

Coit Primary School



Attendance Policy

And

Procedures

Updated July 2016

prepared by :Joanne Eagleton

Policy Statement	3
Aims of the policy	3
The Law	4
Partnership	5
What school expects of Pupils	5
What school expects of Parents/Carers	5
What Parents/Carers can expect from school?	5
Procedures	6
Registration	6
Responding to lateness	6
Responding to absence	7
Criteria for referral to Attendance and Inclusion	7
Children missing from Education	7
Children in Public Care	7
Awards and Rewards	8
Partnership with Parents/Carers	8
Roles and Responsibilities	9
Governors	9
Head Teacher	9
Class Teacher	9
School Attendance Officer	10
MAST	10
Authorising Absence	11
Authorised Absence	11
Unauthorised Absence	12
Penalty Notices	14
Local Authority Authorised Absence Pass	14
Penalty Notice	Appendix 1
Exceptional Leave During Term Time	

Policy Statement

Good attendance and punctuality habits are vital if pupils (irrespective of race, disability, sexual orientation, gender, religious beliefs) are to achieve their maximum potential. Coit Primary School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

A young child is however dependant upon the adults in his/her life to get them to school regularly and on time. So the focus in both Foundation Stage and Key Stage 1 programmes is to establish good habits and work with parent/carers to improve attendance. In Key Stage 2 we continue to work with parent/carers and start to develop 'self' responsibility in the children. The school operates within a framework of local schools, including the linked secondary school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

Aims of the Policy

- Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- The commitment to allocate resources to support the policy
- Addressing attendance and inclusion issues in the curriculum
- To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year

The Law

The 1996 Education Act requires that:

- All pupils of compulsory school age receive a suitable full time education by regular attendance at school or otherwise
- The Local Authority must provide school places to parents who wish their children to be educated at school

- The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law

Partnership

What the school expects of our pupils

- That pupils attend regularly, on time and ready to learn
- That pupils are prepared for the day with appropriate equipment e.g. P.E. kit
- To report to the office should they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending school

What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason
- To arrange medical and dental appointments out of school times wherever possible, and to obtain an Authorised Absence Pass from the school if unavoidable
- To arrange holidays out of school time wherever possible. Further guidance is offered under the section Holidays in term time later in this policy
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by officers of the Attendance and Inclusion Service
- Parents should ensure wherever possible to book a routine dentist/optician/doctors appointment before or after school.

What parents/carers and pupils can expect from the school

- A broad, balanced education that is dependant on regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of attendance
- First day contact with parents/carers when absence is unexplained

- Prompt action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families where needed
- Regular communication with parents/carers

Procedures

Registers are a legal document. Great care must be taken to ensure registers are marked neatly and accurately in ink. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

Registration

- Registration takes place each morning at 8.55 am and each afternoon at 1.00 pm for KS1 and 1.15 pm for KS2.
- Pupils are collected in the school yard by staff for registration
- Class teachers will enter a present mark (/) in ink in the register for each pupil present and a relevant code for any pupil that is absent (ie I for reported illness or N for no reason)
- Any notes received will be placed in the register for checking by office staff. All notes will be kept in a file until the end of term and be made available to officers from the Attendance and Inclusion Service where appropriate
- At 9.00 am and 1.10 pm for KS1 and 1.25 pm for KS2 the registers are returned to the school office

Responding to lateness

- Pupils arriving in the classroom after registers have been returned to the office are deemed to be late.
- The pupil will enter the school via the main entrance after 9am/1.15pm
- At the reception office (MAIN ENTRANCE) each child who is late will be given a late mark in the register i.e. Pupil's N mark is amended to L
- At 9.05 am and 1.15pm for KS1 or 1.25pm for KS2 the pupil is deemed to be late/absent.
- Any pupil arriving in school after 9.30 am and 1.15pm for KS1 or 1.30pm for KS2 respectively will be marked **U** (unauthorised). In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.
- Parents/carers will be contacted by school if their child is late more than 5 times in one half term (See Letter 1)
- Late letter 1 will be sent after 5 late marks in one half term
- If lateness persists the head will follow the matter up with the Senior Inclusion Officer. Further action will be decide

