



## ATTENDANCE POLICY

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<b>Date:</b>	<b>Spring Term 2019</b>	<b>Governing Body Signature</b>
<b>Review Date:</b>	<b>Spring Term 2022</b>  <b>OR</b>  As required in line with changes in legislation if sooner.	

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## **SECTION 1: Introduction**

### **1.1 Links with other Policies**

This Attendance and Punctuality Policy has obvious links with the wider safeguarding agenda such as:

- Washwood Heath Multi Academy Trust (WHMAT) Safeguarding Policy
- WHMAT Equality Policy
- WHMAT SEND Policy
- WHMAT Supporting Pupils with Medical Conditions Policy
- Saltley Academy Teaching and Learning Policy
- Saltley Academy Behaviour Policy
- Saltley Academy Admissions Policy

In drawing up this policy Saltley Academy has referred to the procedures of Birmingham City Council Education Legal Intervention Team.

Saltley Academy will fulfil their local and national responsibilities as laid out in the following documents: -

- The Education (Pupil Registration) (Amendment) (England) Regulations 2016 Education (Pupil Registration) (England) Regulations 2006
- [Children missing education: statutory guidance for local authorities](#) (DfE)
- The most recent version of [Keeping Children Safe in Education](#): Statutory guidance for schools and colleges (DfE)
- The most recent version of [Working Together to Safeguard Children](#) (DfE)
- School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police.

### **1.2 Statutory Duties**

The Education Act 1996 requires parents or guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements. Parents have the responsibility for making sure their children attend school on time.

## **INTENT**

### **SECTION 2: Aims**

Saltley Academy is responsible for recording pupil attendance twice a day, once at the start of the morning session and once during the afternoon session. We aim to:

1. Improve the overall percentage of pupils' attendance
2. Reduce the level of persistent absence (PA)
3. Make attendance and punctuality a priority for all those associated with Saltley Academy including pupils, parents/carers, teachers, support staff, governors and directors.
4. Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. Provide support, advice and guidance to parents/carers and pupils.
6. Develop a systematic approach to gathering and analysing attendance related data.
7. Further develop positive and consistent communication between home and the Academy
8. Implement a system of rewards and sanctions
9. Work in an effective partnership with pupils, parents/carers, school staff and with other relevant external services and agencies.

### **SECTION 3: Purpose**

At Saltley Academy we believe that high attendance rates are a significant factor in maintaining the quality of education that we provide. If we are to maintain the continuity of education for our students, maximise their potential and prepare them for the world of work, we must ensure that absenteeism is kept to an absolute minimum.

Saltley Academy aims to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her full potential.

Saltley Academy expects the pupils in our schools to have exemplary attendance and punctuality and will put in place appropriate procedures to encourage and support this.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, Saltley Academy strives to make school a welcoming, happy, caring environment, which provides a rewarding experience for all children, which meets their needs and enables them to thrive.

Saltley Academy will monitor attendance and punctuality effectively, engage effectively with outside agencies and offer a range of support strategies in order to ensure our pupils maximise their attendance and aspire to outstanding levels of attendance at least in line with, or above, the most recent national guidelines.

Saltley Academy will establish an effective system of incentives and rewards which acknowledge the efforts of pupils to improve their attendance and timekeeping, and will challenge the behaviour of those pupils and parents/ carers who give low priority to attendance and punctuality. As a Rights Respecting School, students have contributed to this policy and have been involved in the decision making process on how the academy rewards students for meeting targets for attendance.

To meet these objectives Saltley Academy will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

## **IMPLEMENTATION**

### **3.1 Promoting Excellent Attendance and Punctuality**

Attendance data is monitored from the beginning of each academic year and the beginning of each half term. By tracking and monitoring the attendance data in this way, Saltley Academy can monitor and reward improvements and take immediate action if a student’s attendance falls below the targeted level. Attendance is also monitored within different groups, such as form groups, year groups, Houses and whole school.

