Attendance Policy
2024 - 2026

'Because Children Deserve Better'

Reviewed By:	Dawn Morley, Strategic Lead for School Development
Approved By:	Kathryn Parkinson, COO
Responsible Person:	Kathryn Parkinson, COO
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Contents

1. Aims

This policy sets out the principles and guidelines by which we seek to raise attendance, improve punctuality, to raise levels of achievement and to maximise opportunities both in school and in later life by:

- Promoting good attendance

- Reducing absence, including persistent and severe absence

- Ensuring every learner has access to the full-time education to which they are entitled

- Acting early to address patterns of absence

- Building strong relationships with families to ensure learners have the support in place to attend education

2. Legislation and Guidance

This policy meets the requirements of the working together to improve school attendance guidance from the Department for Education (DfE) February 2024 (applies August 2024), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 1, section 19 and Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006

- Part 3 of the Children & Families Act 2014

- Part 3 paragraph 15 of The Education (Independent School Standards) Regulations 2014

- School Attendance (Pupil Registration) (England) Regulations 2024

- Education (Information about Individual Pupils (England) (Amendment) Regulations 2024

- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and Responsibilities

The Board
The board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Making sure school leaders fulfil Pivot expectations and statutory duties

- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Headteacher
The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Directors
- Supporting staff with monitoring the attendance of individual learners
- Monitoring the impact of any implemented attendance strategies
- Working with LAs to improve learner attendance.

The Senior Attendance Champion
The Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Lead on formal attendance meetings with parents and LA officers

The Pastoral & Welfare Lead
The Pastoral & Welfare Lead is responsible for:

- Monitoring and analysing attendance data
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Facilitating targeted intervention and support to learners and families
- Working with Local Authorities to tackle persistent and severe absence

School Admin Staff
School admin staff will:

- Record attendance on a daily basis, using the correct codes, on Arbor
- Take/make calls from parents and learners about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and learners to the pastoral & welfare lead in order to provide them with more detailed support on attendance

Parents/Carers
Parents/carers are expected to:

- Make sure their child attends every part of their agreed programme on time
- Contact the school to report their child's absence before 9.15am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Make timely applications for leave of absence
- Work with school and other agencies to address attendance concerns

Learners
Learners are expected to:

- Attend their school programme on time
- Attend every timetabled session on time
- Participate in attendance meetings, support and interventions

Promoting Regular Attendance
Attendance is the essential foundation to positive outcomes for all learners and should therefore be seen as everyone's responsibility in school. It also cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all learners want to attend and can learn and thrive. To help us achieve regular attendance at Pivot provisions and on specific pathways we will:

- Give parent/carer's details on attendance in our regular contact.
- Report to parent/carer's regularly on their child's attendance and punctuality.
- Work closely with parents and other agencies to help remove barriers to attendance.
- Monitor school attendance continuously on a whole school, cohort and individual basis.
- Celebrate good attendance
- Reward good or improving attendance
- Implement effective plans to improve attendance

SEND and children with medical health conditions (physical & mental)
Learners with these needs have the same rights to education as other children therefore our attendance ambition needs to be the same, but they may need additional support or reasonable adjustments to support school attendance. Pivot have developed a variety of pathways and provisions to support learners with these needs. These are:

- Pivot Outreach Programme (POP)
- LINKS
- Part Time Timetables
- Remote Learning
- Satellite sites
- Bespoke offer

These can impact on overall school attendance therefore learner attendance is monitored on an individual basis in relation to their programme.

4. Recording Attendance

Attendance Register
We will keep an attendance register and place all learners on this register.
We will take our attendance register at the start of the first session of each school day and once during the second half of the day. It will mark whether every learner is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:
- Whether the absence is authorised or not for all learners of compulsory school age.
- The nature of the activity if a learner is attending an approved educational activity.
- The nature of circumstances where a learner is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pivot Academy Leeds East:
Learners must arrive in school by 9.00am on each school day.
The register for the first session will be taken at 9.00am and will be kept open until 9.30am.
The register for the second session will be taken at 12:15pm and will be kept open until 12.45pm.