- All attendance data is shared with the governors in the termly head-teacher's report

Responding to absence - criteria for referral to the Attendance and Inclusion Service

- Home/school contact has not prompted an improvement in attendance
- Patterns of absence
- Poor overall attendance (e.g. below 90%)
- Each half term a review of individual pupil attendance takes place. Any pupil showing an attendance of below 90% for the last half term is discussed and, if appropriate, a referral form is completed by the school and passed to MAST for further action.
- If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with members of staff and MAST professionals.
- When a pupil has not attended for 10 school days without authorisation the school has a statutory responsibility to inform the Children Missing from Education Team.

Children Missing from Education

Joanne Eagleton (Head Teacher) is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (See Children Missing from Education policy available from school and sheffield.gov.uk)

Deputy Nominated Member of School Staff (Giselle Rodrigo Deputy Head)

Children in Public Care

Giselle Rodrigo (SENCO & Deputy Head) is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team. Looked After Children will be set up as an Attendance Group on SIMS (School Information Management System) and their individual attendance will be checked each half term.

Deputy Nominated Member of School Staff (Joanne Eagleton Head Teacher)

Awards and Rewards

- Class attendance figures are shared with all the children and staff as part of Friday achievement assembly.
- Improved attendance is recognised and rewarded in class by teacher on a 1:1 basis
- Termly certificates will be awarded to pupils with above 96.6% attendance.

Partnership with parents/carers

- It is vital that parents/carers are involved in promoting good attendance and punctuality so regular mention of attendance/lateness is referenced on the School Newsletter.
- Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings and on the pupil's annual reports.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.

Roles and Responsibilities

Governors

Maintain an overview of attendance through reports provided by the Head Teacher and the Local Authority via the Head Teacher report
Attend School Attendance Panels as necessary

Head Teacher

- Has overall responsibility for attendance within the school
- Provides advice and support to school staff regarding attendance and punctuality issues
- Implement targets, review statistics and amends the policy as necessary
- Works with other schools and agencies to promote attendance and punctuality within the cluster
- Has responsibility for monitoring the progress of children Looked After by the Local Authority
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education
- Liaises with school office staff to produce and evaluate attendance statistics
- Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies

Class teachers

- Accurately mark registers using appropriate codes and return to the school office promptly following registration, in line with Education (Pupil Registration) Regulations 2001.
- Attach any notes received to the register for the attention of office staff
- Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a pupil
- Promote good attendance and punctuality within the classroom and the school

School Attendance Officer

- Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- Maintain SIMS attendance database and update on a weekly basis
- Provide reports from SIMS to governors, Head Teacher and other school staff, Local Authority officers as requested
- Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality
- Record notes and update records on daily absences
- Contact parents as appropriate to determine the reasons for pupil absence
- Refer cases to MAST when parents have not informed school of a child's whereabouts by the second day of absence. If the school cannot ascertain the whereabouts of a child, it becomes a safeguarding issue.
- Ask parents to produce evidence of hospital/doctor/nurse/dentist appointments to verify request for absence

MAST

Attendance & Inclusion Officer & Attendance & Inclusion Officer Social Work Qualified

- Make contact with parents/carers where concern is raised regarding a pupil's attendance
- Discuss issues affecting attendance and punctuality with parents/carers and clearly outline legal responsibilities and requirements
- Feedback to school staff within the agreed timescale

Authorising Absence

Only the Head Teacher may authorise absence or the Deputy in her absence.. Even when a parent/carer provides an explanation of absence the school will decide whether to accept the explanation and authorise the absence.