A child who does not attend school regularly may:

- Underachieve academically - official research shows 78.7% of pupils with full attendance in key stage 4 achieved 5 or more grade 5s or above including Maths and English. For pupils with attendance between 95% and 99.9% this dropped to 69.1% and by the time a pupil became a persistent absentee (i.e. attendance of 90% or below) the rate of pupils still achieving 5+ of the top grades has decreased to just 35.6%.
- Find it difficult to maintain strong and supportive friendships.
- Miss out on opportunities in further education.
- Have an increased chance of becoming involved in antisocial or criminal behaviour.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9.5 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
80%	38 days	8 weeks	240 lessons

## **SECTION 4: Roles and responsibilities regarding attendance**

### **4.1 Parents**

Saltley Academy expects all pupils to be punctual and maintain high levels of attendance. Pupils should arrive at Saltley Academy ready to learn, following the guidance in the behaviour for learning policy.

**Section 444 of the Education Act 1996 states that:**

***‘If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence’.***

Pupils are expected to adopt an appropriate, mature and responsible approach to their own attendance and punctuality, and understand the consequences to their achievement if they do not attend regularly and punctually.

It is a parent/ carer's legal responsibility to ensure their child receives appropriate education. Failing to send their child to school regularly, without good reason, is a criminal offence.

Once a child is enrolled at Saltley Academy it is the legal responsibility of parents/carers to ensure that their child attends school on time every day, ready and willing to learn, unless prevented from doing so by illness or other exceptional circumstances for which absence is authorised by the school.

It is a parent/ carer's responsibility to know, understand and comply with the procedures of Saltley Academy for reporting absence.

Parents/carers are expected to know what absences are acceptable. This is outlined in the "FastTrack to Attendance" letter to all parents (Appendix 1).

Any absence will only be authorised at the discretion of the Head of the Academy.

Parents should be aware of the legal consequences of non-attendance, as detailed the "FastTrack to Attendance" letter to all parents (Appendix 1).

Parents/carers should be aware that poor punctuality may result in an unauthorised absence being recorded which could lead to intervention via the Academy, or prosecution for unauthorised absence through Birmingham City Council's Education Legal Intervention Team.

It is the responsibility of parents/carers to inform Saltley Academy of any barriers to their child attending the Academy. It is also the responsibility of all parents/carers to inform the Academy's Attendance team on their child's first day and every day of absence by 8.40am, stating the reason for absence and the likely date of return. The phone number to report student absence is 0121 566 6555.

If the Academy is not informed of the reason for a child's absence on the first day, the Academy will follow up all absences with an appropriate level of response on the first and subsequent days. This includes texts, phone calls and home visits.

It is the parent/carer's responsibility to ensure that all contact details are accurate and up to date.

On the fifth day of absence the parent/carer is requested to contact their child's Academy immediately to discuss additional support needs. If contact is not made by the parent/carer by the fifth day of absence, Saltley Academy has a legal duty to inform Birmingham City Council.

In order for the Academy to authorise absence, medical evidence may be requested if non-attendance is due to illness. This could include:

- Medical appointment card with one appointment entered, stamped by a doctor's surgery;
- Letter from a qualified medical professional;
- Medical/doctors note;
- Medication prescribed by a GP;
- Copy of prescription;
- Print screen of medical notes;
- Letters concerning hospital appointments;

- Slip with date, pupils name and surgery stamp, signed by GP Receptionist.

Medical evidence may also be requested, at the discretion of the Academy, if there is a pattern of non- attendance due to illness or medically related issues.

## **4.2 Pupils**

As a pupil in a WHMAT Academy you are expected to come to school every day that school is open, on time and ready to learn. WHMAT's values support you to build resilience. Even if you feel a little unwell you are expected to attend school every day. Should it be necessary, Saltley Academy will contact your parents/ carer if there is a reason for you to be sent home.

## **4.3 Form Tutor and teachers**

Form Tutors and teachers are expected to encourage good punctuality and set an example by not being late. Saltley Academy expects all Form Tutors and teachers to encourage punctuality through the appropriate meeting and greeting of groups.

It is the responsibility of all Form Tutors and teachers to formally take their class register, in silence, accurately and within 5 minutes of the start.

All lateness to form and lessons must be challenged appropriately and recorded both on SIMS.

Saltley Academy expects all Form Tutors to support the regular attendance of their pupils by addressing any barriers that may prevent their good attendance.

Teachers should support absent pupils, and those who are returning to school following an absence, by ensuring that adequate resources are provided for their positive re-integration. This can include the use of online resources in addition to paper based work.