Pivot Academy Kirklees:
Learners must arrive in school by 9.15am on each school day.
The register for the first session will be taken at 9.15am and will be kept open until 9.45am.
The register for the second session will be taken at 12:15pm and will be kept open until 12.45pm.

Unplanned Absence
The learner's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.15am or as soon as practically possible by contacting the school admin staff via phone call/text/email/Arbor parent app (see also section 7).
We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the learner's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

Planned Absence
Attending a medical or dental appointment will be counted as authorised as long as the learner's parent/carer notifies the school in advance of the appointment. Parent should contact the admin staff via phone call/text/email/Arbor parent app at least 24 hours before the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the learner should be out of school for the minimum amount of time necessary. Parents should advise school staff of the expected return time.

The learner's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. (Go to section 5 to find out which term-time absences the school can authorise and appendix 3 for the application form. If parents require support to complete the form, please contact school admin staff)

Lateness and Punctuality

Attending on time is an important aspect of school life at Pivot. For many of our learner's lateness is often due to transport issues which are out of their control. Lateness will be recorded with a note as to the cause of the lateness. If a child has a persistent late record parents/carer's will be asked to meet with the school so we can support a resolution to the problem, but parents/carers can approach us at any time if they are having problems getting children to school on time.

Following up Unexplained Absence

Where any learner we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the learner's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the learner's emergency contacts, the school may: make further phone calls throughout the day; conduct a home visit; contact the Safer Schools Police Officer (SSPO); contact other professionals involved with the family i.e., social worker, YES/YOT workers; contact LA Truancy/Attendance Team.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If we have had no contact by the third day of absence a home visit will be carried out (by the Social Care team if necessary). If no contact can be made, we will request a welfare check from the SSPO.

- Invite parents/carers into school to discuss the situation as required with our social work team.

- Refer the matter to the Local Authority Attendance and Learner Support Service.

- If a child is absent but has left home for school, please refer to missing procedures at the end of this document.

- If further contact cannot be made within 5 days, then the attendance and learner support services will be notified.

- If a learner has not returned to school for 10 days after a leave of absence or not attended for 20 consecutive days without reason, they may be removed from the school admissions register and referred to the Child Missing Education Teams.

Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels at termly consultation meetings or more regularly should attendance become a concern.

5. Authorised and Unauthorised Absence

Approval for Term-Time Absence

The Headteacher will only grant a leave of absence to a learner during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the

Headteacher's discretion, including the length of time the learner is authorised to be absent for. The Headteacher should only grant a leave of absence in exceptional circumstances it is therefore unlikely a leave of absence will be granted for the purposes of a family holiday. We define 'exceptional circumstances' as:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

- Where an absence from school is recommended by a health professional as part of a

parent or child's rehabilitation from a medical or emotional issue.

- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional.

- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.

- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional.

- A family holiday taken as a reasonable adjustment to support a learner with SEND which must be clearly set out on the request form. Only one such request may be granted by the Headteacher in any academic year.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. **Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and on the leave of absence request form, accessible via the school admin or appendix 3 of this document.** Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the Directors prior to any authorisation being given to the parent. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4 for more detail).

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

- Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish Travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and New Age Travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the learner is attending educational provision.

- Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday.

- Study Leave.

- Flexi-schooling requests, parents should write to the Headteacher outlining their request. For further advice see https://www.home-education.org.uk/articles/article-flexi-schooling.pdf

Unauthorised Absences and Legal Sanctions
The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Please check your child's Local Authority website for their policies and practices in relation to legal sanctions. As an organisation we will work with local authorities to remove barriers and improve attendance for our learners.

Learners with unauthorised absences who have not returned to school for 10 days after a leave of absence **or** not attended for 20 consecutive days without reason, may be removed from the school admissions register and referred to the Child Missing Education Teams.

