance are addressed collaboratively with families.

9. Policy Review

Review Cycle

This attendance policy will be reviewed annually to ensure its effectiveness and compliance with updated legislation and best practices. Feedback from all stakeholders will be integrated into the review process to enhance our approach to attendance.

Stakeholder Involvement

Involving parents, pupils, and staff in the review process creates an inclusive atmosphere that values the perspectives of all parties involved in the educational journey.

This policy reflects our commitment to fostering a school environment that prioritises attendance as a fundamental element of successful learning and development.

APPENDIX 1- Register Codes

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B*	Attending any other approved educational activity Alternative Provision not arranged through the approved framework	Present Mark
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence
D	Dual registration	Attendance Not Required
E	Excluded or Suspended without alternative provision	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K*	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark

Q	Unable to attend the school because of a lack of access arrangements	Attendance Not Required
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Attendance Not Required
Y1	Unable to attend due to transport normally provided not being available	Attendance Not Required
Y2	Unable to attend due to widespread disruption to travel	Attendance Not Required
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Attendance Not Required
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Attendance Not Required
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Attendance Not Required
Y6	Unable to attend in accordance with public health guidance or law.	Attendance Not Required
Y7*	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Attendance Not Required
Z	Prospective or previous pupil not on admission register	Attendance Not Required

APPENDIX 2- ATTENDANCE PATHWAY

Attendance drops below 93%- letter sent to parents/carers to remind them of school target and that their child's attendance will be monitored internally.



If attendance does not improve, a phone call will be made to the parents/carers by the Attendance Lead.



If attendance drops below 90% a letter will be sent to parents to notify them that their child is in the persistent absentee category.



An attendance meeting is held for all pupils whose attendance is below 93% and has not improved with Attendance Lead and parents/carers to identify the reasons for non-attendance, explain the impact of non-attendance and to offer support.



No improvement in persistent absentees will result in a referral to Early Help for further support



Referral to LA for Penalty Notice Fine for unauthorised absence.
Please see the Penalty Notice Fines information sheet and Nottinghamshire Code of Conduct
[School attendance, absence and truancy | Nottinghamshire County Council](#)

Appendix 3

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in advance in writing using the attached form.
- The Department for Education states that absence for leave of absence in term time due to the following reasons will not be authorised:
 - availability of cheap holidays
 - availability of desired accommodation
 - poor weather experienced in the school holiday period
 - overlap with beginning or end of term
 - holidays booked before checking with the school
 - day trips
- There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Appendix 4

APPLICATION BY PARENT/CARER FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name /Class

Home Address

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School Total number of school days missed

Please explain the circumstances that make it necessary for your child to be absent during term time?

.....

.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application Signed

.....

Date

PLEASE RETURN THE COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF THE INTENDED ABSENCE.