Form Tutors and teachers are expected to monitor their form and class attendance and identify patterns and report any concerns to the pupil's Pastoral Manager or the Attendance Team.

The link between attendance and attainment should be actively promoted.

Having received information from the Pastoral team, Form Tutors should set or reinforce realistic attendance targets with each member of the form group. Form Tutors are expected to act on the attendance data provided by the Pastoral Team to monitor the attendance of their pupils and report any concerns to the Pastoral Manager. This should include completing the weekly attendance monitoring sheet.

Pupil's absence letters and weekly monitoring sheets must be placed in the "Form Attendance Folder" and passed promptly to the Attendance Officer.

Form Tutors should support pupils who are returning to school following an absence.

## **4.4 Middle Leaders**

Attendance should appear as an item on Department, House or Pastoral meeting agendas as and when this is necessary. The link between attendance and attainment should be promoted via data provided to staff.

It is the responsibility of Middle Leaders to have an overview of attendance within their departments and act upon any concerns raised by teachers.

#### **4.5 House Teams**

Saltley Academy expects all House Teams to promote the regular attendance of pupils by addressing any barriers that may prevent good attendance.

House Teams should set attendance targets for each tutor group with Form Tutors.

House Teams should rigorously monitor attendance and liaise regularly with the Academy's Attendance Team and Safeguarding team.

Attendance and punctuality should appear as an item on all Pastoral meeting agendas.

In all cases of absence (whether an explanation for an absence has been received from parents/carers or not) the House Team is responsible for making contact with parents/carers to confirm the nature of the absence. Where contact is not made by parents/carers, the Attendance Officer/House Team will coordinate home visits on Day 3 of absence; on Day 4 they will organise for a police safe and well check; on Day 5 they will contact BCC Children Missing from Education team.

It is the responsibility of the House Teams and Attendance Officer to promote and celebrate good attendance and punctuality through the use of the Academy's reward system.

#### **4.6 Attendance Team (Attendance Officer and Senior Leadership Team Attendance Lead)**

It is the responsibility of the Academy's Attendance Officer to maintain the day to day running of attendance procedures and to regularly update procedures, in liaison with the Senior Leadership Team (SLT) Attendance Lead.

It is the responsibility of the Academy's Attendance Team to track and monitor all pupils' attendance and to implement the Absence Procedure (See 5.5), ensuring that pupils who are Persistent Absentees (below 90% attendance) are tracked and monitored and are referred to the pupil support team initially, or Education Legal Intervention Team where appropriate.

The Attendance Team should analyse attendance data to identify any patterns of concern and liaise with the relevant parties e.g. Form Tutor, Subject teachers, House Teams, SLT Attendance Lead and Deputy Headteacher (Behaviour, Attendance and Safeguarding).

The Attendance Team is expected to liaise with Form Tutors, Subject Teachers, Pastoral Managers, parents, and other relevant members of staff and agencies on matters of attendance.

The Attendance Team will provide daily, weekly, monthly or termly data as required.

The Attendance Team will support the Academy and WHMAT in raising the profile of attendance through publicity including the use of notice boards, newsletters, local media, feeder primary schools, open evenings, parents' evenings and Induction evenings for new pupils and at all other opportunities.

#### **4.7 Senior Leader with responsibility for Attendance**

It is the responsibility of the Senior Leader with responsibility for Attendance to oversee the implementation of Saltley Academy's Attendance and Punctuality policy.

The Senior Leader with responsibility for Attendance will monitor, evaluate and review the policy and its impact annually. They will produce a half-termly academy report on Attendance, and will share this with the wider leadership of the academy and with Governors.

The Senior Leader with responsibility for Attendance will produce an annual report to the Local Governing Body on matters of attendance.

In each WHMAT Academy, the Senior Leader with responsibility for Attendance will meet with the Designated Safeguarding Lead, Pastoral Managers, Attendance Officer and Heads of House to discuss attendance issues and monitor the progress made towards the meeting of agreed attendance targets.

#### **4.8 Local Governing Body**

The Local Governing Body are responsible for making sure the Academy keeps an attendance register that records which pupils are present at the start of the morning session and during the afternoon session. This register will also indicate whether an absence was 'authorised' or 'unauthorised'.

The Local Governing Body should monitor and evaluate attendance and ensure the policy is adhered to.

