

**Wincheap Foundation Primary School Attendance Policy**

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## Statement of Intent

Wincheap Foundation Primary School is committed to the continuous raising of achievement of all our pupils.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

## Promoting Regular Attendance

At Wincheap Foundation Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance
- Report to parents/carers regularly on their child's attendance
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- We welcome governor, staff and parent ideas in supporting the promotion of good attendance and punctuality

## Parental Responsibility

Parents/carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

**It is the parents/carers' responsibility to contact the school on the first day their child is absent.** This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known. Parents/carers should regularly update the school and inform the school when their child is returning.

**Classroom doors open at 8.20 am and close at 8.30 am.** All pupils that arrive after this time must report with their parent/carer to the school office to meet with our Attendance Officer where the reason for lateness is recorded and a late pass is given.

**Children must be collected at 3.00 p.m. (unless attending clubs)**

## The Role of the School Staff

At Wincheap Foundation Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Pastoral Manager has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies the Attendance Officer of children whose attendance is causing concern.

It is the responsibility of the Attendance Officer to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents/carers are contacted on the first day of absence by School Comms/phone call and/or email.
- The appropriate attendance code is entered into the register (see National Attendance Codes)

### **Absence Procedures**

The Attendance Officer at Wincheap Foundation Primary School is **Mrs Kate Lane**

**Direct line for reporting absence: 01227 819683**

**[absence@wincheap.kent.sch.uk](mailto:absence@wincheap.kent.sch.uk)**

We monitor all absence, and the reasons that are given, thoroughly.

**If a child is absent from school the parent must follow these procedures:**

- Contact the school on the first day of absence **before 9.00 am**. The school attendance line has an answer phone available to leave a message if nobody is available to take your call.
- Contact the school on every further day of absence, again before 9.00 am.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence

**If a child is absent, we will:**

- Contact you on the first, and every subsequent day of absence unless we are aware of the period required, if we have not heard from you. However it is your responsibility to contact us.
- Contact will be made via School Comms.
- If we are unable to contact parents/carers, we will telephone emergency contact numbers, send letters home and a home visit may be made in the interests of safeguarding.
- If there is a significant concern, we may contact the Police to request a safeguarding welfare check.
- A referral will be made to Local Authority if no contact has been made with parents/carers by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate), at which point your child will be “missing from education.”

**If absence continues, we will:**

- Write to you if your child’s attendance is below 90%, or where punctuality is a concern.
- Invite you into school to meet with the Attendance Officer and/or the Pastoral Manager to discuss the situation
- Create a personalised action/support plan to address any barriers to attendance (Page 19)
- Offer signposting support to other agencies or services if appropriate
- Refer the matter to the Local Authority School Liaison Officer for statutory intervention if attendance deteriorates following the above actions

### **Lateness**

Poor punctuality is not acceptable and can contribute to further absence. Good timekeeping is a vital life skill which will help children as they progress through their school life and into the wider world.

Pupils who arrive late disrupt lessons and if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

**The times of the start and close of the school day for all pupils at Wincheap Foundation Primary School are:**

Gates open: **8.20 am**

Gates close: **8.30 am**

End of the school day: **3.00 pm**

### **Arriving to school**

There is no supervision before school in the playgrounds and parents/carers/carers and pupils should not enter the school premises before the doors open at **8.20 am** unless accessing Breakfast Club.

There is a **Breakfast Club** available for those parents/carers who wish to use it. The club opens at 7.55 a.m. and costs **£2.00** per daily session (including breakfast). **This must be booked in advance.**

Frequent lateness after the register has closed will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice.

If your child arrives to school between 8.30 am – 8:45 am they will receive a late mark in the register, (**L**). If your child arrives after 8:45 am they will receive an unauthorised late mark, (**U**).

### **Timeline of the Staged Approach for Managing Poor Attendance/Punctuality**

- **96 - 100%** attendance – the class teacher will notify the Attendance Officer of concerns. The Attendance Officer to contact parent if appropriate.
- **93 - 96%** attendance - school intervention letters/meeting with parents/carers
- **90 – 93%** attendance – school intervention letters/meeting with parents/carers
- **Attendance below 90%** - categorised as ‘Persistent Absence.’ If there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school/parent will consider Early Help family support. See [EHPS-Leaflet-for-Families.pdf \(kelsi.org.uk\)](#) for further details.

**Further details can be found within our Attendance Escalation Framework**

### **Understanding barriers to attendance**

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents/carers, and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individualised plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain, however we will work with families and pupils to support improved

attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

### Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

### Penalty Notice Proceedings

Penalty Notices are issued in accordance with the national framework for penalty notices, as explained in the Department for Education's Working Together to Improve School Attendance guidance, 2024.

