Little Way Catholic Educational Trust

Attendance Policy

Approved by:	Trust Board	**Date:**	Feb 2025
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Context

At the Little Way Catholic Educational Trust (LWCET), we believe that **attendance is the foundation of success**. Guided by our motto, **"Little acts, great love, big difference,"** we emphasise the importance of daily school attendance as a demonstration of love and commitment to a brighter future. This policy unites all schools within the Trust in a consistent approach to attendance, ensuring each school community can adapt its implementation to suit local needs while aligning with the ethos of inclusion and excellence.

This policy complies with the **Department for Education's (DfE) guidance on school attendance**, ensuring adherence to legal responsibilities while fostering a supportive environment.

- This is a Trust-wide policy which has been ratified by LWCET and adopted by all Local Governance Committees (LGC)

Purpose

The purpose of this policy is to:

- **Inspire families** to prioritise excellent attendance, understanding its direct link to educational and personal growth and success.
- Outline the **roles and responsibilities** of staff, parents, and pupils in promoting attendance.
- Provide a framework for schools to manage attendance issues effectively and compassionately.
- **Celebrate and reward good attendance**, fostering a positive culture across all schools in the Trust.
- Support pupils and families with **high challenge and high support**, removing barriers to regular attendance.

Scope

This policy applies to:

- All pupils, parents, staff, and governors within the LWCET.
- All LWCET schools, ensuring a unified yet flexible approach tailored to each school community.

Definitions

- **Attendance:** The act of being present at school every day during the designated hours. Regular attendance is essential for learning and personal growth.
- **Authorised Absence:** An absence approved by the school, such as illness, medical appointments, or religious observances, supported by appropriate evidence.
- **Unauthorised Absence:** An absence not approved by the school, including holidays during term-time without prior permission or absences without explanation.
- **Persistent Absence:** A pupil's attendance falling below 90% over an academic year, prompting closer monitoring and intervention.
- **Lateness:** Arriving after the school's designated start time but before the register closes. Persistent lateness is closely monitored and addressed.

Core Content

We believe that by creating a **positive, inclusive environment**, we make school a place that children are excited to attend every day. We expect **every pupil** to attend **every session** of **every day** that the school is open to them.

Punctuality and Lateness

Punctuality is critical. Being late not only disrupts the late pupil's day but also the learning of others. Schools will:

- Mark pupils late if they arrive after the start time but before the register closes (30 minutes after school begins).
- Record an unauthorised absence if arrival is after the register closes. Persistent lateness will be addressed sensitively, offering **supportive solutions** to families.

Absences

Each school will have an agreed process for following up on daily absences, which will be made available to the Trust upon request. This process must ensure that contact is made with the parents/carers of any child who is absent from school without explanation by 10.15am on the day of absence.

Strategies to Promote Attendance

To support all pupils, we will:

- **Celebrate attendance** regularly through awards, certificates, and recognition.
- **Provide tailored support** to pupils who face challenges in attending school. This might include extra pastoral care or working with outside agencies if needed.
- **Involve pupils** in attendance initiatives through leadership roles, peer mentoring, and recognition programs that value their contributions.
- **Encourage families** to access support when attendance or punctuality becomes a challenge, ensuring that each child feels part of the school community.
- **Raise awareness** of the link between good attendance and academic success, helping pupils and parents understand how regular attendance impacts achievement.

Early Intervention for Persistent Absence

For pupils identified as persistently absent (attendance below 90%), schools will: Implement Attendance Action Plans in collaboration with families, setting clear, achievable targets.

- Schedule regular review meetings to monitor progress and provide ongoing support.
- Refer families to Early Help or external services for additional interventions where necessary.

Working with External Agencies

We work closely with external agencies to support pupils and families and address attendance concerns. This includes:

- **Social Care**: If there are concerns about a pupil's welfare, such as neglect or abuse, we will share relevant information with social care to ensure the child is supported.
- **Local Authority Attendance Team**: If a pupil's attendance becomes a concern (e.g., persistent absenteeism or unauthorised absences), we will refer the case to the Local Authority, following the required procedures.
- **Community Police**: We will contact the police when attendance issues are related to safeguarding, truancy, or online safety concerns.
- **Health Services**: If there are health-related barriers to attendance, we may involve services such as the school nurse, CAMHS, or other relevant professionals to support the family.

All referrals to external agencies will be made in line with our safeguarding policies and data protection guidelines to ensure pupils' best interests and safety.

Inclusive Practices

Support for Pupils with Additional Needs

- We are committed to supporting all pupils, including those with SEND, EAL, or challenging personal circumstances, to ensure they have equitable access to education.

Strategies include:

- Working closely with SEND specialists to implement reasonable adjustments that address barriers to attendance.
- Developing individualized attendance support plans in collaboration with parents/carers for pupils with specific needs.
- Liaising with external professionals (e.g., CAMHS, social workers) to create a multi-agency support network.

Pupil Well-being and Mental Health

Good attendance is closely linked to pupil well-being and mental health. We recognise that emotional and mental health challenges can be barriers to regular attendance and are committed to:

- Early identification of pupils at risk through regular attendance reviews and staff observations.
- Offering targeted interventions and pastoral support.
- Ensuring that attendance initiatives align with the school's mental health strategy to foster a supportive environment.

Children Missing Education (CME)

Our schools' follow the statutory guidelines for Children Missing Education (CME) to protect pupils who may be at risk. If a pupil is absent for **10 consecutive school days without a valid reason** or if there are concerns about their whereabouts, we will:

1. Make all reasonable efforts to contact the family using the information we have.
2. Inform the Local Authority about the absence and share the necessary details to support their investigation.
3. Work with the Local Authority and other agencies to find the pupil and ensure their safety.

If a pupil leaves the school without the school knowing their next destination, we will report this to the Local Authority, following the CME procedure to ensure their welfare is monitored.

Legal Sanctions

The Headteacher will request that the Local Authority issues penalty notices. In Gloucestershire, only the Local Authority may issue attendance penalty notices.

The **Education Act 1996** requires parents to ensure their child's regular attendance. Failure to do so may result in:

- Penalty notices issued by the local authority.
- Further legal action, including prosecution, if attendance issues persist.
  Schools will prioritise **collaboration and support** to resolve attendance concerns before legal steps are taken. (Appendix 3)

Role and Responsibilities

Expectations of Parents:

At the Little Way Catholic Educational Trust (LWCET), we believe that education is a partnership between families and schools. Parents are legally responsible for ensuring their child attends school regularly. Parents play a crucial role in supporting regular and punctual attendance. As part of this shared responsibility, we expect parents to:

1. **Recognise the Importance of Attendance**
   Understand that consistent school attendance is essential for academic progress, social development, and personal success. Every missed day is a missed opportunity for learning and growth.
2. **Ensure Daily Attendance**
   Make every effort to ensure their child attends school daily and on time, arriving ready to learn and engage in the school day. Attendance should be a top priority for the family routine.
3. **Report Absences Promptly**
   Inform the school of any absence following each schools' procedures, providing a clear and valid reason, (Appendix 1). Where possible, medical or other appointments should be scheduled outside school hours. If there is an absence that cannot be helped, use the attached form (Appendix 4) to request absence at least 7 days before planning absence.
4. **Avoid Term-Time Holidays**
   Refrain from planning holidays or trips during term time. Requests for leave must be submitted in writing and will only be authorised in exceptional circumstances. Schools will communicate openly about the impact of missed learning during such absences.
5. **Work Collaboratively with the School**
   Engage with the school to address attendance issues. This may include attending meetings, participating in support plans, or accessing resources to overcome barriers to attendance.

6. **Set a Positive Example**
   Foster a family culture that values education, punctuality, and commitment. Help children establish routines, such as early bedtimes, organised mornings, and preparedness for the school day. These values at the heart of family life ensure parents are seen by their child as a positive role model upholding similar values to the school they have chosen for their child.

7. **Acknowledge the Relationship Between Attendance and Achievement**
   Recognise that regular attendance directly impacts their child's ability to achieve academic goals, form meaningful relationships, and prepare for future opportunities.

8. **Accept Support and Challenge**
   Be open to support from the school, such as pastoral care, and accept constructive challenge when attendance concerns arise. Schools will work closely with families to understand and address the causes of absence, but high expectations will remain consistent.

LWCET Directors are responsible for:

- Ratifying the attendance policy and ensuring its consistent implementation.
- Monitoring Trust-wide attendance data and evaluating its impact.

LWCET Directors will monitor and evaluate the success of the attendance policy through a combination of methods and tools to ensure it's achieving the desired outcomes:

- **Data Analysis**: **LWCET Directors** will regularly review Trust-wide attendance data collected from each school. This includes tracking overall attendance percentages, rates of persistent absence, and punctuality. The Directors will use these data points to identify trends, evaluate progress, and compare outcomes across schools.

- **Monitoring Through Reports and Reviews**: Attendance data will be consolidated into regular headteacher's reports, which will be reviewed at Trust Board level and shared with Local Governance Committees (LGCs). This will help Directors to monitor how well the policy is being implemented and evaluate its effectiveness at a Trust-wide level. The reports will detail attendance figures, highlight improvements, and address any issues or challenges.

- **Feedback and Evaluation from Stakeholders**: The Trust will actively seek feedback from a variety of stakeholders—such as teachers, parents, pupils, and other school staff—through surveys, feedback sessions, and meetings. This feedback will help Directors assess the effectiveness of the policy, understand where challenges or barriers exist, and make informed decisions about future strategies and support.

Monitoring Actions and Interventions:

LWCET Directors will regularly review and evaluate the impact of the interventions and strategies put in place to support attendance. This might include monitoring the effectiveness of different types of support for pupils and families (e.g., pastoral support, academic mentoring, or use of technology to support learning), and adjusting as needed to maximise impact.

- For schools **facing ongoing challenges** with attendance, Directors will **offer additional support** and resources, such as increased pastoral care, targeted programmes, or additional support staff, to help address specific barriers to regular attendance.
- Facilitate **cross-school collaboration** by sharing effective strategies and resources for improving attendance through an attendance professional network.
- Encourage schools with strong attendance records to **mentor** those needing improvement.

Evaluating Policy Effectiveness:

- Directors will compare attendance outcomes over time, assessing whether attendance rates are improving or remaining consistent compared to previous years or national averages. This evaluation will help Directors determine whether the policy needs adjustments or further support.
- They will also look at the link between attendance and wider academic or social outcomes, such as behaviour, attainment, and engagement in school activities, to understand how attendance is impacting pupils' success. This is based on the understanding that **attendance is a crucial factor for pupil achievement and well-being**.

Local Governance Committees

Each Local Governance Committee (LGC) is responsible for:

- **Monitoring school attendance data**, making recommendations to Directors about policy improvements and adjustments.
- Holding the **Headteacher** accountable for implementing the attendance policy and meeting targets.

Headteachers

Headteachers are responsible for:

- Ensuring the **consistent application** of the attendance policy at the school level.
- **Monitoring pupil attendance**, tracking patterns, and identifying concerns early.
- **Communicating the importance of attendance** to the school community, including parents, staff, and pupils, in line with DfE expectations.
- Providing **regular updates** on attendance data to LGCs and Directors, highlighting both successes and areas for improvement and the intervention strategies that have been put into place.
- Making **decisions** about whether or not a request for planned absence is an exceptional circumstance and therefore if it can be **authorised or not** and communicating this to the parents who have requested it (Appendix 5).
- Directing staff to contact the Local Authority regarding **Penalty Notices** informed by the law (Appendix 3).

Attendance Champions & Attendance Officers

The Attendance Champion, who in some of our schools will work in **collaboration** with an Attendance Officer (Details in Appendix 1), play a crucial role in:

- **Leading attendance initiatives** at the school, ensuring that the policy is implemented effectively at the school level.
- **Monitoring and tracking** attendance patterns for individual pupils and whole-school trends, ensuring all attendance issues are addressed promptly.

- **Supporting families** by communicating with parents about attendance issues and offering support for overcoming barriers.
- Working with the **Headteacher** to develop action plans for improving attendance and reducing persistent absence.
- **Providing pastoral support** to pupils struggling with attendance, including facilitating early intervention when necessary.
- **Promoting good attendance** through positive communication with pupils and staff, using rewards and incentives where appropriate.
- Ensuring **accurate data recording** and analysis to inform decisions and support the wider school community in improving attendance.
- **Collaborating with other professionals** and agencies, such as educational welfare officers, to address complex attendance issues.

Administrative Staff & Attendance Officers

Administrative Staff/Attendance Officer will:

- Go through the registers every morning to **maintain accurate records** – absences, late arrivals and medical appointments will all be recorded.
- Follow up failure by parents/carers to contact the school regarding the reason for a pupil's absence. If no reason is received at all, then the absence will be recorded as unauthorised.
- Work within the safeguarding policy to flag up vulnerable children immediately to other agencies, such as Social Care, if parents/carers have not given a valid reason for absence.

All Teaching and Support Staff

All teaching and support staff are responsible for:

- **Familiarising themselves** with the policy and supporting attendance improvement efforts.
- **Promoting good attendance** in the classroom, recognising the impact of regular school attendance on learning.
- **Identifying early signs** of poor attendance and working with the Attendance Champion, Attendance Officer and Headteacher to address concerns.
- **Engaging in conversations** with parents and pupils about the importance of attendance and supporting efforts to improve it.

United in our shared commitment to every child's success, we strive to inspire a love for learning, build a strong sense of community, and ensure every pupil can thrive through the power of regular attendance and compassionate support.

Related Policies

This policy is published on each school's website and is available to parents/carers on request.

- Safeguarding Policy
- Behaviour & Relationships Policy
- Special Educational Needs (SEND) Policy
- Home-School Agreement
- Medical Conditions in Schools Policy

Appendix 1: Unique School Information

For The Rosary School, there is currently no designated Attendance Officer. The Attendance Champion fulfils this role in collaboration with the Headteacher.