Absence may be authorised if:

- The pupil is too ill to attend school
- The pupil is prevented from attending by an unavoidable cause (at the discretion of the Head Teacher) and dependent on pupil's past attendance record.
- The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs
- The school at which the pupil is registered is not within walking distance and no suitable arrangements have been made by the Local Authority unless the parents/carers have chosen to send their child to a school which is not within walking distance
- The pupil is the child of Traveller parents/carers who temporarily leave the area giving reasonable indication of their intention to return
- There is a close family bereavement
- Medical/dental appointment letters/cards have been evidenced by the office staff
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

Holidays during term time

Please look at the attached policy 'Exceptional Leave During Term Time'

Long Term Illness absence

Pupils who are unable to come to school because of long term ill health will be supported by Hospital and Home Education Team and school will work alongside this team to support learning at home.

Work can be set as appropriate and returned to school for marking as agreed with parents/medical advice as appropriate.

Penalty Notices

Penalty Notice (PN) fines can be issued for the following

reasons:

- 1) As a result of taking an unauthorised holiday during term time. In these cases the Penalty Notice is requested by school.
 - 2) As a result of a second stop by a Truancy Patrol, where the absence is found to be unauthorised.
 - 3) As part of School / MAST case management process.
-

Children Young People and Families

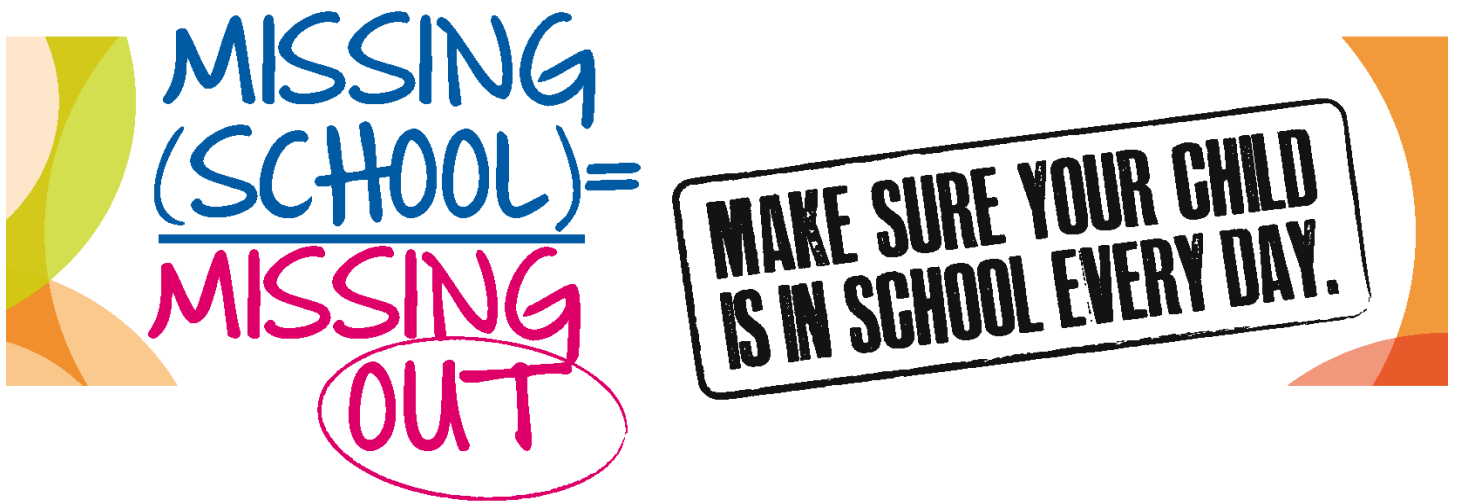
**EXCEPTIONAL LEAVE
DURING TERM TIME
POLICY FOR SHEFFIELD
SCHOOLS**

SEPTEMBER 2016

WE ARE CURRENTLY AWAITING FURTHER GUIDANCE FROM THE DFE WITH REGARDS TO FINING PARENTS FOR HOLIDAY ABSENCE.

IRREGULAR ATTENDANCE PENALTY FINES WILL STILL BE APPLIED WHERE A CHILD HAS HAD A HOLIDAY AND OTHER ABSENCES

V2.5



1. Introduction

- 1.1 This policy document has been developed to ensure that Children Young People and Families (CYPF) provides a clear statement of intent, expectation and consistent guidance in relation to the management of ALL term time leave of pupils who attend a school in Sheffield. It has been produced to ensure all decisions are within the national legislation. Legally there is no entitlement for parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.
- 1.2 Parents can be fined for taking their child on holiday during term time without consent from the school.
- 1.3 This policy also responds to the updated guidance issued from Department for Education (DfE) which states:-

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time without consent from the school.