Guidance states that;

- A penalty notice may be appropriate when a child has 10 sessions (5 school days) of unauthorised absence, in a rolling period of 10 school weeks.
- A school week means any week in which there is at least one school session.
- These sessions can be consecutive or not.
- The period of 10 school weeks can span across different terms and different school years.
- An 'unauthorised late' mark will constitute an unauthorised session.

Where the threshold for unauthorised absences has been met, school will be afforded discretion over whether a penalty notice is raised (**except in the cases of unauthorised family holidays, in which case KCC are notified of the absence and a penalty notice applied for**). School will seek to support families and work together to increase attendance. Where such efforts have not proved effective, school may issue a **Notice to Improve**.

A Notice to Improve is a period of 20 days monitoring, and parents and carers will be made aware of this period by letter and/or meeting. If the period sees no improvement, a penalty notice will be raised.

- From autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:
- 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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

### Local Authority Action

Can include the following;

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution Penalty Notices Proceedings for Poor Attendance. Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct, effective from January 2016 and revised in April 2017.
- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during a rolling period of 10 school weeks
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.

### Authorising Absence

**Only the Headteacher can authorise absence using a consistent approach.** The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If no explanation of absence is received, absences will not be authorised. Absence (for example leave for holidays) during term time can only be approved in 'exceptional circumstances'. An Exceptional Circumstances Leave Request Form can be obtained from the school office and must be completed for the Headteacher to be able to consider any 'exceptional circumstances'.

The following reasons are **examples of absence that will not be authorised:**

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Parent/Carer illness (alternative arrangements should be made to get children to school, emergencies excepted)
- Inadequate clothing/uniform
- Confusion over school dates
- Transport issues (e.g. breakdown of a car)
- Medical/dental appointments of more than half a day without very good reasons
- Oversleeping
- Parents/carers/Carers keeping children off school unnecessarily e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Shopping trips
- Looking after other children or children accompanying siblings or parents/carers to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional circumstances' by the headteacher - may result in school applying to the local authority to issue a penalty notice or if you have

previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority

- Day trips

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for **defining 'exceptional' are rare, significant, unavoidable and short**, and by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Section 444 of the Education Act 1996 says that parents/carers are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school. The Headteacher may authorise absence in 'exceptional circumstances' but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006).

Exceptional Circumstance Leave Request forms can be obtained from the School Office or electronically via the Attendance Officer. Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

**We will not consider applications for leave during term time:**

- **at any time in September.** This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.





## **Annex A: DfE guidance Summary table of responsibilities for school attendance; August 2024**

**This can be located at** [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1242222/summary-table-of-responsibilities-for-school-attendance-19-august-2024.pdf)

## Wincheap Foundation Primary School

**Attendance Intervention Escalation Framework**

Good attendance starts with high expectations and these expectations will be communicated regularly and consistently to both pupils and their families. Frequent absence from school is likely to impact a pupil's achievement and future life chances. It is important that all staff use their knowledge of individual pupils and families to look out for potential barriers to attendance.

The analysis of attendance data will be completed regularly, e.g. weekly, termly to support identifying any trends or issues.

It is vital that staff build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them.

Staff responsible for monitoring attendance can use their discretion to escalate to the next tier before triggers have been met if there is a sudden change in circumstances or patterns.

Where there are significant concerns, staff responsible do not need to work progressively through each stage – they can use their discretion to escalate to whichever stage is the best fit for the individual case. Reasons for any decisions made must be recorded.

Any attendance intervention must start at the earliest opportunity and be time limited to ensure any negative impact on a pupil is reduced

**All attendance interventions, meetings and plans will be recorded on the pupils MyConcern file.**

<b>Stage One: Universal Support</b>		
<b>Thresholds/Triggers</b>	<b>Strategies to be used</b> (Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan)	<b>Monitoring procedures</b>
<b>96% - 100% attendance</b>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>Regular reminders of the importance of good attendance, through the school newsletters, website and in school encouragement from class staff</li> <li>Weekly attendance sticker</li> <li>Weekly KS 1/2 highest attendance % (marbles in the jar)</li> <li>Termly certificates</li> </ul> <p><b>Direct contact with parents/carers/carers:</b></p> <ul style="list-style-type: none"> <li>First day of absence call if necessary</li> <li>Ensure all parents/carers have access to our attendance policy and know the timings of the school day.</li> <li>Requests for term time holidays will be declined, unless the Headteacher authorises leave in exceptional circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through SIMs</li> <li>Attendance Officer to monitor individual, class and whole school attendance to identify any concerns.</li> <li>Class teachers to be on alert for any absence patterns.</li> </ul>
↓		
<b>Stage Two: Initial Target Support</b>		
<b>Thresholds/Triggers</b>	<b>Actions to be taken</b>	<b>Monitoring procedures</b>
Initiate support at this level if any of the following criteria are met:	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>Pupils will continue to receive the universal support offered at stage one.</li> </ul> <p><b>Direct contact with parents/carers/carers:</b></p>	<ul style="list-style-type: none"> <li>Attendance tracked through SIMs</li> <li>Attendance Officer to complete daily/weekly checks on pupil data</li> </ul>

<ul style="list-style-type: none"> <li>• <b>93%-96%</b> attendance</li> <li>• Three or more late arrivals over a half term period</li> <li>• An unexplained or unauthorised absence</li> </ul>	<ul style="list-style-type: none"> <li>• Informal discussion with the Attendance Officer or Class Teacher</li> <li>• Letter One sent home</li> <li>• Consider informal meeting with parent/carer</li> <li>• Home visit if necessary</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Consider external agency support if parental consent is given.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Officer to update the Pastoral Manager to individual pupil concerns.</li> <li>• Class teachers to monitor pupil more closely</li> </ul>
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### Stage Three: Enhanced Targeted Support

Thresholds/Triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• <b>90%-93%</b> attendance</li> <li>• Five or more late arrivals over a half term period</li> <li>• Subsequent unexplained or unauthorised absence</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered at stage one.</li> </ul> <p><b>Direct contact with parents/carers/carers:</b></p> <ul style="list-style-type: none"> <li>• Second letter and request to attend an in school meeting with the Attendance Officer and/or the Pastoral Manager</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Individual Attendance Plan initiated – support will be offered in line with this plan.</li> <li>• Consider additional support from outside agencies and make referrals as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through SIMs</li> <li>• Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent</li> <li>• Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed.</li> </ul>



### Stage Four: Intensive Support for Persistent Absentees

Thresholds/Triggers	Action to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Attendance below <b>90%</b></li> <li>• Continued late arrivals despite support offered at previous tiers</li> <li>• Continued unexplained or unauthorised absence despite support offered at previous tiers</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered at stage one and beyond</li> </ul> <p><b>Direct contact with parents/carers/carers:</b></p> <ul style="list-style-type: none"> <li>• Third warning letter including Penalty Warning letter and explanation of School Liaison Officer involvement</li> <li>• Referral to the local authority AO via the digital front door (KELSI)</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Individual plan initiated and/or reviewed</li> <li>• Formal meeting with parents/carers and outside agencies e.g. LA AO and/or Early Help</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through SIMs</li> <li>• Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent</li> <li>• Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed.</li> </ul>



### Stage Five: Use of Parental Responsibility Measures

Thresholds/Triggers	Action to be taken	Monitoring procedures
	<p><b>Communicating expectations:</b></p>	

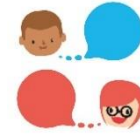
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Strategies introduced at stage four have failed to improve attendance</li> <li>• Any of the thresholds for legal action have been met</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered at stage one and beyond</li> </ul> <p><b>Direct contact with parents/carers/carers:</b></p> <ul style="list-style-type: none"> <li>• Support initiated at previous stages will continue as appropriate</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• The local authority AO will be updated</li> <li>• Penalty warning letter or penalty issued</li> <li>• A parenting contract will be put in place which includes:             <ul style="list-style-type: none"> <li>○ A statement by parents/carers/carers that they agree to comply for a specified period with whatever requirements are set out in the contract</li> <li>○ A statement by the school agreeing to provide support to the parents/carers for the purpose of complying with the contract</li> </ul> </li> <li>• The local authority to utilise appropriate legal powers to enforce attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through SIMs</li> <li>• Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent</li> <li>• Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed.</li> <li>• School to liaise with the local authority AO regularly to support any measures that are being taken.</li> </ul>
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<b>My School Attendance Support Plan</b>	
<b>Name:</b>	<b>Date:</b>
<b>At school these things can make me feel upset:</b>	



**My key adult(s) in school is/are:**

When I can speak to my key adult(s):  
Where I can speak to my key adult(s):



**Until \_\_\_\_\_ my return to school plan includes the following changes to my attendance:**

(Identify any changes to days or time they come in)



**Changes to my timetable include:**

(Identify any changes needed and what should happen/ where they should go instead)



**Any other changes include:**

Identify any other changes to routines, (break, lunch times, changes between lessons etc.) classroom expectations (not expected to read aloud, work in pairs etc.) or homework.