6. Strategies for Promoting Attendance

Pivot provisions use a variety of strategies to promote and celebrate attendance. These include:

- Welcoming environment with meet and greet
- Positive praise
- Personalised timetables to support transition
- Reward points, learner shops
- Celebration assemblies
- Attendance notice boards in schools
- Learner voice about barriers to attending
- Providing transport, collecting learners and providing bus fare
- Meeting with parents/carers
- Phone calls, texts, emails and Arbor in-app messages home
- Home visits
- Additional support in school
- Working with other agencies such as CAMHs, SCOPE, YOT, Social services.
- Attendance stated on termly reports
- Creative timetabling
- Strong home school links and relationships with key adults
- Free school meals – breakfast and lunch
- Flexible uniform policy
- Fresh start every day
- Targeted interventions

7. Attendance Monitoring

At Pivot we understand that a significant proportion of our learners have had issues with attendance before coming to our school. Our monitoring processes take this into account whilst also striving for a minimum of 95% attendance for all our learners. Attendance is part of our weekly Leadership meetings as the school recognises the need to celebrate improvements regularly as well as offer focused timely support should attendance become a concern.

Monitoring Attendance
The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual learner level.
- Identify whether or not there are particular groups of learners whose absences may be a cause for concern.
- Compare attendance data to the national average and share this with the Board of Directors.
- Provide regular attendance reports to keyworkers, and other school leaders, to facilitate discussions with learners and families.

Analysing Attendance
The school will:

- Analyse attendance and absence data regularly to identify learners or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these learners and their families.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Reducing Persistent and Severe Absence
Persistent absence is where a learner misses 10% or more of school, and severe absence is where a learner misses 50% or more of school.
The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.

- Hold regular meetings with the parents of learners who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.

- Provide access to wider support services to remove the barriers to attendance.

8. Linked Policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy

- Behaviour Policy

- Suspension and Permanent Exclusions Policy

- Children with Health Needs Who Cannot Attend School

- Schools core offer

9. Appendices

Appendix 1: Key staff contact details

Please see the contact names and emails for key attendance staff at each Pivot Provision.

Pivot Leeds East Academy

Senior Attendance Champion: Grant Lotherington		
Leeds Upper		
Role	Name	Email address
Pastoral & Welfare Lead	Joanna Sutton	Joanna.sutton@pivot-group.co.uk
DSL	Jean Chamley	jean.chamley@pivot-group.co.uk
Leeds Lower		
Role		Email address
Pastoral & Welfare Lead	Peter Towers	peter.towers@pivot-group.co.uk
DSL	Amy Lawrence	amy.lawrence@pivot-group.co.uk
LINKS		
Lead Practitioner	Grant Lotherington	grant.lotherington@pivot-group.co.uk

Pivot Kirklees Academy

Senior Attendance Champion: Craig McElhatton		
Kirklees Upper & Lower		
Role	Name	Email address
Pastoral & Welfare Lead	Lorna Stead	Lorna.stead@pivot-group.co.uk
DSL	Emma Goddard	emma.goddard@pivot-group.co.uk
DSL	Emma Jane Barber	emma-jane.barber@pivot-group.co.uk

Pivot Commissioned Services

Senior Attendance Champion: Danielle Augustine		
Pivot 6		
Role	Name	Email address
Pastoral & Welfare Lead	Corey Mallard	Corey.mallard@pivot-group.co.uk
DSL	Olivia Cranley	olivia.cranley@pivot-group.co.uk
POP		
Role		Email address
Senior Outreach Worker	Ollie Roberts	oliver.roberts@pivot-group.co.uk
Senior Outreach Worker	Vic O'Donnell	victoria.o'donnell@ pivot-group.co.uk
DSL	Amy Thornton	amy.thornton@pivot-group.co.uk

Appendix 2: Attendance codes

The following codes are taken from the DfE's guidance on school attendance, further clarity of coding can be found in this document.

Code	Definition	Scenario
/	Present (am)	Learner is present at morning registration
****	Present (pm)	Learner is present at afternoon registration
L	Late arrival	Learner arrives late before register has closed
B	Off-site educational activity	Learner is at a supervised off-site educational activity approved by the school
D	Dual registered	Learner is attending a session at another setting where they are also registered
K	Off-site LA education	Attending education provision arranged by the local authority
P	Sporting activity	Learner is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Learner is on an educational visit/trip organised, or approved, by the school
W	Work experience	Learner is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Learner has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Excluded or Suspension	Learner has been excluded but no alternative provision has been made
J1	Interview	Attending an interview for employment or for admission to another educational institution

I	Illness	School has been notified that a learner will be absent due to illness
M	Medical/dental appointment	Learner is at a medical or dental appointment
R	Religious observance	Learner is taking part in a day of religious observance
S	Study leave	Year 11 learner is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Learner from a traveller community is travelling, as agreed with the school
X	Not required to be in school	Learner of non-compulsory school age is not required to attend
Unauthorised absence		
G	Unauthorised holiday	Learner is on a holiday that was not approved by the school
N	Reason not provided	Learner is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for learner's absence
U	Arrival after registration	Learner arrived at school after the register closed

Not a possible attendance for statistical purposes		
Q	Unable to attend - Access	Unable to attend due to lack of access arrangements
Y1	Unable to attend - Transport	Unable to attend due to transport normally provided not being available
Y2	Unable to attend - Travel	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – Partial closure	Unable to attend due to part of the school premises being closed
Y4	Unable to attend – Whole school	Unable to attend due to the whole school site being unexpectedly closed

Y5	Unable to attend - Detained	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Health/Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend - Other	Unable to attend because of any other unavoidable cause (must specify in notes cause)
Administrative codes		
Z	Learner not on admission register	Register set up but learner has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 3: Leave of Absence request form

This form has been designed to clarify the process of Leave of Absence requests. The school is expected to comply with Government guidance by the DfE (Department for Education),and the LEA (Local Education Authority).

Learner Name		
Date of birth		
Any other school age children?	Name	School
	Name	School
Dates of absence requested	From:	To:
Total amount of days absent from school		
Please state the reason for your request (include as much details as possible to help the Head Teacher make their decision)		

The 'exceptional circumstances' for this request identified in our policy:	Please tick all that apply
Parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.	
Recommendation by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.	
The death or terminal illness of a close relative.	
Out of school programmes such as music, arts or sport operating at a high standard of achievement. (Please attach your documentary evidence to this form)	
To attend a wedding or funeral of a close relative.	
A family holiday taken as a reasonable adjustment to support your child's SEND.	

Each request can only be judged on a case-by-case basis, you will receive a reply from the school in writing.

Person submitting application: Relationship to child:

Signature: Date:

Appendix 4 – Attendance Improvement Support Plan

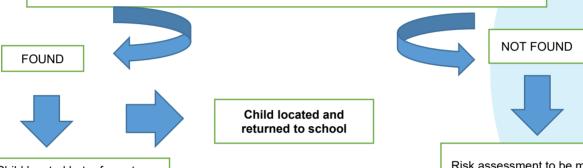| Date:	Venue:		School:	
Learner Name:			D.O.B:	Current attendance:
Present:				Target Attendance:
Barrier to Attendance	Strategies		Person(s) Responsible	Review Schedule
REVIEW				
Review Date:	Current Attendance:		Present:	
Outcomes:				
Next Steps:				

Appendix 5 – Missing Learner Procedure

LEARNER IDENTIFIED AS MISSING – REPORT IMMEDIATELY to a member of the Senior Leadership Team (SLT) when a learner is known to have absconded from lesson / school

Review individual risk assessment in relation to absconding to determine best next steps. Ascertain information to determine the nature / reason for absconding / going missing from lesson (give consideration to recent events or precipitating factors)

Search school premises and grounds immediately. Contact the child, establish location (where possible), undertake (if appropriate) home visit or suspected known destination. NOTIFY PARENTS / CARERS

FOUND

NOT FOUND

Child located and returned to school

Child located but refuses to return to school. Risk assessment to be made regarding circumstances considering the following
- Visit to known abuser
- Risk of Extra Familia Harm
- To use drink or drugs
- Self-harm / suicidal ideation

CONCERNS / VULNARBILITIES

Risk assessment to be made with regards to circumstances considering the following likelihoods
- To visit known abuser
- Risk of Extra Familia Harm
- To use drink or drugs
- Self-harm / suicidal ideation

Refer to West Yorkshire Police as per WYP Truancy Policy

NO CONCERNS

No concern / low risk Child is truanting whereabouts of child have been established i.e. child has gone home, refusing to return to school DO NOT REPORT TO POLICE

Update ALL relevant professionals, parents and carers

Upon the learner's return to school, a member of SLT, preferably DSL or the Deputy DSL to talk to the learner and establish reason behind absconding.
Discussion should:
1. Ascertain child's views and perceptions
2. Explore reason for absconding (push / pull factors)
3. Allow DSL to undertake an assessment of presenting risk
4. Ensure that appropriate interventions / referrals / support is actioned to address identified risk and minimise

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Appendix 6 – Attendance Letters

Letter 1 – Concerns about a learner's high level of absence

Dear [Name],

RE: Absences from school

I'm writing to express my concern at [name's] recent high levels of absence from school. Their current attendance has fallen to [percentage]. Research shows that falling below 95% attendance will likely have an impact on your child achieving their potential. Our learners' progress and welfare are of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help to address gaps in learning following prolonged absences and barriers to attendance.

Please contact the school office on [number] as soon as you can so we can arrange to discuss this and plan support to improve attendance.

Yours sincerely,

[Name]

Senior Attendance Champion

Letter 2 – Concerns about a learner's unauthorised absence(s)

Dear [Name],

RE: Unauthorised absences from school

I'm writing to express my concern at [name's] recent unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] unauthorised sessions ([number] days) on the following dates:

> [date]

> [date]

> [date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our learners' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Please note that unauthorised absences can result in a penalty notice being issued by the local authority should the situation not improve. You can find more information about penalty notices on your child's local authority website. Copies of our attendance policy are on the school website, or available from the school office.

Please contact the school office on [number] as soon as you can so we can arrange to discuss how we can support you and your child to reduce the number of unauthorised absences.

Yours sincerely,

[Name]

Senior Attendance Champion

Letter 3 – Formal notice about unauthorised absence

Dear [Name],

RE: Unauthorised absence

With reference to our letter dated [date], [name] has now had a total of [number] consecutive unauthorised absences. These absences occurred on the following dates:

> [date]

> [date]

> [date]

In line with our attendance policy, we will be seeking advice from the local authority in relation to these absences which may result in them issuing a penalty notice.

We would like to invite you in for a meeting with [appropriate member of staff], so we can discuss how we can support you to help improve [name's] attendance. Other agencies who can support a plan for improvement will also be invited to this meeting.

Please contact the school office on [number] urgently so we can arrange this meeting and inform us of any other agencies you would like us to invite.

Yours sincerely,

[Name]

Headteacher

Letter 4 – Accepting a request for a Leave of Absence in term-time

Dear [Name],

Re: Your request for a leave of absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our learners, and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a leave of absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

[Name]

Headteacher

Letter 5 – Declining a request for a leave of absence in term-time

Dear [Name],

RE: Your request for a leave of absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I regret I **cannot** consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our learners and believes regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for any leave of absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance can't be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

I'm sorry to have to disappoint you on this occasion.

Yours sincerely,

[Name]

Headteacher

Letter 6 – After an unauthorised holiday

Dear [Name],

RE: Holiday absence

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We are treating this as an unauthorised holiday because [explain the evidence you have].

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to complete a Leave of Absence request form and await the response before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

Absences like these could have a detrimental effect on [name(s)] education. We are obliged to inform the local authority about this absence and they may wish to follow their policy for legal sanctions.

We would like to arrange a meeting so that we can discuss this further and plan for improvements to avoid further unauthorised holidays. Please contact the school office urgently on [phone number].

Yours sincerely,

[Name]

Headteacher