2. Rationale

- 2.1 This guidance is provided for parents/carers, schools, and governing bodies, on the process with regard to requesting, considering and the authorising of exceptional term time leave.
- 2.2 This guidance is provided for schools to manage and respond to situations where leave is not authorised or agreed and the procedures for the removal from school roll. This would include parents/carers who prevent their child from attending school regularly without a valid reason for the absence. Examples include: parents/carers who regularly take the extended weekend (Monday or Friday), advantage of last minute deals, or repeated visits abroad.
- 2.3 There may be exceptional circumstances where leave in school term time may be granted. This would be decided by the Head teacher on an individual basis for each request. There is strong evidence to indicate that significant absence from school during term time can have a negative impact upon a child's attainment and learning.

- 2.4 Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays.

3. Term time leave

Children Young People and Families (CYPF) recognise the important link between regular attendance at school and the educational attainment of children. **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

- 3.1 Action may be taken by CYPF against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.
- 3.2 Parents and carers who regularly take their child out of school in term time may be prosecuted via the Magistrates Court.
- 3.3 Parents/carers are legally required to request exceptional term time leave from the Head teacher of the school at which their child is registered.
- 3.4 Head teachers of schools will consider all term time leave requests. Each request must be considered on its own merit and the impact upon the child's learning and wellbeing must be central to the decision made. However, a Head teacher may take into account previous leave requests and other factors related to the child when making their decision.
- 3.5 Parents/carers who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

4. Requesting of term time leave in exceptional circumstances

- 4.1 Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request will be made in writing (letter or email) by the parent/carer using Appendix 1: Request for Exceptional Leave form. One form per child per request should be completed.
- 4.2 Schools should make arrangements to support parents/carers who have low literacy skills or for whom English is not their first language.
- 4.3 Exceptional Term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.
- 4.4 Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.
- 4.5 Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.
- 4.6 The Head teacher's decision is final.

5. Family Emergency - where no leave has been requested

5.1 There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.

Whilst emergency situations are often difficult, parents/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.

5.2 Parents/carers taking their children out of school due to a family emergency are encouraged to consider:

- That they have considered the impact and appropriateness for their child ;
- Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
- That they have looked at limiting the amount of time absent from school.

5.3 Where parents/carers have not requested leave from the school which their child attends, the child is at risk of losing their place at the current school in accordance with Section 8(h)¹ .

6. Considering the exceptional term time leave request

6.1 The school should consider the exceptional term time leave request and provide a written decision to the parent/carer within 10 school days of the request being received.

6.2 The school will consider all requests for exceptional term time leave in accordance with the current legislation and this guidance. Schools may refer or seek the advice of Children and Families Attendance and Inclusion Officers (A&IOs), prior to making a decision but the final decision remains with the Headteacher.

6.3 It is good practice for schools to meet with parents/carers (wherever possible) to discuss the leave request prior to making the decision.

The school will need to consider each request on its own merits and whether there are exceptional circumstances for authorising the absence.

6.4 When schools are considering exceptional term time leave requests, the following factors may help to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN

¹ The Education (Pupil Registration) (England) Regulations (2006)

- The impact that the absence will have on the child.

7. The decision and informing the parent/carer by the School

- 7.1 The school will reach a decision and send a written response to the parent/carer within 10 school days of the leave request being received.
- 7.2 Schools must ensure that appropriate arrangements are made to communicate the decision to families who have low levels of literacy or where English is not the first language.

A decision may result in the term time leave request being (a) Authorised², (b) Unauthorised³ or (c) part Authorised and Unauthorised. For example, Mr X has requested 3 weeks term time leave for his child. The school acknowledges that the reason given is important but feels that 3 weeks is excessive and authorise 1 weeks leave, with the remaining 2 weeks being unauthorised.