### **SECTION 5: Absence from school**

#### **5.1 External Agency Support**

Saltley Academy will seek to work with Family Support agencies, Children's Services, the School Health Advisory Service, GPs, hospitals, James Brindley School, Police, YOT and other relevant external agencies if appropriate.

#### **5.2 Pupils with medical conditions**

Any pupil with a diagnosed medical condition is expected to maintain full attendance at school unless advised by qualified medical practitioners that to do so would compromise either their medical condition, or their recovery.

Saltley Academy understands that at times some children may need additional support in order to be able to attend school regularly when medical conditions impact upon their normal routines.

Medical evidence may be requested by the Academy in order to ensure that the appropriate support can be put in place.

As part of Saltley Academy's commitment to Working Together to Safeguard Children, consent is expected to be granted by parents to enable the Academy to liaise with medical professionals and other associated external agencies.

#### **5.3 Authorised and unauthorised absence**

##### **5.3.1 Authorised absence**

*An absence is classified as authorised when the school has ascertained that a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent telephones the school to explain the absence and/or writes a note.*

Exceptional cases of religious observances or particular family circumstances may also result in an authorised absence being granted by the school.

Only the Head of School can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. Examples where this happens include where a parent takes a child out of school to go shopping during school hours, or allows a child to stay away from school to celebrate a family birthday or go on a family outing, or does not provide appropriate medical certification as requested.

The following examples are circumstances where the Head of School may authorise an absence:

- Sickness  
Where sickness is in excess of a period of 5 days, medical evidence **MUST** be provided.  
In some situations, absences less than 5 days **MAY** require medical evidence.
- Unavoidable medical/dental appointment (half day maximum) proof should be provided, letter or appointment card etc.
- Days of religious observance such as main religious days of Eid/Orthodox Church celebrations (agreed with Head of School beforehand)
- Exceptional family circumstances, such as bereavement of a direct relative
- Going on approved educational interviews or examinations, or an educational visit organised by a third party

### **5.3.2 Unauthorised absence**

*An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.*

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

It is at the discretion of the Head of the School as to whether an absence is authorised or unauthorised.

A telephone call on the first day of absence, followed by a letter on return from parents/carers does not, in itself, authorise an absence; only the Head of School's acceptance of the explanation authorises the absence.

The following examples are some of the circumstances where the Head of School will not authorise an absence, although this list is not exhaustive:

- Looking after brothers, sisters and others
- Shopping
- Celebrating a birthday
- Sleeping in
- One child is ill, so all are kept off
- Minor ailments such as tummy ache or headache
- Because it is the end of the week or the term, or a day with few lessons, or personal study or it is a non-uniform charity day or a collapsed timetable day.

### **5.4 Leave of absence in term time including Holidays**

Parents do not have the right to remove pupils from Saltley Academy for holidays.

Requests are to be made to the Head of the School in writing, either by completing a Term Time Leave of Absence request form (Appendix 2) or a letter from parents giving at least 4 weeks' notice.

Proof of dates of travel will be requested.

If pupils are taken out without the Head of School's permission, their absence will be recorded as unauthorised and parents will be liable for prosecution.

**If extended leave of absence during term time is taken the pupil may lose their place on the school roll.**

## **5.5 Triggers for low attendance**

Where attendance is identified by the school as being a cause for concern parents/carers will be invited to a meeting to discuss the issues regarding their child's attendance. An agreed personalised plan to improve attendance will be developed, which may lead to an early help assessment. This may include a multi-agency support network if appropriate. The plan will have clear timelines and review dates in place.

Where attendance falls below 90% the Early Help 'Three Houses' assessment will be completed with the pupil and a parental meeting will be arranged with the SLT Attendance Lead or the attendance officer. The decision may be taken at this meeting to immediately advance the proceedings to initiate a School Attendance Review Meeting (SARM) with the Attendance Officer will ensue, which is the start of the legal process.

## **SECTION 6: The legal consequences of non-attendance**

Legal proceedings and Penalty Notices have been introduced to try and ensure the regular attendance of children in education. Saltley Academy ensures that parents are notified of their legal obligations through the "FastTrack to Attendance" letter (Appendix 1).

