



Twyford
C of E
Academies Trust

Document Title	Attendance and Punctuality Policy
Committee Responsible for Policy	Board of Directors (in consultation with Student Committees).
Review Frequency	Annually
Last Reviewed	June 2026
Next Review Due	June 2027
Policy Author	Head teacher (William Perkin)

This policy has been written with regard to 'Working Together to Improve School Attendance' DfE statutory guidance (last update August 2024)

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

Assessment of the Impact of a Policy on Equality & Diversity

Policy: Attendance & Punctuality Policy			
Impact assessed by: Richard Lane		Date: 3/2/2026	
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else? A child with a protected characteristic, such as a disability, may be treated more harshly than everyone else.			
2. How would this be evidenced? Through monitoring and complaints.			
3. What is the impact of the policy and latest changes on people with protected characteristics?			
Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Neutral	Neutral	
Disability	Neutral	Neutral	
Gender Reassignment	Neutral	Neutral	
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual orientation	Neutral	Neutral	
4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test? Pass			

* Positive/Negative/Neutral.

Attendance & Punctuality Policy

1 Statement of Principle

Twyford CE Academies Trust firmly believes that it is the right of every student to receive a full-time education and that any student who fails to attend school, and/or lessons, regularly and punctually cannot receive a coherent education programme.

The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn. Trust schools reliably provide this environment as a first, crucial step to securing good attendance from all students.

The school, pupils and parents/carers must commit to working together to maximise pupils' attendance. Attendance is everyone's business.

2 Aims

We aim to:

- Maintain an attendance rate of a minimum of 95% in order that students make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, and leads to underachievement and low attainment
- Develop and maintain a whole school culture that promotes the benefits of high attendance and good timekeeping for all children and groups of children
- Maintain a low rate of persistent and severe absenteeism (<90% and <50% attendance)
- Continue to work with parents/carers and students in ensuring students attend school regularly and punctually
- Ensure that there is an efficient system, known to all, for ensuring that students who should be attending our schools have registered twice daily, or a reason for non-attendance is known to the school.

2.1 The Legal Position

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Education Act 1996:

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise.

Registers will be marked in accordance with current DFE and LEA requirements. In accordance with DFE requirements, registers will be kept for a minimum of six years. Attendance/absence figures

are always available to the LA for scrutiny. The Attendance Officer and Data Manager will ensure that figures are reported accurately and for any given deadlines.

Only the school can authorise student absences.

2.2 The Importance of Good Attendance

- Statistics show a direct link between under-achievement and poor attendance*
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and schoolwork easier to cope with
- Regular attendees find learning more satisfying

**Nationally, at KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).*

2.3 Persistent and Severe absence

- Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE) as a **Persistent Absentee**, irrespective of the reason for absence.
- Once a child's attendance falls below 50%, they are termed **Severely Absent***
- Both of the above scenarios present a significant problem for pupils. Much of the work pupils miss when they are off school is never made up, and these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE.

Attendance (%)	Real terms	Missed lessons
95%	Attendance of 95% for the year equals 10 days that a child has been absent; that is 2 full school weeks of a child's learning missed for that year.	At least 50 missed lessons
80%	Attendance of 80% for the year equals 38 days absent per year; that is over 7 school weeks missed.	At least 180 missed lessons
Punctuality	Arriving 5 minutes late every day adds up to over 3 days lost each year	At least 15 missed lessons

- In some cases, parents will be offered an Early Help Assessment and might be invited to agree an Attendance Contract with the school or the Local Authority as a way of supporting and managing improvement.
- We will form partnerships with the family, the Local Authority, and other external partners, to improve attendance matters.

Particular focus will be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These **severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed*

across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

2.4 SLT lead for attendance (Senior Attendance Champion)

- Twyford CofE High School – Ms A Bajwa abajwa@twyford.ealing.sch.uk
- William Perkin CofE High School – Miss B Campbell bcampbell@williamperkin.org.uk and Ms Stacie Long slong@williamperkin.org.uk
- Ealing Fields High School – Mr L Santos lsantos@ealing.sch.uk
- Ada Lovelace CofE High School – Mr R Halton rhalton@adalovelace.org.uk

3 Student Responsibilities

Students will:

- Attend school and lessons regularly and on time unless they are ill or have an authorised absence.
- Arrive at school by the published start of the school day (08:30 at all Trust schools) in order to register promptly with their tutor and arrive at all subsequent lessons on time.
- Arrive promptly to afternoon tutor time.
- Ensure they register with their tutor and/or reception if they arrive late as per each individual school's protocols.*
- Not leave school without permission.
- Ask a teacher's permission to report to the school welfare officer if they feel ill or are injured.

For a planned absence from school or lessons, such as dental/medical appointments or another legitimate reason, students should sign out at reception after parents/carers email in a copy of the appointment confirmation which can be seen by teachers on SIMS.

**if a student arrives after the close of morning registration, a U code (unauthorised absence) must be used to record this absence, which will affect the student's overall attendance record*

4 Parental Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education by attendance at school.

As such, parents/carers will:

- Ensure their child attends school regularly, punctually, with the designated school uniform, equipped and in a fit condition to learn
- Ensure absence only occurs for observable symptom/s; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences immediately before or after a school holiday.

- Inform the school of the reason for any absence on the morning of absence to the Office by the time school starts either by phone call or email on each day of absence
- Not arrange family holidays during term time [all parents are advised of DFE guidelines re possible fine and loss of place]
- Contact the Office or Head of Year in the first instance concerning any exceptional request for an unavoidable absence (e.g. the death of a close relative) during term time. Documentary evidence will be required such as flight bookings, death certificates etc
- Book any medical appointments around the school day where possible
- Be aware that authorised absence will not be granted during term time for family celebrations such as weddings or graduation ceremonies
- Support the school to manage and improve attendance, for example co-operating fully with any meetings and / or interventions relating to their child's attendance and punctuality
- Complete a Leaver's Form which can be obtained from the school office if they are leaving the area or changing schools

5 School Responsibilities

5.1 School procedures

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Trust schools set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels. In doing so, Trust schools help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development.