8. Penalty Notice Holiday Fine

- 8.1 If parents/carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice, one per parent per family, i.e. one fine per parent/carer per family, regardless of the number of children in the family.
- 8.2 The responsibility for requesting Penalty Notice Holiday Fines is with the school and will be issued when requested by the Head Teacher.

The School should provide the paperwork for pupils identified and this should include:

- Completed Request for Support Form – stating a holiday fine
- Parents request for holiday absence plus the schools response
- Up to date attendance certificate – showing unauthorised absence
- BLUE Head teachers certificate – covering holiday period

9. Recording of Leave by the School

9.1 School attendance registers are legal documents and the information recorded in them can be used as evidence in legal proceedings. It is therefore important that the information contained is accurate and the correct absence code is used. All absences must be coded in accordance with Absence and Attendance Codes: Guidance for Schools and Local Authorities (DCSF, Jan 2009).

CODE	Description	Category
B	Educated off site (NOT Dual registration)	Authorised (Attending approved educational activity)
C	Other Authorised Circumstances (not covered by another code or description)	Authorised
E	Excluded (No alternative provision made)	Authorised
G	Family Holiday (NOT Agreed or days in excess of agreement)	Unauthorised
H	Family Holiday (Agreed) exceptional circumstances	Authorised

² Authorised- where the school has agreed that the leave is granted

³ Unauthorised- where the school does not agree that the leave request should be granted

	only	
I	Illness (NOT medical or dental etc. appointments)	Authorised
J	Interview	Authorised (Attending approved educational activity)
M	Medical/Dental appointments	Authorised
N	No reason yet provided for absence	Unauthorised
O	Unauthorised absence - not covered by any other code/description)	Unauthorised
P	Approved sporting activity	Authorised (Attending approved educational activity)
R	Religious observance	Authorised
S	Study leave - Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations	Authorised
T	Traveller Absence	Authorised
V	Educational visit or trip	Authorised (Attending approved educational activity)
W	Work experience - Work experience under section 560 of the Education Act 1996.	Authorised (Attending approved educational activity)
D	Dual registration i.e. pupil attending another establishment – indicates dual registration not attendance	Attending approved educational activity

- 9.2 Schools may use the code ‘D’ (dual registered) where they are able to demonstrate that a child will receive suitable education in another education establishment (in the UK or abroad) for a temporary basis. For example, a parent is required to travel abroad due to the nature of their work and they get their child registered at another school for the duration of their visit. The main school is required to ensure that it accurately monitors and records the attendance of the child at the dual registered base.

10. Process for removing a child’s details from the school roll

- 10.1 A child’s name can only be removed from school roll if one of the conditions prescribed in the Education (Pupil Registration Regulations) (England) 2006; Section 8(1) is satisfied.
- 10.1 Section 8(1)(f)⁴ would apply if the child has failed to attend school within 10 school days immediately following the expiry of the period for which leave was granted (‘authorised absence’). Section 8(1)(h)⁵ would apply if the child had been continuously absent from school for a period not less than 20 school days and at no time was that period authorised by the school (unauthorised absence).
- 10.2 In **addition to the above 8(1) f/h**, the school and CYPF must **also** demonstrate that they have satisfied the following two conditions:

⁴ The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(f)

⁵ The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(h)

- That the Head teacher does not have reasonable grounds to believe that the child is unable to attend the school by reason of sickness or any unavoidable cause⁶; and
- That both the Head teacher and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is⁷.