**When I start to get worried or upset, I notice these things about myself:**



**When I start to get worried or upset, others notice these things about me:**



**Things I can do to make myself feel better when I'm at school:**



**Things that other people (staff and friends) can do to help me feel better when I'm at school:**



**Things that my family can do to support me to attend school:**



**Places in the school I can go to where I feel safe and supported:**



**This plan will be reviewed regularly so that it remains helpful.**

**Review date:**

My signature	Key adult's signature	Parent signature

**Other people who have access to the plan are:**

## Individual Attendance Plan Meeting Record

Name		
Year Group/Class		
Current Attendance/Punctuality		
Staff supporting Attendance Plan		
Date plan agreed		
Lead staff signature		
Parent signature		
Pupil signature		
Updated parent contact details including email address		
<b>Attendance History</b>		
(Breakdown of yearly attendance/Lates/Unauthorised/patterns and any other historical factors.) <b>Expected Attendance is 96.1% and over</b>		
<b>Current Risk Factors/Barriers to Attendance</b>		
(e.g. transport, health, additional needs)		
<b>Agreed School Support</b>		
<b>Details of strategy</b>	<b>Purpose of implementing strategy</b>	<b>Member of staff responsible</b>
e.g. daily wake up calls for two weeks	e.g. to establish an effective morning routine	Attendance Officer – Daily monitoring
<b>Expectations of the Pupil</b>		
Details of expectations		
e.g I will set my alarm		
<b>Expectations of the Family</b>		
Details of expectations		
e.g. Communication with relevant staff		
<b>Additional Support</b>		
<b>Agency</b>	<b>Focus</b>	<b>Accepted/Declined</b>
Level 2 Early Help		
Level 3 Early Help		
School Nursing Service		



LA School Liaison Officer		
Other, (Please state)		
<b>Record of Attendance Review Meeting</b>		
<b>Date of Review</b>		
<b>Individuals present</b>		
<b>Update since last review</b>		
<b>Discussed</b>		
<b>Outcome of meeting and any additional actions</b>	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage <input type="checkbox"/> Close (give reasons)	
<b>Date of next review</b>		
<b>Signature</b>		



## Wincheap Foundation Primary School

### EXCEPTIONAL CIRCUMSTANCES LEAVE REQUEST FORM

Name of Children:	First Name	Surname	Class
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
<b>Siblings in other schools:</b> Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School

Parents: (eg. Mother, Father, Grandparent, Carer):	First name	Surname
Address	Contact Details	
	Email:	
	Home:	

	<b>Mobile:</b>
	<b>Alternative number while away:</b>
<b>Post Code:</b>	

<p><b>Reason for absence including full explanation (use a separate sheet of paper is necessary)</b> The exceptional circumstances are...</p>	
<p><b><u>*Provide copies of any necessary documents to support your request.*</u></b></p>	
<p><b>Documents supplied:</b></p>	

### **Statutory Declaration**

#### **Legal responsibility**

***As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.***

***I understand that requests for leave can only be granted by schools if there are **exceptional circumstances**, and **holidays are not considered exceptional**. They must also be made to the school in advance, as the **Department for Education** has told schools that they cannot authorise any absences after they have been taken.***

**Fines**

*I understand if my request is unauthorised I am most likely to be fined; **£160 per parent, per child if paid within 28 days. This will be reduced to £80 per parent if paid within 21 days. (For example a family of 4 with 2 parents and 2 children will be initially fined a total of £640).***

*If I receive a second fine within a 3 year period, I will be charged a flat rate of **£160, per parent, per child, to be paid within 28 days.***

*If I fail to make payment after 28 days of any fine, then the local authority has the power to prosecute for the offence of failing to ensure my child attends school regularly. **This can lead to a fine of up to £2,500, a community order or a custodial sentence of up to 3 months. The court could also give a Parenting Order.***

*In the event of **three or more periods of unauthorised absence** within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.*

**School places**

*I am aware that a **referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date.** This can result in my child **losing their school place.***

*I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.*

Parents Full Name:

Parents Full Name:

Parents Signature:

Parents Signature:

Date:

Date:

**School section**

Name	Class	Last Year Attendance	Current Attendance	Current Lvls.			Expected End of Yr Lvls.		
				W	R	N	W	R	N
		%	%						
		%	%						
		%	%						
		%	%						
		%	%						
Any previous request Yes <input type="checkbox"/> No <input type="checkbox"/>		Number of Days:		Child's name:					
		Dates:							

<b>Reason:</b>	<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Reason for refusal/Comments</b>			
<b>Authorised</b> <input type="checkbox"/>	<b>Number of School days Approved</b>		
<b>Unauthorised</b> <input type="checkbox"/>	<b>Number of School days Not approved</b>		
<b>Headteacher's Signature</b>		<b>Date</b>	

### Child/ren moving from Wincheap Foundation Primary School

<b>Child's Name</b>	
<b>Class</b>	
<b>Current Address</b>	
<b>Date of Leaving</b>	
<b>New Home Address</b>	
<b>Name of New School</b>	
<b>Address of New School</b>	
<b>Telephone Number of New School</b>	

**Parent/Carer Signature:.....**

**Date:.....**

## Parent/Carer Leaflets

### How late are you?

Do you know what time your child should start school?



**Late for school = learning time lost**

Minutes late per day	Number of days over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

If your child is persistently late you may receive a penalty notice

**Doors open: 8.20 am Doors close: 8.30 am**