As such:

The Tutor will:

- Record attendance on the SIMs system at AM and PM registration
- Send information from parents relating to absence to the school office
- Enquire about reasons for absence, discuss emerging patterns and encourage improvement
- Bring to the attention of the Head of Year any patterns of absence or lateness
- Pass information on to Head of Year concerning reasons for absence or lateness
- Promote good attendance and punctuality in tutor times

The Head of Year/Assistant Head of Year/Attendance Officer will:

- Monitor punctuality both to school and to lessons
- Hold detentions for students who are late as per school detention system
- Ring home when there has been no response to notifications/letters sent home
- Arrange a meeting with parent or carer when there is no response to earlier procedures, or when any response fails to lead to an improvement in attendance
- Refer to other internal agencies through regular pastoral meetings

- Promote good attendance and punctuality at assemblies
- Reward good attendance and punctuality in End of Term celebration assemblies
- Attend meetings with attendance officer and attendance panel as required
- Where a child has a social worker, we will inform him/her of serious issues connected with attendance
- Discuss (at pastoral meetings) and put in place interventions for any students with attendance below 90% or at risk of falling below 90% attendance

The Key Stage Assistant Headteacher will:

- Ensure all stakeholders are familiar with the attendance and punctuality policy
- Discuss with Heads of Year and support teams all students with attendance below 90% at pastoral meetings
- Discuss with Heads of Year, Deputy Head Teacher and support teams any students at risk of becoming severely absent (less than 50% attendance)
- Action referral to relevant external agencies where necessary
- Inform Deputy Headteacher and DSL of current status
- Support staff to act effectively on attendance matters
- Attend meetings with attendance officer and attendance panel as required
- Monitor and develop the rewards and sanctions system to reflect the importance of attendance and punctuality
- Refer to DSL any student considered to be at risk (including Children Missing Education CME and Children Missing Out of Education CMOE)

The Deputy Headteacher, DSL and/or School Attendance Champion will:

- Monitor the implementation of the attendance policy including the production of quarterly and annual statistics for SLT, governors and outside agencies
- Carry out a Risk Assessment for Pupil Not Attending School where necessary (see attachment 15)
- Liaise with the attendance officer regularly
- Support staff to act effectively on attendance matters
- Promote the importance and legal requirements of excellent attendance and punctuality to pupils and their parents/carers
- Measure impact of interventions and attendance policy as a whole
- Deal with requests regarding absences on behalf of Headteacher as required, in accordance with current DFE guidelines
- Ensure the school attendance policy is published on the school website
- If necessary, escalate attendance concerns to the Local Authority Attendance Service (this includes unauthorised absence due to significant lateness) for prosecution, where all other routes have failed or are not deemed appropriate

- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need

The Administration team will:

- Update registers daily
- Record all reasons for lateness and absence on SIMs system
- Monitor that tutors complete registers accurately
- Monitor attendance of students educated off site e.g. college attendance or Alternative Provision
- Email parents on same day of absence requesting reason for absence if none received
- Produce regular attendance records and distribute to Heads of Year and Assistant Headteachers for each Key Stage
- Meet regularly with Deputy Headteacher link and HOY/AHOY
- Send communication home, re: low attendance (starting when attendance drops below 95%) or poor punctuality, at the direction of Head of Year/Assistant Head of Year or SLT.
- Mark late arrivals, after the close of registration, where there is not an acceptable reason, such as a medical appointment, as a missed session; unauthorised absence code 'U' in line with the DfE guidance. The U code has the value of an unauthorised absence.

The Data Team will:

- Ensure attendance and punctuality data is distributed to parents once a term as part of quarterly grade sheet/report
- Produce and post attendance figures to LEA
- Produce regular attendance records as part of the Pastoral monitoring form and distribute to Heads of Year and Assistant Headteachers for each Key Stage
- Provide guidance for parents/carers on accessing the SIMs app in order to view their child's attendance record

The Safeguarding team or Family Worker (where relevant) will:

- Contact family to discuss the fact that all above interventions have failed to improve attendance.
- Offer meetings in school or in the home.
- Contact Borough Education Welfare Officer (EWO).
- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent, to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.

Trust schools recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.

5.2 Documented medical conditions

If your child has a documented medical condition that may affect their attendance, the school welfare team will need to discuss this with you. We will devise a care plan with you to support your child in school; this might also require us to refer to the school Nursing Team or on occasion contact your GP/health professional.

The school will consider whether additional support from external partners (including the local authority or health services) would be appropriate, and make referrals in a timely manner, working together with those services to deliver any subsequent support. In some cases, this may include a referral for Alternative Provision.

5.3 Children Missing Education (CME)

Where the school is unable to contact a child/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A door-step home welfare visit will also be undertaken by the school.

Where the school and the Attendance Service have failed to locate the child/family within 10 days, the child will be referred to the **LA Children Missing Education Officer** (CME officer) who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

Children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation and as such, is taken extremely seriously by Trust schools.

6. Daily Absence

6.1 Daily Absence and Lateness arrangements

- The school will do its best to ensure that pupils and parents understand the circumstances in which the school will or will not authorise absence. Lateness and post-registration procedures will be explained to all stakeholders.
- Parents/carers must notify the school of the reason for any pupil's absence by phone or email, ideally before the start of the school day, on every day of the pupil's absence.
- Contact with parent/carer for all pupils absent without known reason will be on the first day of absence via text or phone, by the attendance officer.
- If your child is off school for more than 3 consecutive days for illness, evidence may be requested.
- When late arrivals are frequent or persistent, we will want to discuss this with you to assess what support or guidance you or your child may need. A referral may also be made to the Local Authority Attendance Service and or other external partners for additional support and monitoring.
- Students with repeated lateness or absences due to truancy will receive the sanctions stated in the attendance policy.