- 10.3 Schools should not wait for the expiry of the periods specified above, prior to making enquiries. Enquiries should start on the first day of absence or first day immediately commencing the period for which the child was expected to return to school.
- 10.4 Schools must forward a completed Children Missing from Education (CME) Checklist (Appendix 5) and Pupil Deregistration Request (Appendix 6) to the CME team for all children, who they feel meet one of the legal requirements for deregistration.
- 10.5 The CME team will provide written confirmation (within 10 school days) to the school confirming the date the child can be removed. If a child cannot be removed the CME team will provide the school with an explanation.
- 10.6 The responsibility for the child transfers from the school to the CME Team from the date of the deregistration letter.
- 10.7 Schools must send an electronic Common Transfer File (CTF) to the School to Schools website for all children who have left their school⁸. The electronic transfer of data is a legal requirement under the Education (Pupil Information) Regulations 2005, as amended.
- 10.8 Exceptions to the normal rules regarding deregistration include:
- Children at a Special School who cannot be removed without the approval of the Special Educational Needs Department⁹
 - Children who are detained as part of a Court Order who cannot be removed if the period of the Order is less than 4 months¹⁰.
- 10.9 Legal action can still be pursued against a parent/carer following deregistration from a school. This is because the period of complaint would be taken from the time the child was on roll at the school.
- 10.10 Parents/carers of a child who has legally been removed from the school register will be required to reapply for a school place. There is no guarantee that a child will be able to secure a place at the school from which they have been removed.

11. CYPF and Schools process for dealing with unauthorised absence

- 11.1 When a Head teacher does not authorise a leave request on legitimate grounds, it sends a clear message to the parent/carer that the school does not agree with the reasons provided by the

⁶ Unavoidable is defined as 'something beyond the control of the individual'. Not being able to get return tickets to the UK because of poor planning would not normally be considered unavoidable.

⁷ In order to 'ascertain where the pupil is' a school must be able to confirm an exact address (e.g. house number or name, street, area, and country). Simply being told that the child is 'still in America' would not count as ascertaining where the pupil is.

⁸ Where a child has left the UK the CTF file destination code will be 'MMMMMMM' (7 M's). Where a child's whereabouts remain unknown/lost the CTF file destination code will be 'XXXXXXX' (7X's)

⁹ The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(2)

¹⁰ The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(i)

parent/carer for the request for term time leave. If the parent/carer still takes their child on holiday in school term time the following may apply:

- Issuing a Fixed Penalty Notice

Name of Pupil	Name of Parents or Carers
Siblings in this or other schools (name, dob, name of school)	Telephone number
	Email

- Prosecution for non-payment of the fixed penalty

11.2 If Parents/Carers are found guilty of an offence, when prosecuted by magistrates Court, they can be sentenced to a fine, or a community penalty.

12. Communicating the policy to Parents/Carers

12.1 The exceptional leave during term time leave policy should be communicated to parents/carers regularly. It is considered good practice for schools to:

- refer to the policy in the schools attendance and behaviour policy
- promote the policy on the attendance board and in the school newsletter
- provide a leaflet on exceptional leave during term time for parents/carer of key points. The leaflet may be translated into community languages where possible
- promote the policy at parents evening and school events for new starters
- make reference to the policy in home/school agreements.

13. Return to the UK, where a child does not have a school place

13.1 If a child and their family return to the UK the parent/carer will need to re-apply for a school place. Parents/carers requiring a school place must contact the Children Missing Education (CME) team on 0114 2736462.

13.2 The CME team can provide support to parents/carers to secure school places and other forms of education provision.

Dates of exceptional leave request. From			To		
Why are you requesting an exceptional leave of absence during term time?					
What steps have you taken to minimise the impact of the leave on your child's learning?					
Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)					
UK:					
Abroad:					
<ul style="list-style-type: none"> • I confirm that the information on this form is true • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date • I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher. 					
Signed by parent/carer		Print name & relationship to child		Date	
For school use only		Date request received / /			
Has the request been considered by the Head teacher? Y/N					
Has the request been discussed with the parent/carer? Y/N Date:					
No of school days Requested No of days Authorised No of days Unauthorised					
Date of decision letter sent to parent/carer :					
If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with Pupil/student attendance register.					
Name of school		Head teacher's signature		Date	

Appendix 1

Request for Exceptional Term Time Leave (one form per child)

Name of School:

School Decision Letter (template)

SCHOOL NAME

Date:

Name:

Address:

Reference:

To the Parent/Carer of

On the (date) you requested that the school consider term time leave for your child(ren) (name, DOB). You said that you wanted to go to (place) for (reason). You said that you would be away from school from (date) to(date). This equates to school days

The Head teacher has considered your request and has reached the following decision:

- School days will be **agreed** by the school
- School days will **not be agreed** by the school

The reasons for the Head teacher's decision are given below.

