



Autumn | 26-27

## St Joseph's Catholic Primary School

### *Attendance Policy*

|                                    |             |
|------------------------------------|-------------|
| Date ratified by Governors:        | Autumn 2026 |
| Date of next review of the policy: | Autumn 2027 |
| This policy is reviewed:           | Annually    |

**Learn together and grow in God's love**  
Aspiration - Compassion - Community - Faith - Respect – Responsibility

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St Joseph's Catholic Primary School  
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## Section 1: Aims

St Joseph's Catholic Primary School seeks to make sure that all its pupils receive a full-time education which gives every child the opportunity to realise their true potential. We strive to provide a welcoming, caring, Catholic environment in which every member of our school community feels wanted, safe and secure – a place children want to be. Our mission, to “Learn together and grow in God's love”, and our values of Aspiration, Compassion, Community, Faith, Respect and Responsibility, underpin our approach to attendance.

Regular attendance and good punctuality are essential for children's learning, wellbeing, friendships and wider life chances. For vulnerable children, being in school is also an important protective factor. Improving attendance is **everyone's business**, and we will work in partnership with pupils, parents/carers and other services to help every child attend school regularly and on time.

### Our aims are to:

- Promote a whole-school culture in which good attendance and punctuality are valued, expected and celebrated
- Build strong, trusting relationships with families, so that we can listen to and understand any barriers to attendance and work together to remove them
- Have clear, consistent day-to-day procedures for recording and following up absence and lateness
- Use attendance data to identify pupils who need support as early as possible, before patterns become entrenched
- Provide additional support for pupils who face greater barriers to attendance, including pupils with SEND, medical or mental health needs, young carers and pupils with a social worker
- Work with the local authority and other partners to provide support and, only where support has not worked or is not appropriate, use formal and legal measures

## Section 2: Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance “Working together to improve school attendance” (July 2026), which schools and governing boards must have regard to. It also takes account of:

- The Education Act 1996, including section 7 (the duty of parents to make sure their child receives a suitable full-time education) and section 444 (the offence of failing to secure a child's regular attendance at school)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2024), and the DfE's National Framework for Penalty Notices
- The Children's Wellbeing and Schools Act 2026
- Keeping Children Safe in Education (2026) and the statutory guidance on children missing education
- Supporting pupils at school with medical conditions, and arranging education for children who cannot attend school because of health needs
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, non-statutory)
- The Equality Act 2010
- The Royal Borough of Greenwich's local code of conduct for issuing penalty notices

This policy should be read alongside our Child Protection and Safeguarding Policy, Relationships and Positive Behaviour Policy, SEND Policy, Supporting Pupils with Medical Conditions Policy and Missing Child Policy.

## Section 3: Attendance and Punctuality Expectations

### The School Day

| Time   | What happens                                                              |
|--------|---------------------------------------------------------------------------|
| 8.40am | School gate opens. Pupils go straight to their classroom or line          |
| 8.50am | The school day starts and the morning register is taken                   |
| 9.20am | The morning register closes                                               |
| 1.15pm | The afternoon register is taken, at the same time for all pupils          |
| 1.45pm | The afternoon register closes (no more than 30 minutes after it is taken) |
| 3.20pm | The school day ends                                                       |

The school week runs from Monday to Friday, and is 32.5 hours long (8.50am to 3.20pm each day). Parents/carers are expected to make sure their child arrives at school between 8.40am and 8.50am every day.

### Lateness

- Pupils who arrive after 8.50am must come in through the main entrance and be signed in at the school office, with the reason for lateness
- Pupils who arrive after the register has been taken but before it closes at 9.20am will be marked as late (code L). This counts as present, but lateness is monitored
- Pupils who arrive after the register has closed will be marked as absent (code U), which counts as an unauthorised absence unless there is a good reason, such as a medical appointment
- The same rules apply to the afternoon register

Being late adds up: 5 minutes late every day adds up to more than 15 hours – over 2 school days – of learning missed over a school year, and arriving late can be unsettling for children. Where a pupil is often late, we will contact their parents/carers to understand why and offer support. If lateness continues, further action may be taken (see Section 7).

## Section 4: Roles and Responsibilities

### Parents and Carers

Parents/carers have a legal duty to make sure their child attends school regularly. This means attending every day the school is open, except where a child is too ill to attend or the school has given permission in advance for an absence. Parents/carers are expected to:

- Make sure their child attends every day, on time
- Tell the school on the first day of any absence (see Section 5)
- Only request a leave of absence in exceptional circumstances, and in advance (see Section 6)
- Book medical and dental appointments outside of school hours wherever possible
- Make sure the school has up-to-date contact details and, where possible, more than one emergency contact
- Talk to the school as early as possible if their child is worried about coming to school, or if anything in or outside school is affecting their child's attendance, so that we can help

### Pupils

- Attend school every day, on time, and tell a trusted adult if something is making it hard for them to come to school

## The Senior Attendance Champion

Our Senior Attendance Champion is the Headteacher, Miss Suzanne Long. She is the senior leader with overall responsibility for championing and improving attendance, and will:

- Set a clear vision for good attendance and make sure our systems are followed by all staff
- Monitor and analyse attendance data, and evaluate the impact of our strategies
- Lead formal meetings with families where attendance is a serious concern
- Work with the local authority's School Attendance Support Team, including at Targeting Support Meetings
- Report on attendance to the Headteacher and governing board

## The Attendance Lead

Our Attendance Lead is Ellen O'Regan. She is the first point of contact for parents/carers about attendance, and leads our day-to-day work with families. When Ellen is not available, parents/carers should contact Miss Suzanne Long. Ellen will:

- Make sure registers are completed accurately and on time, and that absence codes are updated as soon as a reason is known, and no later than 5 school days after the session
- Contact parents/carers on the first day of any unexplained absence
- Monitor attendance and punctuality, send letters and arrange meetings, working with the Senior Attendance Champion
- Make the required returns to the local authority and the DfE

## Class Teachers

- Take the register accurately at the start of each morning session and at the set time in each afternoon session
- Promote good attendance, and notice and report any concerns about a pupil's attendance, wellbeing or safety to the Attendance Lead or DSL

## The Headteacher

The Headteacher (Miss Suzanne Long) has overall responsibility for making sure this policy is followed, decides on requests for leaves of absence, and makes sure staff receive training on attendance.

## The Governing Board

- Promotes the importance of attendance across the school's ethos and policies
- Regularly reviews attendance data, including for groups of pupils such as those with SEND, young carers, pupils with a social worker and pupils eligible for free school meals, and challenges and supports school leaders
- Makes sure staff receive training on attendance, and approves this policy

## Who to Contact

| For                                                             | Contact                                                                                                                                    |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Reporting an absence                                            | School office: 020 8858 4182, <a href="mailto:support@stjosephs.greenwich.sch.uk">support@stjosephs.greenwich.sch.uk</a>                   |
| Questions or worries about your child's attendance, and support | Attendance Lead: Ellen O'Regan, 020 8858 4182. When Ellen is not available: Miss Suzanne Long (Headteacher and Senior Attendance Champion) |
| Worries about your child's safety or wellbeing                  | DSL: Ms Judith Harvey, via the school office                                                                                               |

## Section 5: Reporting and Following Up Absence

### If Your Child Is Absent

If a child cannot come to school, their parent/carer must contact the school office before 8.30am on every day of the absence, by telephone (020 8858 4182) or email, giving the reason. This is a safeguarding matter, so that we know every child is safe. Parents/carers should also tell us when they expect their child to return, and contact us again if the absence lasts longer than expected.

### First-Day Calling and Safeguarding

If a child is absent and we have not heard from their parent/carer, we will:

- Contact the parent/carer by text, email and telephone on the first morning of absence
- If we cannot reach them, contact the child's other emergency contacts
- If we have still not been able to make contact by the second day of absence, carry out a home visit. Where we are particularly concerned for a child's safety, or the child is known to be vulnerable, we may visit on the first day
- Inform the child's social worker (where they have one) of any unexplained absence
- Where we cannot establish that the child is safe, follow our Child Protection and Safeguarding Policy, which may include contacting the police or the Multi Agency Safeguarding Hub (MASH)

Children missing education can be a warning sign of safeguarding issues such as neglect, abuse or exploitation, and all staff are alert to this.

### Absence Because of Illness

Most absence for short-term illness will be authorised without the need for medical evidence, in line with DfE guidance. If we have doubts about the reason given, or a child's illness absence is frequent or long-term, we may ask to discuss this with parents/carers and, where appropriate, ask for medical evidence. This helps us to understand the child's needs and to put the right support in place. Where a child is expected to miss 15 or more school days because of illness, we will inform the local authority so that education can continue. Children should stay off school for 48 hours after their last episode of vomiting or diarrhoea, in line with public health guidance. For other minor illnesses, parents/carers are encouraged to refer to NHS guidance on whether their child is well enough to attend.

### Medical and Dental Appointments

Wherever possible, appointments should be made outside school hours. Where this is not possible, pupils should only be out of school for the minimum time needed, and should come into school before and/or after the appointment. Parents/carers should tell the school in advance and may be asked to show the appointment letter or card.

### Authorised and Unauthorised Absence

Only the Headteacher, or staff authorised by the Headteacher, can decide whether an absence is authorised. A phone call or note from a parent/carer does not in itself authorise an absence. Absences will be recorded as unauthorised where the school is not satisfied with the reason given, or where no reason is given. This includes:

- Keeping a child off school without a good reason, for example for birthdays, shopping, visiting family or looking after siblings
- Absences that have not been explained
- Arriving at school after the register has closed without a good reason
- Holidays or other leave taken in term time that the school has not agreed in advance

## Section 6: Leave of Absence in Term Time

Headteachers can only grant a leave of absence in term time in exceptional circumstances. The DfE does not consider a holiday or other absence for leisure and recreation to be an exceptional circumstance, so **the school will not authorise holidays in term time.**

### If a parent/carers believes there are exceptional circumstances:

- They must request the leave in advance, using the form in Appendix 2, at least two weeks before the leave where possible. The request must come from a parent/carers the child normally lives with
- The Headteacher will consider each request individually, taking into account the specific circumstances and background, and the child's attendance. The school does not operate blanket rules under which leave is granted automatically for particular events
- If leave is agreed, the Headteacher will decide how many days the child may be absent
- Leave cannot be authorised after it has been taken
- Leave will not normally be agreed during statutory assessments, such as SATs and the phonics screening check

Circumstances that may be considered include, for example, the funeral of a close relative, a family emergency, or attending a significant religious ceremony. Separately, the school will authorise absence for a day of religious observance set apart by the religious body to which the family belongs (code R).

If a child is taken out of school without permission, the absence will be recorded as unauthorised. The Attendance Lead will hold a pre-referral meeting with the parent/carers and may refer the case to the local authority's Attendance Advisory Officer, which may result in a penalty notice being issued (see Section 8). If a child does not return to school after an agreed or unagreed period of leave, the school and local authority will make reasonable enquiries to find out where the child is. If the child has not returned within 10 school days of the agreed return date and their whereabouts cannot be established, their name may be removed from the school roll and they will be reported to the local authority as a child missing education. This means they may lose their place at the school.

## Section 7: Our Approach to Supporting Attendance

We recognise that absence is almost always a symptom of wider circumstances. We follow the DfE's graduated approach: **expect, monitor, listen and understand, facilitate support, formalise support, and enforce**. We will always try to understand and remove barriers to attendance first, and will only consider legal measures when support has not worked, has not been engaged with, or is not appropriate (for example, an unauthorised holiday in term time).

### Monitoring Attendance

- The Attendance Lead and Senior Attendance Champion monitor attendance every week, for individual pupils, classes and groups of pupils, including pupils with SEND, pupils eligible for free school meals, young carers, pupils with a social worker and pupils with medical needs
- We compare our attendance with local and national figures to identify areas to focus on
- We keep parents/carers informed about their child's attendance, explaining it in terms of the time missed and the impact on learning, rather than only as a percentage
- Each month, we review whole-school attendance data and the attendance of every pupil whose attendance is 95% or below
- We keep a list of vulnerable pupils, whose attendance is followed up particularly closely
- We meet the local authority's Attendance Advisory Officer (AAO) every half term to review attendance patterns, agree strategies and discuss pupils who need extra support. These are our Targeting Support Meetings with the Royal Borough of Greenwich's School Attendance Support Team
- Attendance is reviewed at SLT meetings, and reported to the governing board each term

### What Attendance Means

| Attendance over a year | Approximate time missed | What it means                          |
|------------------------|-------------------------|----------------------------------------|
| 100%                   | 0 days                  | Excellent – every opportunity to learn |
| 97%                    | About 6 days            | Good – but still over a week missed    |

| Attendance over a year | Approximate time missed | What it means                                                                                  |
|------------------------|-------------------------|------------------------------------------------------------------------------------------------|
| 95%                    | About 10 days           | Two school weeks missed. We will keep an eye on attendance and talk to you                     |
| 90%                    | About 19 days           | Nearly four school weeks missed. This is persistent absence, and we will work closely with you |
| 85%                    | About 28 days           | Nearly six school weeks missed – a serious concern                                             |
| 50% or below           | About 95 days or more   | Severe absence – a very serious concern and a top priority for support                         |

A pupil who misses 10% or more of their possible sessions is classed as **persistently absent**. A pupil who misses 50% or more is classed as **severely absent**. We aim for every pupil to attend at least 96% of the time.

### Our Stages of Support

At every stage, we will listen to understand what is making it hard for a child to attend, and offer help. Actions are agreed for each child individually.

| Stage                                                                       | What happens                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Conversation with the Attendance Lead</b>                             | Where a pupil's attendance begins to fall, or a pattern of absence or lateness is noticed, Ellen O'Regan (Attendance Lead) will speak to the parent/carer to understand any barriers and offer support. Parents/carers may also receive a letter explaining how much learning has been missed                                                                                                                                                                                 |
| <b>2. Meeting with the Attendance Lead and phase lead</b>                   | If attendance does not improve, the parent/carer will be invited to a meeting with the Attendance Lead and their child's phase lead. Together we will agree an attendance support plan, which may include in-school support (for example, ELSA, a key adult, a morning check-in or reasonable adjustments) and referrals, for example to the school nurse or Family and Adolescent Support Services (FaASS). The plan will be reviewed regularly                              |
| <b>3. Meeting with the Attendance Lead and DSL</b>                          | If attendance still does not improve, or there are wider concerns about the child's welfare, the parent/carer will be invited to a meeting with the Attendance Lead and Ms Judith Harvey (DSL). We will review the support plan, consider an early help assessment, and explain clearly the consequences if attendance does not improve                                                                                                                                       |
| <b>4. Meeting with the Attendance Lead, Headteacher and local authority</b> | If there is still no improvement, or support is not engaged with, the parent/carer will be invited to a formal meeting with the Attendance Lead, Miss Suzanne Long (Headteacher) and the local authority's Attendance Advisory Officer. This meeting will explain the possible legal consequences of continued absence, and the support available to avoid them                                                                                                               |
| <b>5. Formal support and legal intervention</b>                             | Where voluntary support has not worked, the school and local authority may put in place an attendance contract or, if needed, the local authority may apply for an education supervision order. As a last resort, the local authority may issue a Notice to Improve or a penalty notice, or prosecute parents/carers (see Section 8). Where there are safeguarding concerns, particularly where absence is severe, the DSL will consider a referral to children's social care |

## Pupils Who Need Extra Support

We have the same high ambition for the attendance of every pupil, but we know that some pupils face greater barriers. For pupils with SEND, physical or mental health needs, and young carers, we will:

- Work with the pupil and their family to understand their needs, and agree support and any reasonable adjustments, which will be reviewed regularly
- Work with our SENCO (Miss Katherine Maciejewski), the school nurse, mental health services and other professionals, and, where a pupil has an EHC plan, the local authority
- Consider a time-limited phased return where a pupil has been absent for some time, or is anxious about attending
- Support young carers, and work with the local authority where a young carer may need a needs assessment

Many children experience normal worries about coming to school. Being in school, with the right support, usually helps rather than makes these feelings worse, so we will work closely with parents/carers to help their child attend. Remote education will only be used as a last resort, as part of a plan to help a pupil return to school.

In very exceptional circumstances, and only where it is in the pupil's best interests (for example, because of a medical condition), a temporary part-time timetable may be agreed with the parent/carer. It will have clear aims, regular reviews and an end date, and will never be used to manage behaviour.

## Celebrating Good Attendance

We celebrate good and improving attendance and punctuality throughout the year:

- Class attendance is announced every week in our Rainbow Assembly and published in the weekly newsletter, and the class with the best attendance is awarded the weekly attendance cup
- Classes that achieve 100% attendance join the 100% Club, and are entered into a draw for a summer outing
- Bronze, silver and gold attendance certificates are awarded each term
- Pupils with 100% attendance receive a medal at the end of the school year
- Pupils whose attendance has improved are sent a postcard
- Punctuality is highlighted in Rainbow Assembly and in the newsletter
- Attendance is included in end-of-year reports

We do this sensitively, recognising that some pupils have absences they cannot avoid, such as for a medical condition or disability, and we celebrate improvement as well as high attendance.

## Communicating with Families

- New Reception families receive a leaflet setting out our attendance expectations
- Parents/carers of pupils whose attendance is 95% or below receive an attendance summary at parent consultations
- Families of pupils who were persistently absent in the previous school year receive a letter in August, setting out our expectations and the support available for the new school year
- Posters around the school share key attendance facts, and we hold coffee mornings for parents/carers on topics that can affect attendance, such as sleep routines and toilet training

## Section 8: Legal Intervention and Penalty Notices

Parents/carers commit an offence if their child fails to attend school regularly (section 444 of the Education Act 1996). Where support has not worked or is not appropriate, the Royal Borough of Greenwich may use the following, in line with the DfE's National Framework for Penalty Notices and the local code of conduct:

- **Penalty notice threshold:** a penalty notice must be considered when a pupil has 10 sessions (usually 5 school days) of unauthorised absence within a rolling 10 school week period. This can include holidays in term time, and absences recorded as G, N, O or U. The 10 weeks can span different terms or school years
- **Notice to Improve:** where support is appropriate, parents/carers may first be given a Notice to

Improve, which gives a final opportunity to engage with support and improve attendance. A Notice to Improve will not usually be given for a holiday in term time

- **First penalty notice:** £80 per parent, per child, if paid within 21 days, rising to £160 if paid within 28 days
- **Second penalty notice within 3 years:** £160 per parent, per child, with no reduced rate
- **Third offence within 3 years:** a penalty notice cannot be issued. The local authority will consider other action, which may include prosecution
- **Prosecution:** if convicted, parents/carers may be fined up to £2,500, given a community order or parenting order, or, in the most serious cases, a prison sentence of up to 3 months

Penalty notices are issued per parent, per child. Where a child is taken out of school for a holiday, both parents who took the child may receive a penalty notice for each child.

## Section 9: Children Missing Education and Removal from the School Roll

- A pupil's name can only be removed from the school roll on one of the grounds set out in the School Attendance (Pupil Registration) (England) Regulations 2024 – for example, when they have joined another school, or when their parent has told the school in writing that they will be educated at home
- Where a parent intends to educate their child at home, we encourage them to talk to us first. Parents must tell the school in writing, and the school will inform the local authority. The local authority's consent is normally needed before home education can go ahead, and the child will remain on the school roll, and expected to attend, until the local authority has agreed
- The school will inform the local authority of any pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 school days or more
- Where a pupil is absent and we cannot establish where they are, we will make reasonable enquiries with the local authority, and follow our Child Protection and Safeguarding Policy

## Section 10: Training, Monitoring and Review

- All staff receive training on attendance as part of their induction and ongoing professional development, including why attendance matters, that absence is often a symptom of wider issues, and our procedures
- Staff with specific attendance roles receive additional training, including on analysing attendance data
- This policy is published on the school website and shared with parents/carers when their child joins the school and at the start of each school year
- This policy will be reviewed annually by the Headteacher and Senior Attendance Champion, taking into account the views of pupils and parents/carers, and approved by the governing board

## Appendix 1: Attendance and Absence Codes

Schools must use the following national codes, set out in the School Attendance (Pupil Registration) (England) Regulations 2024, to record attendance and absence.

### Present:

| Code | Meaning           | When it is used                                                |
|------|-------------------|----------------------------------------------------------------|
| / \  | Present (am / pm) | Pupil is present at registration                               |
| L    | Late              | Pupil arrives after the register is taken but before it closes |

### Attending a place other than the school:

| Code | Meaning                                   | When it is used                                                               |
|------|-------------------------------------------|-------------------------------------------------------------------------------|
| K    | Education arranged by the local authority | For example, alternative provision or provision in an EHC plan                |
| V    | Educational visit or trip                 | Pupil is on a trip organised or approved by the school                        |
| P    | Approved sporting activity                | Pupil is taking part in a supervised sporting activity approved by the school |
| W    | Work experience                           | Pupil is on a work experience placement                                       |
| B    | Other approved educational activity       | Pupil is at a supervised off-site educational activity approved by the school |
| D    | Dual registered                           | Pupil is attending another school at which they are also registered           |

### Leave of absence (authorised):

| Code | Meaning                                    | When it is used                                                                      |
|------|--------------------------------------------|--------------------------------------------------------------------------------------|
| C1   | Regulated performance or employment abroad | In line with a licence or approval                                                   |
| M    | Medical or dental appointment              | Pupil is at an appointment that could not be arranged outside school hours           |
| J1   | Interview                                  | Pupil is attending an interview for another educational institution                  |
| S    | Study leave                                | Study leave for public examinations (not normally used in primary schools)           |
| X    | Not required to attend                     | Pupil of non-compulsory school age not timetabled to attend                          |
| C2   | Part-time timetable                        | Pupil is not timetabled to attend as part of an agreed temporary part-time timetable |
| C    | Exceptional circumstances                  | Leave of absence granted by the Headteacher for exceptional circumstances            |

**Other authorised absence:**

| Code | Meaning                                     | When it is used                                                                          |
|------|---------------------------------------------|------------------------------------------------------------------------------------------|
| T    | Parent travelling for occupational purposes | For example, children of Gypsy, Roma and Traveller families travelling for work          |
| R    | Religious observance                        | Day set apart for religious observance by the religious body to which the parent belongs |
| I    | Illness                                     | Pupil is unable to attend because of illness                                             |
| E    | Suspended or excluded                       | Pupil is suspended or permanently excluded and no alternative provision has been made    |

**Unable to attend because of an unavoidable cause:**

| Code  | Meaning                     | When it is used                                                                                                                                                                                                                                                     |
|-------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q     | Lack of access arrangements | Pupil cannot attend because the local authority has not made suitable access arrangements                                                                                                                                                                           |
| Y1–Y7 | Unavoidable cause           | For example, transport not provided (Y1), widespread travel disruption (Y2), part of the school closed (Y3), whole school unexpectedly closed (Y4), pupil in criminal justice detention (Y5), public health guidance or law (Y6), or another unavoidable cause (Y7) |

**Unauthorised absence:**

| Code | Meaning                                  | When it is used                                                                                                 |
|------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| G    | Holiday not granted by the school        | Pupil is on a holiday or other leave that the school has not agreed                                             |
| N    | Reason not yet provided                  | Absent and the reason has not yet been established. Must be replaced with the correct code within 5 school days |
| O    | Absent in other or unknown circumstances | The school is not satisfied with the reason given, or no reason has been given                                  |
| U    | Arrived after the register closed        | Pupil arrives after the register has closed, without a good reason                                              |

**Administrative codes:**

| Code | Meaning                                 | When it is used                                     |
|------|-----------------------------------------|-----------------------------------------------------|
| Z    | Pupil not on the roll                   | Pupil has not yet joined, or has left, the school   |
| #    | Planned whole or partial school closure | For example, half term, bank holidays or INSET days |

## Appendix 2: Application for Leave of Absence in Term Time

The School Attendance (Pupil Registration) (England) Regulations 2024 make clear that headteachers may only grant leave of absence during term time in exceptional circumstances. Holidays and other absence for leisure and recreation are not considered exceptional circumstances and will not be authorised.

- Applications must be made to the Headteacher in advance, at least two weeks before the leave where possible, by a parent/carer the child normally lives with
- Each application will be considered individually. The Headteacher will take into account the circumstances and the child's attendance, and will decide whether leave is granted and, if so, for how many days
- Leave will not normally be granted during statutory assessments, such as SATs and the phonics screening check
- Please attach any supporting evidence, such as a letter or details of the event
- If leave is taken without permission, the absence will be recorded as unauthorised and a penalty notice may be issued (see Section 8 of this policy)

| Pupil details                                                                            | Please complete |
|------------------------------------------------------------------------------------------|-----------------|
| Pupil name(s)                                                                            |                 |
| Class(es)                                                                                |                 |
| Address                                                                                  |                 |
| First day of absence                                                                     |                 |
| Last day of absence                                                                      |                 |
| Number of school days                                                                    |                 |
| Reason for the request, and why the absence cannot take place during the school holidays |                 |

| Parent/carer details | Please complete |
|----------------------|-----------------|
| Name(s)              |                 |
| Contact number       |                 |
| Signature and date   |                 |

| For school use                         | Decision |
|----------------------------------------|----------|
| Request granted / not granted          |          |
| Number of days authorised (if granted) |          |
| Headteacher signature and date         |          |