- Longer term medical absences (consistent or intermittent – chronic illnesses) will be discussed with parents and outside agencies (i.e. school nurse, family GP)
- Individual pupil's data will be analysed to identify patterns of absence which cause concern.
- Persistent absentees will receive a range of interventions (as per this policy) and all parties (including parents/carers and the pupil themselves) must commit to improving their attendance.
- Parents/carers of pupils whose attendance is causing significant concern will be contacted by the pastoral and/or safeguarding teams or family support worker and / or referred to the Borough.
- Advice and follow up maybe sought from Ealing EWO and other external agencies.
- The school will offer a range of additional support, prioritising pupils and parents with greatest need e.g. school refusers, severely absent.
- Requests for holidays will be declined and therefore any holidays taken during the school year will be unauthorised.
- Prosecution will be issued in accordance with DFE and LEA regulations in cases where there is no significant improvement of attendance.

6.2 Unauthorised absences

There are times when children are absent for reasons which are not permitted by law. These are known as 'unauthorised absences' and may result in action being taken. Examples of unauthorised absence are:

- Missing an alarm / sleeping in
- A family day out / going shopping / attending a birthday, wedding or other special occasion
- Looking after an unwell relative e.g. parent or sibling
- A parent's illness affecting transport to school
- Waiting for a delivery or repair
- Because you have visitors
- Because you did not know school was open
- Interpreting or supporting a parent at a meeting without prior approval by the school
- When there is no explanation for an absence or the school consider the reason given for the absence as unsatisfactory

7 Rewards, Sanctions and Interventions

7.1 Rewards for Good Attendance and Punctuality (good attendance is a minimum of 95%)

- Students with 100% attendance will be awarded certificates at end of each term
- Special prizes may be given to students with 100% attendance and punctuality
- Special rewards may be given to students who achieve significant improvement
- Contact will be made with parents about improved attendance
- Students and tutor groups with best and improved attendance will be celebrated at year assemblies.

7.2 Sanctions for Lateness and Truancy

- Detentions run according to school detention system

- Letter sent home by the Attendance Officer
- Inclusion in periodical lesson checks through duty rota
- School detention or suspension issued for internal or external truancy
- Parental meeting with AHOY/HOY

Please note, students arriving after 9am will receive a U-code for that session (AM session)

Persistent poor punctuality will be subject to the same guidelines as persistent or severe absence and may include school sanctions in addition to intervention by the Local Authority. 10 sessions of Us (absences from either AM or PM registration) can trigger the issuance of a fine. Truancy from AM or PM registrations will be recorded with a U-code and can also lead to the issuance of fines.

7.3 Interventions for Persistent Absentees

- Discussion with tutor
- Following referral at pastoral meeting, appropriate letter to be sent home by Attendance officer (see attendance letters flowchart)
- Discussion with AHOY/HOY
- Contact by telephone by AHOY and/or HOY
- Meeting with parent/carer and HOY/AHOY (attendance panel)
- Referral to and intervention by safeguarding team
- A referral may also be made to external partners, including the local authority school attendance service, Ealing Children Integrated Response Service (ECIRS)
- Reasonable adjustments may be considered, where appropriate
- Prosecution
- Students at risk of becoming persistent absentees (90-94%) are contacted to raise awareness and identify any early intervention necessary by home, or school, or both.

If your child has an educational health care plan (EHCP) any attendance concerns, will be discussed as part of the annual review

7.4 Early Intervention Support

We encourage parents to notify school as soon as you detect a reluctance in your child to attend school, as it is widely recognised that early intervention is key to prevent further deterioration of attendance.

Many children experience difficult emotions that make them nervous about attending school. This may be due to friendship issues, schoolwork, exams etc. In such cases pupils are still expected to come to school regularly. Parents are reminded that allowing absence can exacerbate the problem and create further problems, as gaps in education widen and a sense of isolation ensues.

As a school there are ways we can support pupils to overcome these hurdles by considering a variety of support measures including reasonable adjustments to timetables, arrival/end of day routines, counselling, mentoring and signposting to external agencies.

Supportive approaches are most effective when they are put in place as early as

possible and therefore it is essential all partners work together in a timely manner. A pupil's absence may require support from an outside agency which cannot always be provided quickly (e.g. mental health services subject to a waiting list), so the sooner the school is notified of an issue, the sooner the child will be likely to be able to access support.

8 Leave of absence from school

8.1 Requesting a Leave of Absence

Process for requesting leave of absence (see attachment 4 for more details)

The 2006 School Attendance Regulations make it clear that a Headteacher may not grant any leave of absence during term time for holidays. There is no entitlement to time off during term time. Only in an exceptional circumstance will term time leave of absence be considered. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. It must be requested in advance by a parent who the pupil normally lives with. The Head Teacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

All leave is granted at the Headteacher's discretion. Parents wishing to apply for leave of absence need to complete an application form well in advance, and certainly before booking tickets or making travel arrangements.

Informing the school verbally is not the same as submitting an application form. You will be asked to provide the following information:

- Evidence supporting the reason for the pupil's absence.*
- The address/es at which the pupil will be staying.
- The details and contact information of the adult responsible for the pupil's care while they are staying at this address/these addresses and their relationship to the child.
- An evidenced return date confirming your intention to return within a reasonable time (travel documents such as flight tickets would be suitable). If you are unable to provide an evidenced

return date a reason for this must be provided along with any available evidence supporting this statement.

**It is the parent's responsibility to provide this evidence. The school are not responsible for finding this information and are not obliged to accept the evidence you provide if it is not believed to be sufficient.*

A school cannot grant a leave of absence for exceptional circumstances retrospectively. If the parent did not apply in advance, leave of absence will not be granted. If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you may be liable for a Fixed-Penalty Notice. Where a child's whereabouts cannot be established, they may be regarded as a 'Child Missing Education' and their place at the school cannot be guaranteed.

If you experience unexpected delays in returning from a trip abroad or within the UK, for whatever reason, the school will require documentary evidence accompanied by proof of original return dates i.e. tickets or an official travel plan showing intent to return on time. In certain circumstances, if a child remains abroad at the beginning of a school term and absence is extended, their school place may be at risk.

Please note that whilst a Head Teacher may choose to authorise absence for attendance at the funeral of a family member, absence will not be authorised for associated travel.

A Penalty Notice may be issued to each parent in respect to each of their children in line with the Local Authority Fines Protocol [Ealing School Attendance Fixed Penalty Notice Protocol](#)

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. (See Working together to improve school attendance Pg.56 National framework for penalty notices).

8.2 Education off site

As well as the above leaves of absence, schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity (Code B)
- To attend another school at which the pupil is registered (dual-registration) (Code D)
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan (Code K)
- To participate in an approved sporting activity (Code P)
- To attend an educational visit or trip arranged by the school (Code V)
- To attend work experience (Code W)

8.3 Leaving the school permanently

If your child is leaving our school permanently, parents/carers are required to provide the school with comprehensive information about onward plans for education, including:

- the date of a move

- your new address and telephone numbers
- who your child will be living with
- your child's new school and the start date when known.

This should be submitted to our school in writing. A Leaver's Form is available from the school office, which parents/carers must complete. Please note, a destination country or another named Local Authority without other details is not sufficient.

When a child leaves and we do not have information about where they have gone/will be educated, then he/she is considered to be a 'Child Missing Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By giving us the above information, these investigations can be avoided.

8.4 Withdrawals

Parents/carers who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education). If the latter, this should be confirmed in writing and parents will be required to complete an EHE consideration form. Pupils remain registered at school until such conditions are satisfied.

[Elective home education \(EHE\)](#)

8.5 Pupils with EHCPs

All pupils with an EHCP who are being withdrawn to be Home Educated must have the approval of the Ealing SEND team.

9 Procedures and Standard Letters

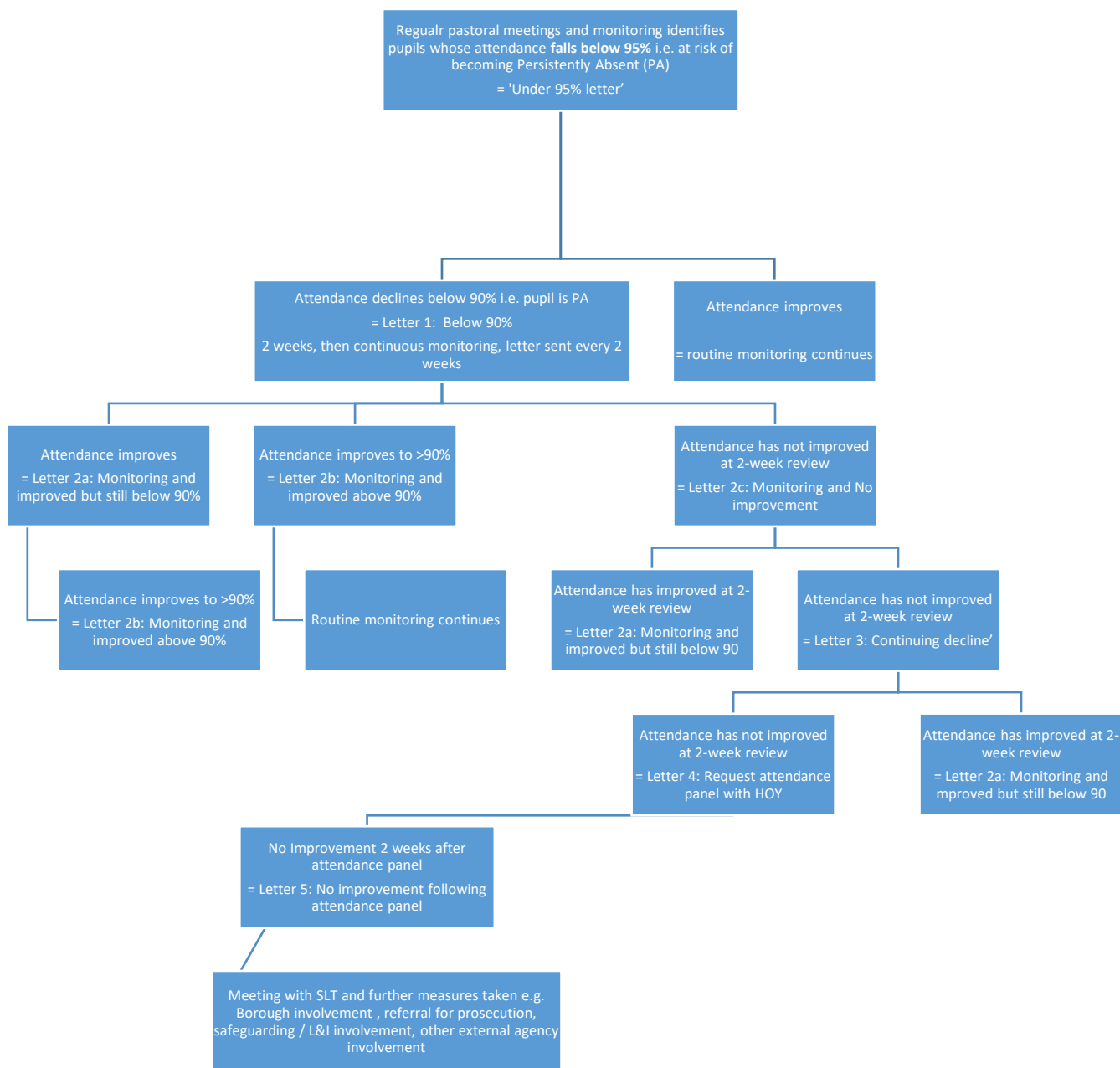
See Attachments:

1. Trust procedure for Attendance Concerns
2. Trust procedure for Punctuality Concerns
3. Trust procedure when exceptional request made for leave of absence during term time
4. Trust important information for parents regarding leave of absence during term time
5. Trust application for leave of absence
6.
 - a. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 1
 - b. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 2
7. Trust standard letter for less than 90% Attendance
8. Trust standard letter for improvement and attendance now satisfactory [Letter 2A]
9. Trust standard letter for improvement but still unsatisfactory [Letter 2B]
10. Trust standard letter for continuing declining attendance (letter 3)

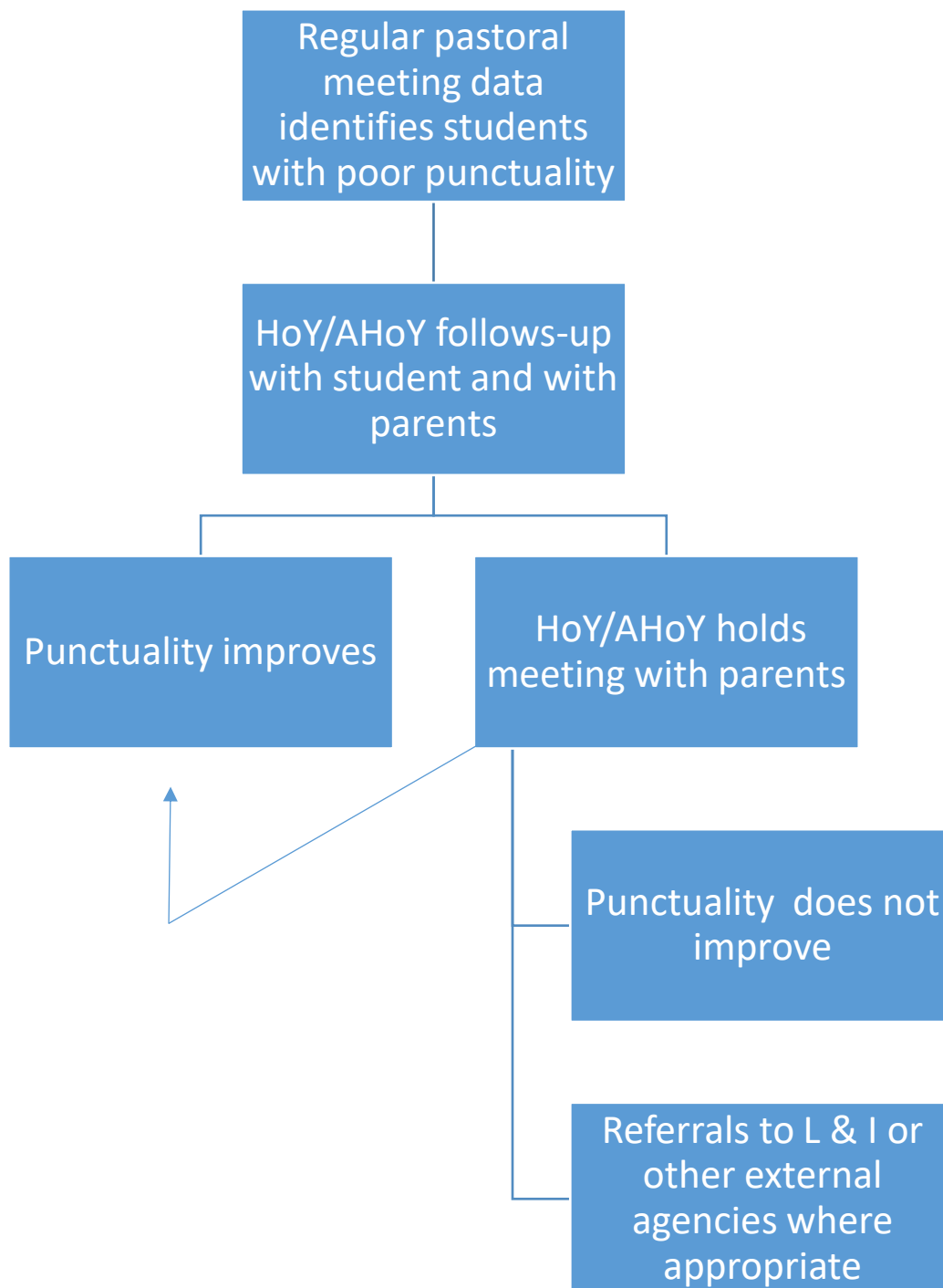
11. Trust standard letter requesting meeting with HoY (letter 4)
12. Trust standard letter requesting meeting with SLT (letter 5)
13. Trust standard letter for pupil at risk of becoming a persistent absentee
14. Sample Trust attendance contract
15. Risk Assessment for Pupil not Attending School

Attachment 1 Procedure for attendance concerns

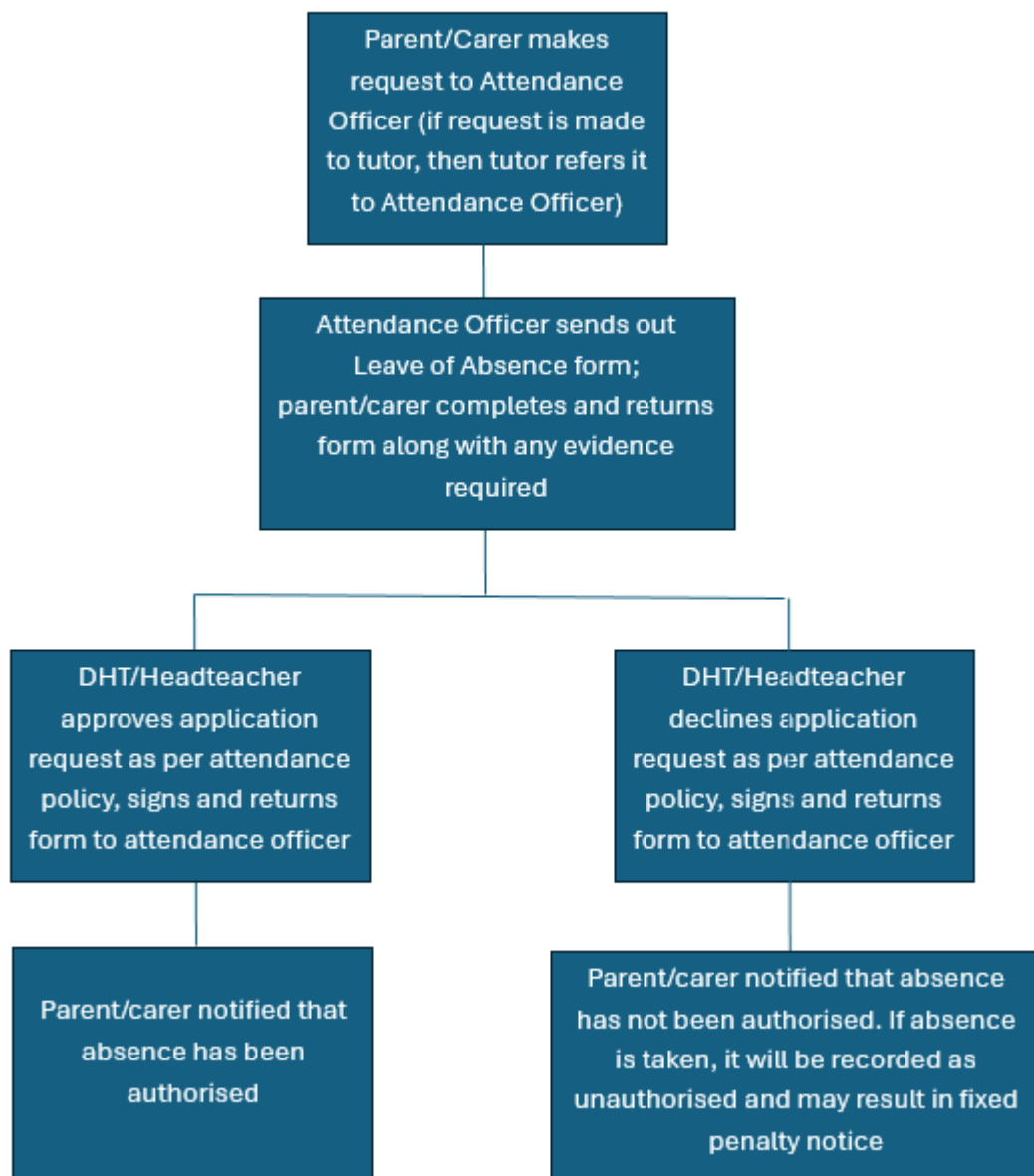
Letters sent at 2 weekly intervals on instruction of HOY/AHOY in conjunction with attendance officer.



Attachment 2 Procedure for punctuality concerns



Attachment 3 Procedure when exceptional request made for leave of absence during term time



Attachment 4 Important information for parents regarding leave of absence during term time

Important Information for parents REQUEST FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL

- The Department for Education advise that Head teachers should only authorise leave of absence in exceptional circumstances (*DfE 2024 'Working together to improve school attendance' and Regulation 11 of the [School Attendance \(Pupil Registration\) \(England\) Regulations' 2024](#)*)
- Term time absence is disruptive and effects the continuity of learning
- Please be aware that leave of absence is only granted in **exceptional circumstances** at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. **There is no entitlement to time off during term time for the purpose of a holiday and this will not be granted under any circumstances.**
- Each request for absence will be considered individually in accordance with the policy made by the Governing Body of an individual school. School will consider the following
 - The exceptional nature of the request
 - The student's previous attendance history
 - Previous applications
 - The age of the student
 - The student's stage of education and progress
 - The time of year (e.g. Do not apply for September, when your child is progressing to a new class or school, or in Exam season)
 - The length of the absence
- Leave may only be granted where proper procedures have been followed and the permission given. Only a person authorised by the Governing Body of the school, usually the Associate Headteacher/Headteacher, or other delegated staff may grant leave of absence
- Parents are warned that if they take their child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices to each parent in respect to each of their children in line with the local authority Fines protocol.
- If you do not comply with the school's procedures, you risk losing your place at the school. Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Unauthorised absence is an offence for parents and absences due to term time holiday can also be liable for a fixed penalty fine. Also note that pupils can be removed from roll if they do not return within 10 days of the given return date and the Associate Headteacher does not receive what the school considers a satisfactory explanation in that period of time, or if a pupil leaves without notice or permission and there is no contact despite reasonable efforts to contact the family.
- Leave of absence will never be granted retrospectively

Forms are available from the school office and website.

The school's term dates can be found on the school websites under the term dates link.

Attachment 5 Application for exceptional circumstance leave of absence

TWYFORD TRUST APPLICATION FOR LEAVE OF ABSENCE

As a Parent/ Carer with whom the child lives you should complete this form if you are requesting leave of absence during term time. There is **no** entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return. Parents are aware they signed a home/school agreement when their child joined the school, confirming they would not take their child out of school during term time.

Parents should also be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice. Normally a student would not be granted more than 10 days of absence in any academic year. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

We are asked to warn you that if you take your child out of school without authorisation, the Local Education Authority has the power to issue Fixed-Penalty Notices of £80, rising to £160 if not paid within 21 days (See Working together to improve school attendance Pg.56 National framework for penalty notices).

Please return the completed form to: **The Attendance Officer no less than 4 (four) weeks before** the date when you want the period of absence to start.

Name of Student:	Tutor Group:
Address:	
Name of Parent / Carer:	
Destination:	
Reason for applying for leave of absence:	
Proposed date of departure:	Return date:
TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:	
Signature of Parent/Carer	Date:

FOR OFFICE USE ONLY	
Received on:	Attendance:
Authorised / Unauthorised:	
Signed Deputy Headteacher/ Headteacher:	Date:

**Attachment 6a Reply from Head teacher to request for exceptional circumstance
leave of absence**

version 1

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

As you are aware, parents are required to seek permission from the Associate Headteacher prior to taking their child out of school for all leave of absence during term time. Leave of absence is not a right and is only granted on rare occasions when the need is exceptional.

I am writing to you following your request to withdraw XXXX from school for a family holiday/xxxxxxx for DATES a total of x school days.

A. On this occasion the school will authorise x days . The return date agreed is /...

If you do not return at this time your child's place at school may be at risk

Please note that XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

B. Having considered your application I wish to inform you that on this occasion the school will not be authorising your Child's absence from school.

You are warned that should your child be absent on the dates outlined in your application form or more, the absence will be recorded as 'Unauthorised'. The school will notify Local Education Authority who can issue you with a Fixed Penalty Notice Fine in respect of unauthorised absence. If your absence is extended your child's place at school may be at risk.

If you require any further information then please do not hesitate to contact me.

Yours sincerely,

Deputy Headteacher (Pastoral)

**Attachment 6b Reply from Head teacher to request for exceptional circumstance
leave of absence**

version 2

Date

Dear

Re: Reply to a request for LEAVE OF ABSENCE for Child name year.

Thank you for your request to take XXXX out of school for two school days from [dates] to travel to xxxxx. As you are aware absences from school particularly during term time are wholly discouraged and I am only able to authorise absence from school during term time under exceptional circumstances. I am therefore unable to authorise XXXX's absence because this request is not an emergency. If the family wants children to attend events such as foreign trips and family events, plans must be made for these to happen in the school holidays. I must remind you that it is expressly contrary to the agreement signed by you on entry to the School, which states that students must not be taken on holiday during term time. This absence will therefore remain on XXXX's record as unauthorised absence.

XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

Yours sincerely

Deputy Headteacher

Attachment 7 Trust Standard letter for less than 90% Attendance
(Letter 1)

Date

Dear parent or carer

RE: Attendance Below 90%

We wish to inform you, that xxxxxxx's attendance is below 90% which is classified by the Government and Local Authority as persistent absence from school. The figure is calculated using the data available from morning and afternoon registration and therefore includes the dates that the student arrives after registration, confirmed illness and medical appointments.

This is a significant concern as it means that xxxxxxxxxx's school work is being seriously affected by missing so much school.

We will be monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement. Where there are very serious concerns about attendance we will involve the safer schools police officer and Ealing Integrated Children's Response services **and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine.**

Please could we remind you that should \$Forename\$ need to be absent from school, it is necessary for you to contact the school every morning of absence - via a phone call or email. All absences from school of more than 3 days also require medical evidence in the form of a doctor's certificate or hospital appointment card for each day of non-attendance. Only the school can authorise an absence.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

We look forward to receiving your support in this matter.

**Attachment 8 Trust Standard letter for improvement and attendance now
satisfactory**

Improvement A (2A)

Date

Dear Parent/Carer

RE: ATTENDANCE ABOVE 90% (INCLUDING PUNCTUALITY)

Further to our recent letter regarding xxxxxxx's attendance falling below the percentage expected by the Local Authority.

I am pleased to advise you that xxxxxxxxx's attendance is now above 90%. *We will continue to monitor for the rest of the academic TERM/ year so that XXXXX can achieve his/her best*

Many thanks for your support in this matter.

Yours sincerely,

Attendance Officer

Email:

Attachment 9 Trust Standard letter for improvement but still below 90% (letter 2B)

Date

Dear parent or carer

RE: Attendance Below 90%

Further to our recent letter regarding xxxxxxxx's attendance, this has now increased to XX. It is good that this has improved but it still remains below 90% which is classified as persistent absence by DfE and Local Authority.

We thank you in advance for your support in ensuring that xxxxxxxxx's attendance continues to improve above 90%. We will continue to monitor this until xxxx's attendance reaches the expected level of 90% so they are not classified as a persistent absentee.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 10 Trust Standard letter for continuing declining attendance (letter 3)

Date

Dear parent or carer

Letter 3 – Attendance has declined

Further to our recent letter regarding xxxxxxxx's attendance, this has now decreased further to XX. This is now an even more serious issue as their persistent absence is continuing. We will be monitoring \$Forename\$ attendance over the next two weeks and, if there is no improvement, be requesting a meeting to discuss this matter further. May we also remind you that where there are very serious concerns about attendance, we will involve the safer schools police officer and Ealing Integrated Children's Response services and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 11 Trust Standard letter requesting meeting with HoY
(Letter 4)

Further to our recent letter regarding xxxxxxxxxx's attendance, this has now decreased even further to XX. Given that this attendance has not improved we request that you meet with XXX at XXX to discuss the situation. Attending school less than 90% of the time is a very serious issue and affects students' long-term chances of success. We also need to remind you that where there are very serious concerns about attendance, we will involve the safer schools police officer and Ealing Integrated Children's Response services and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine.