We expect your child to return to school on (date). If your child is unable to return on this date please let us know, as failure to do so may result in your child losing their place at this school. This will mean you will have to re-apply for a place at this school. You may also risk being fined or prosecuted by Sheffield City Council if your child is absent from school without the Head teacher's permission.

Signed on behalf of the School:

Printed Name:

School letter to parent, informing parent/carer of possible risk of losing school place (template)

NAME OF SCHOOL

Date:

Name:

Address:

Reference:

To the Parent/Carer of

Your child was due to return to school on(date). We have made enquiries and have been unable to confirm that your child is absent because of sickness or other another unavoidable circumstances.

As we are unable to confirm where your child is or a return date, I am writing to let you know that I will be requesting that your child is removed from the school roll. I will be informing the Children Missing from Education Team who may make enquiries with the Police, Social Care and Child Benefits.

It is important that you contact (name) the School (telephone number) as soon as you receive this letter. I will continue to make enquiries to find out where your child is.

Yours sincerely

Head Teacher

Cc: CME Team, Howden House, Floor 3, Sheffield, S1 2SH

School letter to parent informing them of loss of school place (template)

NAME OF SCHOOL

Date:

Name:

Address:

Reference:

To the Parent/Carer of

I am writing to let you know that (child's name) has been removed from the register of this school on (date). If you would like your child to attend this school you will have to re-apply for a place.

Please contact the Children Missing Education (CME) team on 0114 2736462, who will be able to help you find a school place.

Yours sincerely

Head Teacher

Cc: CME Team, Howden House, Floor 3, Sheffield, S1 2SH

School Checklist to Locate Missing/Lost Pupils

Please complete fully and include 'no response' where appropriate. This form may be required if a Child Protection investigation or prosecution is undertaken.

Name of Child:

DOB:

School:

M/F:

School Action	Details	Outcome including date completed
How many telephone calls made to parent/carers	Mobile number: Landline number	
Telephone calls to emergency contact numbers	Name Contact number	
Email to parent/carers	Email address:	
Home visits completed <small>(Min of 3 non contact visits to be made). Schools may ask their MAST team to do the home visits</small>		
Enquiry made with extended family members/neighbours/known associates		
Has a letter been sent to last known address?	Y / N	Date letter sent
Enquiries made to siblings school	Sibling name School	Outcome
If the child has provided a new address but has no allocated school, CME will request a ' <i>safe and well visit</i> ' from the receiving LA		New address:
Enquiries made with agencies with known involvement	Who	When
Any other enquiries undertaken		

All completed checklists need to be accompanied with a 'Request to Remove Child from School Roll' and sent to the CME team.

Request to Remove a Child/ren from School Roll

*Information provided may be shared with other professionals under
Schedule 2 of the Data Protection Act 1998*



Details of Pupil to be removed

First name:		Surname	
Date of birth		UPN	
Sheffield Address		GP name & address	
Reason for removal:			
<p>Do you have any concerns or worries about this child's safety or believe this child to be at risk of significant or immediate harm? Y / N</p> <p>If yes state reason:</p> <p>Is the child subject to a Child Protection Plan or is a CiN; Y / N</p> <p>Social Worker;</p> <p>Have you informed anyone about your concerns or worries, If so who?</p> <p>New address:-</p> <p>Is a CAF Available? YES / NO Date of last attendance at school? <i>If yes attach a copy</i> ATTENDANCE CERTIFICATE <i>MUST BE ATTACHED</i></p>			
Name, Agency, contact details of other agencies involved with the family:			

Details of Family Members

Name of siblings	DOB	School attending
Parent/carer name & DOB		
Details of Emergency contacts		

After reasonable enquiries I believe the above child cannot be found. I am therefore seeking permission to remove the above child/ren from the school roll.

Name of person requesting removal from school roll: (print)

Signed:

School:

Date: