

# Attendance Policy

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|---------------------|-------------|
| Agreed by Governors | Autumn 2022 |
| Date for Review     | Autumn 2023 |



## ATTENDANCE POLICY

### Reference Documents

School Attendance Guidance – Leicestershire.gov  
Statutory guidance on supporting pupils at school with medical conditions – Policy  
Education (pupil registration) (England) (amendment) Regulation 2013  
Authorised non-attendance  
Taking a child on a family holiday during term times  
DfE Behaviour and Attendance  
Home Schooling/Elective Home Education  
Children Missing Education  
Young Carers Policy  
Working together to improve school attendance (DfE, 2022)

### Key Principles

School attendance is subject to various education laws and the Westfield Infant School Attendance Policy is written to reflect these laws and the guidance produced by the Department for Education.

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves pupils vulnerable to falling behind. Pupils with poor attendance tend to achieve less in both primary and secondary school.

To contextualise absence:

1 day off per school year = 99.5% attendance  
10 days off per school year = 94.7% attendance  
20 days off per school year = 90% attendance  
90% attendance throughout years Reception to Year 2 = 1 full term off school

Punctual and regular school attendance is an essential precondition of social inclusion and a prerequisite to effective learning. For a small but significant number of pupils' poor school attendance is a direct cause of their social exclusion and underachievement. The LA believes that pupils should attend school regularly and punctually because school is where they learn and school is where they are safe. At Westfield Infant School we are committed to improving levels of school attendance and punctuality by:

- promoting the value and importance of regular school attendance;
- reducing all forms of unjustified absenteeism, especially levels of persistent absenteeism. (A pupil is classified as being a persistent absentee if he/she has an absence rate of 20% or more)
- ensuring every pupil has access to full-time education to which they are entitled.
- acting early to address patterns of absence
- ensuring every pupil is punctual.

Westfield Infant School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. Due regard is paid to the six duties laid down in the Disability Discrimination Act of 2006. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a pupil to reach their full educational achievement a high level of school attendance is essential. The school aims to work together with parents/carers to ensure that all children registered at the school attend both regularly and punctually. We will consistently work towards a goal of 100% attendance for all pupils. Every opportunity will

be used to convey to pupils and their parents/carers the importance of regular and punctual attendance. All pupils should be at school on time every day the school is open unless the reason for the absence is unavoidable.

Parents/Carers are responsible in law for ensuring that their children attend the school at which they are registered regularly, on time, properly dressed and in a fit condition to learn (Appendix 2).

Parents/Carers can do a great deal to support the regular and punctual attendance of their children. Parents/Carers should:

- take an active interest in their child's school life and work;
- attend Pupil Progress Evenings and other school events;
- be aware of letters/emails from school;
- ensure that their child arrives at school on time each day;
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- talk to the school if they are concerned that their child may be reluctant to attend.

## **Legal Requirements**

All children of compulsory school age should receive suitable education, either by regular attendance at school or otherwise. If a pupil is registered at school, parents/carers are responsible for their child/children and have a duty under the Education Act 1996 (Appendix 2) to ensure that their child attends school regularly and punctually. The only statutory defences to the offence under Section 444(a) Education Act 1996 are:

- The child was absent for medical reasons
- The LA failed to provide transport when required to do so
- The absences were due to religious observance
- Permission was granted by the school or there were unavoidable causes.

It is a legal requirement that schools will:

- maintain computerised attendance registers in accordance with the relevant regulations
- keep both an Admission and an Attendance Register. All pupils should be on both registers and may only be removed in accordance with the requirement of the Education (Pupil Registration) Regulations 2006
- accurately record and monitor all absenteeism and lateness; clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DfE
- submit termly absence returns through School Census and publish information relating to levels of attendance and absence and include details of these in the Parent/Carer Handbook and annual report.

## ***Amendments to the Attendance Register***

Every amendment made to the attendance register **must** include:

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

The LA has a duty to provide education and to inspect school registers. They also have a duty to enforce the requirement that parents/carers register their child on a school roll or provide suitable education other than at school.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the Attendance Register accordingly. We would ask parents/carers to help the school by notifying us of all absences either by phone, email or in person, on the first day if possible. Our answerphone facility allows

parents/carers to ring anytime – not just during school hours - to report an absence. If no message has been received after registration, a member of the office staff will telephone parents/carers for a reason for absence.

### ***Authorised and Unauthorised Absence***

The law requires that all schools must show the difference between authorised and unauthorised absence. Authorised absence can be:

- Sickness
- Unavoidable medical or dental appointments which cannot be arranged outside school hours. Where this is not possible it is expected that pupils only miss part of the day. (If absences are considered excessive proof may be required by way of a doctor's note).
- Traveller children whilst the family are travelling
- Days of religious observance
- Exceptional family circumstance (e.g. bereavement)
- Educational activity
- Exclusion (fixed period).
- Leave of absence (in exceptional circumstances)

### ***Absence***

In line with legislation, planned absence from school can only be authorised by the Headteacher/Chair of Governors in **very exceptional circumstances**. Absence Request Forms (Appendix 4) for exceptional circumstances are available from the school office and will be referred to the Educational Welfare Service. The fundamental principles for defining exceptional circumstances are that they are 'rare, significant, unavoidable and short'. Holidays in term time cannot be authorised.

(Notes received from Parents/Carers explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period).

### ***Unauthorised Absence is:***

- When a pupil is away from school, or when a pupil is late after the register has closed, without permission from an authorised person
- Frequent absences attributed to minor ailments but not supported by medical evidence
- Looking after the house
- Looking after siblings or sick parents (except in genuine crisis for a time limited period)
- Going shopping or having hair cut
- Visiting relatives, buying shoes
- Birthdays
- Day trips
- Any absence which the school has not been informed about, either by letter or telephone.

### ***Persistent and severe absence***

Persistent absence is used to describe attendance of 90% or less. Severe absence describes pupils who are absent from school more than they attend (those missing 50% or more of school). Schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, the school will sensitively consider some of the reasons for absence and understands its importance as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

If all avenues of support have been facilitated by the school, working with the local authority and other partners, but severe absence for unauthorised reasons continues, it is likely to constitute neglect. The school should be especially conscious of any potential safeguarding issues in these cases and, if necessary, follow its safeguarding procedures.

## Response to Absence

The Educational Welfare Service should be consulted where the school is experiencing difficulty in determining whether the reason provided for absence is valid and particularly where parents/carers appear to be condoning absence that the school feels may be unjustified. **If parents/carers fail to provide a reason for absence within two weeks, the absence will be coded as unauthorised.**

If any pupil has not been registered or the school has not been notified about a pupil's absence, the office administrator will contact the parents/carers.

If the parent/carer notifies the school of a pupil's reason for absence, but the pupil continues to be absent for more than a week, then an updated check will be made by the school in the form of a phone call and/or a referral to the Educational Welfare Service.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school will refer to the School Nurse service if the problem appears to be a medical one. In other cases the school will seek advice from the Educational Welfare Service.

If a child has 3 or more days' absence due to illness around a school holiday, the school may request evidence of the illness.

Whenever the school is unable to contact a parent /carer because of inaccurate/outdated contact details, a letter will be written to arrange a meeting to discuss the situation. Any absence considered not to be a justified reason will remain unauthorised.

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## Procedures

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all pupils who arrive late.
- Log kept of all pupils daily for whom no notification for absence has been received and of phone calls made to Parents/Carers.
- Any pupil with an absence of under 95% will have their records examined and, if need be, drawn to the attention of the Educational Welfare Service.
- All practices will be reviewed annually.

## The School Day

Our school doors open at 8.45am and the doors are closed at 9.00 a.m. Registers are marked shortly after this. Registration sheets must be returned to the office by 9.10 a.m. and 12.40 p.m.(Reception);1:00 p.m. (Year 1); and 1.30pm (Year 2). If a pupil has not arrived when the register has been completed the pupil should be marked as absent. To ensure accurate absence returns staff in the office will complete the registers at 9:15 a.m., 1:20 p.m. and 1.30 p.m. Any pupil arriving after 9.00 a.m. should be sent to the office with the parent/carer if possible, where they will be required to sign in electronically using the e-sign system. The registers are checked and any messages retrieved from the absence answerphone or from the telephone message pad in the main office. Parents/carers will be contacted of any pupil who is absent without a reason. If no contact is made, the pupil's absence is coded as unauthorised. If a pupil is off a second day the Educational Welfare Service is advised and they will try to contact the parents/carers on behalf of the school. Monthly meetings are held with the Educational Welfare Service to identify which pupils have been persistently late. The Educational Welfare Service will contact parents/carers.

Morning registration will take place at the start of school at 8.45 a.m. The registers will remain open for 15 minutes. [As per DfE guidance.] Any pupil arriving after this time will be marked unauthorised late unless there is an acceptable explanation, e.g. school transport was delayed. In cases, for example, where the absence at registration

was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. (See Appendix 1).

### **Rewarding Attendance**

Weekly - An Attendance Trophy is awarded on a Friday for the class/classes who had the highest attendance during the previous week.

Half Termly - Pupils who have achieved 100% attendance will be presented with an award.

### **Monitoring and Reporting**

Attendance is commented on at the Autumn and Spring Term Pupil Progress Meeting and parents/carers receive a print out of their child's registration report. Parents/Carers also receive an annual printed report of attendance in the End of Year Reports.

Governors are heavily involved in monitoring Achievement which is proven to be related to Attendance. They formed the Achievement of Pupils sub-committee and meet regularly to monitor attainment and review absenteeism.

The Headteacher, class teachers and Governors will communicate regularly with parents/carers on attendance matters, verbally and via the Governors Newsletter. The Governors will work with the Headteacher and the Educational Welfare Officer to analyse the school's attendance data to identify attendance trends to review the effectiveness of policies and strategies and to agree new attendance strategies designed to raise attendance levels wherever possible.

When updating this Policy guidance was sought from the Local Authority Protocol to Assist Schools and Academies to Manage Attendance, Attendance Matters document, and successful strategies that have worked in other schools.

This attendance policy will be reviewed annually.

Adopted by the Governing Board and Signed by

Chair of Governors

Date: 23.11.22

**The Registration system**

The School uses a computerised system for keeping the school attendance records.

The following national codes will be used to record attendance information.

| <b>CODE</b> | <b>DESCRIPTION</b>   | <b>MEANING</b>                |
|-------------|--|-------------------------------|
| <b>/</b>    | Present (AM)   | Present                       |
| <b>\</b>    | Present (PM)   | Present                       |
| <b>B</b>    | Educated off site (NOT Dual registration)                                  | Approved Education Activity   |
| <b>C</b>    | Other Authorised Circumstances – Leave of absence authorised by the school | Authorised absence            |
| <b>D</b>    | Dual registration (i.e. pupil attending other establishment)               | Approved Education Activity   |
| <b>E</b>    | Excluded (No alternative provision made)                                   | Authorised absence            |
| <b>G</b>    | Family holiday (NOT agreed <u>or</u> days in excess of agreement)          | Unauthorised absence          |
| <b>H</b>    | Family holiday (agreed) in exceptional circumstances                       | Authorised absence            |
| <b>I</b>    | Illness (NOT medical or dental etc. appointments)                          | Authorised absence            |
| <b>J</b>    | Interview  | Approved Educational Activity |
| <b>L</b>    | Late (before registers closed)   | Present                       |
| <b>M</b>    | Medical/Dental appointments  | Authorised absence            |
| <b>N</b>    | No reason yet provided for absence   | Unauthorised absence          |
| <b>O</b>    | Absent from school without authorisation                                   | Unauthorised absence          |
| <b>P</b>    | Approved sporting activity   | Approved Educational Activity |
| <b>R</b>    | Religious observance   | Authorised absence            |
| <b>S</b>    | Study leave  | Authorised absence            |
| <b>T</b>    | Gypsy, Roma, Traveller absence   | Authorised absence            |

|          |   |                                     |
|----------|---|-------------------------------------|
| <b>U</b> | Late (after registers closed)   | Unauthorised absence                |
| <b>V</b> | Educational visit or trip   | Approved Educational Activity       |
| <b>W</b> | Work experience   | Approved Educational Activity       |
| <b>X</b> | Non-compulsory school age absence   | Not counted in possible attendances |
| <b>Y</b> | Unable to attend due to exceptional circumstances i.e. Enforced closure     | Not counted in possible attendances |
| <b>Z</b> | Not on admission register   | Not counted in possible attendances |
| <b>#</b> | Planned whole or partial school closure - School closed to pupils and staff | Not counted in possible attendances |
| <b>-</b> | All should attend/No mark recorded  | No mark                             |

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

Entries in paper registers must be in ink. All corrections must be visible. The registers must be safely stored.

### **Missing Pupils**

School staff should be concerned if a pupil has “disappeared” from the area without explanation. These children must NOT be removed from the school register without referring the child to the Educational Welfare Service. The Educational Welfare Service will undertake enquiries and work through the Education Welfare Officers (EWO) missing child checklist to try and establish the child’s whereabouts. The EWO will advise the school when the child’s name may be removed from roll. At this point the school should also place the child’s name on the National Lost Pupils’ Database – the repository for the Common Transfer File.

If there is a child protection concern regarding a missing pupil, the LA’s Designated Child Protection (Safeguarding) Officer and the Educational Welfare Service will be alerted. They will make a decision on whether to alert Social Care. Social Care may in turn involve the Police. If, however, the school has good reason to believe that a crime may have been committed, the Police will be contacted directly.



### Duty of parents and carers

**Section 7 of the Education Act 1996** lays a duty on parents to ensure that their child receives an efficient, full-time education, which is suitable to their age, ability, aptitude and any special needs that they may have. Parents may be prosecuted if they fail to ensure their child receives an education.

The following sections apply:

**Section 444(1)** - This states that it is an offence if “a child of compulsory school age who is a registered pupil fails to attend regularly” at the school. The disposal in respect of this offence is level 3 (a fine of up to £1000 per parent).

**Section 444(1A)** - This is an ‘aggravated offence’. The Act states that it is an offence if “a child of compulsory school age did fail to attend regularly and that “the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so” without reasonable justification. The disposal in respect of this offence stands at level 4 (a fine of up to £2500 per parent and/or up to 3 month’s imprisonment).

The only **grounds for challenge / statutory defences** in law to an offence under Section 444 are:

- The child was absent for medical reasons (parents/carers should obtain medical evidence to cover the periods of absence);
- The LA failed to provide transport when required to do so;
- The absences were due to religious observance;
- Permission was granted by the school or there was unavoidable cause.

As found on the Leicestershire County Council website.

## ***Penalty Notices for unauthorised absence from school***

### **1. Legal basis**

**Section 23 of the Anti-Behaviour Act 2003** empowers designated local authority (LA) officers, Headteachers (Deputy and Assistant Headteachers authorised by them) and the police to issue penalty notices in cases of unauthorised absence from school, as an alternative to prosecution in the Magistrates Court for non-school attendance.

The Education Penalty Notices (England) Regulations 2004 came into force on 27 February 2004 - the Penalty Notices supplement the existing sanctions currently available under Section 444 Education Act 1996 or Section 36 Children Act 1989 to enforce attendance at school where appropriate.

In law, an offence occurs if parents fail to secure their children's attendance at school and that absence is not authorised by the school.

The issuing of penalty notices must conform to all requirements of the Human Rights Act and equal opportunities legislation, and be based on clear threshold criteria which will need to be applied consistently and equitably across the county's schools. The LA has the prime responsibility for developing the protocol within which all partners named in the act will operate.

The issuing of penalty notices will be based on clear threshold criteria which will need to be applied consistently and equitably across the county's schools. Any person authorised to issue a notice in Leicestershire must comply with the guidance set out in this code of conduct.

The Court Team delivers this LA responsibility.

### **2. Rationale**

Parents and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Sanctions of any nature are for use only where parental co-operation in this process is either absent or deemed insufficient to resolve the presenting problem. Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that their use will secure an improvement.

### **3. Legal practicalities**

As of the 1st September 2013, the full penalty of £120 per parent per child is imposed, but if paid within 21 days of receipt of the notice the amount payable is £60 per parent. If the notice has not been paid in full by 28 days of receipt the council must either prosecute for the offence or withdraw the notice. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine. Prosecutions are brought under Section 444 Education Act 1996. Withdrawal of the notice can only take place in very limited circumstances as set out in this code of conduct.

### **4. Who may issue a penalty notice**

A Penalty Notice may only be issued by

- Authorised LA staff. In Leicestershire this will be members of the Pupil Services Court Team.

- Headteachers and school staff authorised by them (this is limited by regulation to deputy and assistant heads) but may request the Pupil Services Court Team to issue a notice.
- A police officer during a truancy sweep under the provision of the Crime and Disorder Act 1998 may request the Pupil Services Court Team to write a notice.

## 5. Circumstances for issuing a penalty notice

A penalty notice can only be issued in cases of unauthorised absence. It would be considered appropriate to serve a notice in the following circumstances:

- overt truancy
- parentally condoned absences
- unauthorised leave of absence / holidays in term-time
- excessive delay in returning from extended holidays without agreement
- persistent late arrival at school i.e. after the register has closed.

A penalty notice may be issued if:

- a registered pupil has been absent for more than 20 sessions in any six-week period, and
- the LA is satisfied that there is sufficient evidence to show the parent has committed an offence under Section 444(1) Education Act 1996, and
- a formal warning of the possibility of a penalty notice being issued has been served giving a maximum of 15 school days to effect an improvement, and
- 2 penalty notices have not been issued in the past 12 months in respect of the child in question (if so alternative processes are necessary).

## 6. Withdrawal of a penalty notice

Once issued a penalty notice may only be withdrawn by the LA in the following circumstances:

- proof has been established that the Penalty Notice has been issued to the wrong person
- The notice ought not to have been issued i.e. where it has been issued outside the terms of this code of conduct or no offence has been committed.

## 7. Representation

There is no statutory right of appeal against the issuing of a penalty notice. The parent will be advised, when they receive the warning that they may make representation to the Head teacher and/or the Governing Body, setting out reasons why they should not be issued.

## 8. Payment of penalty notice

Arrangements for payment will be detailed on the penalty notice. Generally, arrangements will be in place to allow for either personal payment at an office address or by post.

Payment of the notice discharges the parent's liability for the period in question and they cannot be subsequently prosecuted under other enforcement powers for the period covered by the notice.

## 9. Non-payment of penalty notice

Non-payment of a penalty notice will result in the withdrawal of the notice and will trigger the fast-track prosecution process under the provisions of Section 444 Education Act 1996.

**ACTION PLAN FOR PUPIL ABSENCE**

| <b>Timescale</b>  | <b>Attendance issue</b>                              | <b>Action</b>  | <b>Responsibility</b>                               |
|---|--|--|---|
| Day 1   | Any absence without reason                           | First day of absence contact   | Gill Babic  |
| Day 3   | No response <i>or</i> concern about explanations     | Letter from school to parents/carers   | Gill Babic<br>Adam Squires                          |
| Day 6 or further 3 days                                   | No response <i>or</i> concern about explanations     | Parents/carers to be invited to school meeting. Formal action plan to support attendance to be agreed and individual attendance targets to be included. Date set for further meeting to review plan. | Gill Babic<br>Adam Squires<br>Natalie Johnston      |
| Approx. 6 weeks<br>(sooner if child is completely absent) | Further unauthorised absence<br>Attendance below 90% | Meeting to review plan and to agree a request for support<br>Consideration of a penalty notice to be issued (if attendance is 85% or below)  | Gill Babic<br>Adam Squires<br>Natalie Johnston      |
| Legal action  | Further unauthorised absence                         | Work with the Local Authority to consider initiating legal action  | Adam Squires<br>Natalie Johnston<br>Governing Board |

School Letters



[www.westfield-inf.leics.sch.uk](http://www.westfield-inf.leics.sch.uk)

Westfield Infant School

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 LE10 0JL  
 Telephone: (01455) 637558  
 Fax No: (01455) 613494  
 admin@westfield-inf.leics.sch.uk

Headteacher: Mr A Squires

**REQUEST FOR LEAVE OF ABSENCE**

PLEASE MAKE YOUR REQUEST BEFORE MAKING YOUR ARRANGEMENTS

Pupils Name:

\_\_\_\_\_

Year Group/Class:

\_\_\_\_\_

Date of Birth:

Dates of Absence: From:

To:

\_\_\_\_\_

No. of days absent: \_\_\_\_\_

**PLEASE NOTE:**

- As of 1<sup>st</sup> September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.
- For advice please contact Natalie Johnston our Education Welfare Officer on 01455 283263 or by email to [njohnston@thomasestley.org.uk](mailto:njohnston@thomasestley.org.uk)
- As parents you place yourself at risk of the Local Authority issuing you with a Fixed Penalty Notice should you disregard the Headteacher's decision to not approve your request for absence.
- Penalty Notices stand at £60, per parent, per child, if paid within 21 days of the Penalty Notice being issued, rising to £120 per parent, per child, if paid after 21 days but before the 28<sup>th</sup> day.
- If Penalty Notices are not paid, parents may face legal action through the Magistrates Court which could result in a criminal record and or fine of up to £1000 if found guilty.

**REASON:**

You must submit requests for leave of absence at least **four weeks** prior to the first day your child will be absent.

If you have a child who attends a different school, please provide details below.

Childs Name:

School:

Mother/Carer Name (please print)

Mother/Carer Signature

Date:

Father/Carer Name (please print)

Father/Carer Signature

Date:

Initial Warning Letter sent if request for holiday is 5 days or more



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Telephone: (01455) 637558  
Fax No: (01455) 613494  
admin@westfield-inf.leics.sch.uk

Headteacher: **Mr A Squires**

Dear Parent/Carer of .....

**Re: Formal Warning in relation to your family holiday request.**

We write in response to your request for absence for your son/daughter from (Dates)

New government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. **A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are therefore unable to grant leave of absence for your family holiday request.**

The School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

It is hoped that you will take serious consideration of the information outlined above and reconsider your plans to take a family holiday during school term-time.

Headteacher

Chair of Governors

**Reply no Further Action Taken sent out where absence is less than 5 school days and current attendance is 95% or above.**



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Fax No: (01455) 613494  
[admin@westfield-inf.leics.sch.uk](mailto:admin@westfield-inf.leics.sch.uk)

Headteacher: **Mr A Squires**

Dear Parent/Carer of .....

**Re: Formal Warning in relation to your family holiday request.**

We write in response to your recent request to be permitted to take your son/daughter on a family holiday during term-time from *Date* to *Date* a total of \_\_\_\_ school days.

New government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. **A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are therefore unable to grant leave of absence for your family holiday request. We will record these days as Unauthorised Holiday.**

However, The Chair of Governors and I have taken into consideration your circumstances from the letter you sent in and have decided that although the holiday will be recorded on your child's record as Unauthorised no further action will be taken. Please be aware that if there are any further requests for absence later in the school year then Leicestershire County Council will be advised and these absences will then have to be included and will count towards the issue of Penalty Notices in line with their policy.

It is hoped that you will take serious consideration of the information outlined above and reconsider your plans to take a family holiday during school term-time in the future.

Yours sincerely

Headteacher

Chair of Governors



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Headteacher: **Mr A Squires**

Dear Parent/Carer of .....

**Re: Formal Warning in relation to your family holiday request.**

We write in response to your recent request to be permitted to take your son/daughter on a family holiday during term-time on *Date – Date* a total of ..... school days

New government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. **A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are therefore unable to grant leave of absence for your family holiday request. We will record these days as Unauthorised Holiday.**

As your child is not of compulsory school age no further action will be taken at this stage. Please be aware that any further requests for absence later in the school year, Leicestershire County Council will be advised of this matter and will be requested to issue Penalty Notices in line with their policy.

It is hoped that you will take serious consideration of the information outlined above and reconsider your plans to take a family holiday during school term-time in the future.

Yours sincerely

Headteacher

Chair of Governors





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admin@westfield-inf.leics.sch.uk

Headteacher: **Mr A Squires**

Dear Parent/Carer of .....

**Re: Formal Warning in relation to your family holiday request.**

We write in response to your recent request to be permitted to take your son/daughter on a family holiday during term-time from *Date to Date* a total of \_\_\_\_ school days.

New government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. **A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are therefore unable to grant leave of absence for your family holiday request.**

Westfield Infant School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that absences (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction absences during term time in exceptional circumstances.

After consultation with our Education Welfare Officer, Natalie Johnston, we have decided on this occasion not to submit this case to the Local Authority for a Penalty Notice to be issued. Your child's absence however will be coded as unauthorised as it does not fall under the category of "exceptional circumstances."

It is hoped that in future you will take serious consideration of the information outlined above and reconsider any plans to take a family holiday during school term-time, as a further request may result in the case being submitted to the Local Authority for consideration of issuing you with a Penalty Notice.

Yours sincerely

Headteacher

Chair of Governors