At this meeting will discuss ways to improve xxxxxxxxxx's attendance and if there is not an improvement then this will be referred to Headteacher and Deputy Headteacher.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

Attachment 12 Trust Standard letter requesting meeting with SLT
(Letter 5)

Date

Dear parent or carer

Further to your recent meeting with xxxxxxxx's Head of Year, their attendance has decreased to XX. To address this very serious situation we request that you meet with XXX at XXX. The safer schools police officer / Ealing local authority / Ealing integrated children's response service will also be informed of xxxxxxxx's absence so they can support with ensuring that they are able to improve their attendance quickly.

If you require any further assistance, please do not hesitate to contact XX, Deputy Headteacher

Yours sincerely

Attachment 13 At risk of becoming a persistent absentee

Dear Parent/Carer of Forenames Surname, Reg Group

Re: Attendance Below 95%

At XXXX High School, we aspire to high standards of attendance from all pupils. We rigorously use attendance data to identify patterns of poor attendance and poor time keeping at an early stage so we can work in partnership with families to improve matters as soon as possible.

I am writing to you with concerns about Forename's attendance, which so far this term/academic year is XX%. This level of attendance puts Forename at risk of becoming a persistent absentee.

The Department for Education (DfE) recommends a minimum attendance in school of 96%. This considers an average level for illness or other justifiable reasons for absence. Please refer to our school Attendance Policy regarding when a child can be out of school.

I would ask you therefore, to ensure your child's regular and punctual attendance at school, keeping him/her at home only for significant illness and give clear explanations, where absence is wholly unavoidable. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

If a child has extensive or frequent absence due to illness, a doctor's certificate or letter may be required. You will be notified if this becomes necessary. The onus of proof of illness lies with the parent and only the school can authorise absence.

If there are specific medical reasons for absences which we are not aware of, please notify us as soon as possible and we will do our best to support your circumstances. Where this is the case, we may also seek your consent to refer the matter to the School Nursing Team or other welfare agencies.

If you are experiencing any other difficulties, which are a barrier to attendance or you need support to help ensure \$Forename's regular attendance, please let us know so that we can discuss and agree support measures with you.

We will continue to monitor the situation and contact you again as necessary.

Please be aware, that without sustained improvement we will be obliged to share our concerns with the Local Authority Attendance Officer and meet with you to agree some firm targets for change.

If you have any questions or concerns, or wish to meet with a member of staff, please email attendance@williamperkin.org.uk. Thanking you in advance for your support and cooperation in this matter.

Yours sincerely,

Attachment 14 Standard Attendance Contract

Student details		
Pupil's Name:	Tutor Group:	HOY:
Current Attendance:	No of Lates:	
Adults at home: Parent Name (1):		
Parent name (2):		
Attendance officer:		
School: XXXXX C of E High School		
Date of Attendance meeting:		
Background to Attendance Contract		
Why are we doing this?		
What we want to achieve (and what are the difficulties to achieving this) E.g. We want improved attendance. What is going to hinder this?		
Positive Areas for student: Existing positive qualities, strengths, traits; for parent/child (list as many as you can)		

What would be helpful and what has been agreed to help achieve this?

A: Student will: (Select and tick as appropriate, mark N/A if not)

Organise equipment the night before atpm	
Set alarm atam.	
30 minutes later/get parent to wake me up atam.	
Leave the house on time betweenso to arrive at-school byam	
Register each morning and afternoon (if unavoidably late then attend late detention)	
Following completion of Attendance contract student to be placed on attendance report until next review. Get report signed every day by teacher and parent	
Follow the instructions of teachers and appropriate school staff	
Target attendance for the remainder of this half term- no unauthorised absence	
Not wait/call for friends if it will make me late or encourage me to truant	

Other Actions required

B: Parents/Carer will:

(Select and tick as appropriate, mark N/A if not)

Support organisation of equipment the night before & and have child leave on time so to arrive at-school by 8.25am.	
Telephone school each day to confirm child is attending/and has been dropped off at school on time	

If the parent has not already contacted the school, make sure a member of staff contacts the child's parent if the child is not in school when the AM Tutor Time register is taken, or when they become aware that the child is not on the premises (by 9.30am at the latest)	
Be available for school review meetings	
Provide a place in the Study Club or A19 area/extra help in subjects:.....	
Provide sanctuary at lunch times	
HOY referral to the schools learning mentor/school councillor:	
School Safeguarding team referral to Ealing Integrated Children's Response services or SAFE if required	
Report continued poor attendance to Local Education Borough which will results in a fine	
Other Actions required	
Targets for attendance:	
<i>Usually set a number % and specify no unauthorised absences</i>	
<u>Attendance Review meeting and other important dates</u>	

Information Sharing.

We understand that if our child’s attendance continues to be irregular and absences unauthorised, we may be liable to a fixed penalty fine or prosecution.

We also understand that this contract and outcomes may be presented as evidence

Attendance Contract Agreement

We will do what we have read and agreed in this Attendance contract and will work together to help attend school regularly.

Signed: Student_____ Date:

Parent_____ Date:

School_____ Date:

Attachment 15 Risk Assessment for Pupil Not Attending School

[School Logo]	Risk Assessment – Pupil not attending school
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Risk assessment for pupil on reduced timetable or attending alternative provision

Student Name	
Form	
Date of RA:	
Date of Next Review:	

	Type of risk	Health and Safety (External factors)	Safeguarding of pupil and others	Impact of plan on child/family
Description of risk				
Who is at risk				
Likelihood of risk				
Risk controls/mitigation				
Who is responsible for managing this risk (school/ parent)?				
Are resources/ training required to reduce this risk? If so, what is required?				

	Type of risk	Health and Safety (External factors)	Safeguarding of pupil and others	Impact of plan on child/family
Likelihood of risk after control/mitigation				
Does risk make plan unsafe or unacceptable?				

Assessment carried out by:		Job Title (e.g. HOD):		Signature:	
Assessment approved by:		Job Title (e.g.SLT):		Signature:	
		Date:			