### **6.1 Pupils arriving after the close of registration**

Pupils arriving after the close of registration, without a valid reason, risk that session being recorded as unauthorised and this will affect their overall attendance.

### **6.2 Legal Proceedings**

Legal proceedings will be considered after Saltley Academy has tried to engage with, and offered Early Help support to the family of a pupil who has attendance issues.

If the poor/non-attendance of a pupil is not resolved, Saltley Academy may decide to take legal action against the parents, or responsible adults of the child.

If found guilty by a Magistrate, a parent/responsible adult could be fined up to £2500, or a Parenting Order could be issued, which lasts for up to a year.

## **SECTION 7: Attendance and Punctuality Reward Systems**

Attendance and punctuality will be rewarded the end of each term. Pupils with excellent attendance (97% and above) and punctuality for that term will be recognised and rewarded.

Excellent attendance will also be rewarded at the end of each academic year through access to an 'invite only' trip or event.

Attendance focus weeks may be held every term and rewards may be given for attendance and punctuality. This may be in the form of House or tutor group competitions.

## 7.1 Individualised approach to rewards

Saltley Academy prides itself on its ability to offer tailored support to children experiencing extreme hardship or difficulties. All parents and carers are reminded that they are expected to notify us without delay, of any change in home or family circumstances that may have an impact on a child's ability to come to school ready to learn.

Pupils with chronic or debilitating medical conditions will not be penalised from any programme of rewards if their only absences from school are directly associated with their medical condition.

Pupils who have responsibilities as Young Carers, are children of Service Personnel, or who may have exceptional home circumstances requiring unavoidable attendance at statutory organisations e.g. Children's Services, courts, immigration offices, prisons, solicitors' appointments, will also not be penalised from this programme of rewards if their only absences from school are directly associated with their known circumstances.

## SECTION 8: Punctuality

Legally, persistent lateness is now viewed in the same way as irregular attendance. Parents/Carers can be prosecuted if persistent lateness to school without good reason is not addressed. Persistent lateness has been proven to have a detrimental effect on a child's education.

Minutes late per day during the school year	Equivalent number of days teaching lost in a year	Equivalent number of lessons missed in a year
5 minutes	3.4 days	20 lessons
10 minutes	6.9 days	41 lessons
15 minutes	10.3 days	62 lessons
20 minutes	13.8 days	83 lessons
30 minutes	20.7 days	124 lessons

Every pupil is expected to be sitting in their Form class room for morning registration at 8.40am.

Form Tutors are expected to be in their classroom on time.

Any pupil arriving to registration after the advertised time is late and Tutors are expected to mark them as such. Any pupil marked as absent for morning registration will be spot checked during period 1 to confirm non-attendance.

Members of staff will be stationed at pupil entrances. They will record all the late pupils, having verified their identity. Pupils arriving after 8:45 will also be required to sign in on the INVENTORY system, recording their reason for lateness.

A lesson by lesson register is also taken within the first 10 minutes of each lesson by the subject teacher. Lesson registers will be monitored by the attendance officer. Persistent lateness to lessons will be sanctioned as per the Behaviour for Learning policy.

Lateness will be recorded in SIMS and a list of names can be downloaded by Pastoral Managers for follow up.

A whole WHMAT approach to Attendance and Punctuality is essential. It is the responsibility of ALL staff in WHMAT to promote and encourage positive attendance and punctuality.

**Review of policy**

3 years from ratification by the Local Governing Body

**OR**

As required in line with changes in legislation if sooner.



School logo  
(delete if preferred)

# School Attendance

## *A very important message for all Parents/Carers*

Insert Date

Dear Parent/Carer,

..... Academy/School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

### How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Head Teachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

**Legal action that may be taken includes:**

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Being taken to court could result in you having a criminal record.**

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

**Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.**

Yours sincerely,



Lead Attendance Officer

(delete if preferred)

Education Legal Intervention Team  
Alternative Provision, Attendance,  
and Independent Education Service  
Birmingham City Council

School logo
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**EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)**

Pupil’s Name ..... D.O.B ..... Form .....

Pupil’s Name ..... D.O.B ..... Form .....

Pupil’s Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....

.....

.....

Dates of Absence

From ..... To ..... No of school days .....

Address where we will be staying.....

.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>	<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>
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Request **agreed / denied**

Signed ..... Head Teacher      Dated .....