The Rosary School Stroud

Attendance Champion: Mrs Matarazzo- hmatarazzo@rosary.gloucs.sch.uk

Attendance Officer: N/A

Morning Registration:

- Registration opens at **8:50 am** and closes at **9:20 am**.
- Pupils arriving between **9:00 am and 9:20 am** will be recorded as **late (L Code)**.
- Pupils arriving after **9:20 am** will be recorded as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **1 pm** and closes at **1:30 pm**.
- Pupils arriving between **1:10 pm and 1:30pm** will be marked as **late (L Code)**.
- Pupils arriving after **1:30pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **Studybugs**

St Peter's Primary School

Attendance Champion: Mr Doyle - head@st-peters-pri.gloucs.sch.uk

Attendance Officer: Mrs Ballard - aballard@st-peters-pri.gloucs.sch.uk

Morning Registration:

- Registration opens at **8:45 am** and closes at **9:15 am**.
- Pupils arriving between **8.55am and 9:15 am** will be recorded as **late (L Code)**.
- Pupils arriving after **9:15 am** will be recorded as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **1:30 pm** and closes at **2:00 pm**.
- Pupils arriving between **1:30 pm and 2:00 pm** will be marked as **late (L Code)**.
- Pupils arriving after **2:00 pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **01452 524792**

The Catholic School of St Gregory the Great

Attendance Champion: Mrs Penney - head@st-gregorygreat.gloucs.sch.uk

Attendance Officer: Miss Heal - misskheal@st-gregorygreat.gloucs.sch.uk

Morning Registration:

- Registration opens at **8:45 am** and closes at **9:15 am**.
- Pupils arriving between **8:55am and 9:15 am** will be recorded as **late (L Code)**.
- Pupils arriving after **9:15 am** will be recorded as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **1 pm** and closes at **1:30 pm**.
- Pupils arriving between **1:10 pm and 1:30pm** will be marked as **late (L Code)**.
- Pupils arriving after **1:30pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **01242 513659** or via **EduLink app**

St Thomas More Catholic Primary School

Attendance Champion: Mrs S Cerikan - scerikan@st-thomasmoore.gloucs.sch.uk

Attendance Officer: Mrs Lloyd - jsagelloyd@st-thomasmore.gloucs.sch.uk

Morning Registration:

- Registration opens at **8:45 am** and closes at **9:15 am**.
- Pupils arriving between **8.55am and 9:15am** will be recorded as **late (L Code)**.
- Pupils arriving after **9:15 am** will be recorded as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **1 pm** and closes at **1:30 pm**.
- Pupils arriving between **1:10 pm and 1:30pm** will be marked as **late (L Code)**.
- Pupils arriving after **1:30pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **01242 513339**

St Joseph's Catholic Primary School

Attendance Champion: Mr Johnson – head@st-josephs.gloucs.sch.uk

Attendance Officer: Miss Gardiner - admin@st-josephs.gloucs.sch.uk

Morning Registration:

- Registration opens at **8:40am** and closes at **9:10am**.
- Pupils arriving between **8:50am and 9:10am** will be marked as **late (L Code)**.
- Pupils arriving after **9:10am** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **12:55pm** and closes at **1:25pm**.
- Pupils arriving between **1:05pm and 1:25pm** will be marked as **late (L Code)**.
- Pupils arriving after **1:25pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **01453 860311**

St Catharine's Catholic Primary School

Attendance Champion: Ms Grant – head@st-catharines.gloucs.sch.uk

Attendance Officer: Mrs Robinson – admin@st-catharines.gloucs.sch.uk

Morning Registration:

- Registration opens at **8.50am** and closes at **9.20am**.
- Pupils arriving between **9.00am and 9.20am** will be recorded as **late (L Code)**.
- Pupils arriving after **9.20am** will be recorded as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Afternoon Registration:

- Registration opens at **1.15pm** and closes at **1:45pm**.
- Pupils arriving between **1:25pm and 1:45pm** will be marked as **late (L Code)**.
- Pupils arriving after **1:45pm** will be marked as having an **unauthorised absence (U Code)** unless a valid reason is provided.

Absence reporting: **01386 840677**

Appendix 2:

Attendance Pathway

Little Way Catholic Educational Trust

Coming to school is a **little act** of positivity.
You will find a welcome full of **great love**.
Each day in school makes a **big difference,** it's where learning thrives and dreams come alive!

Attendance drops below 93%

Parents/Carers are informed via a message that their child's attendance has dropped below 93% and a reminder that school is here to help if needed.

Attendance drops below 90%

A message is sent to inform parents and carers of the drop in their child's attendance. The number of days missed is highlighted. There is an offer of support from school.

Attendance Below 90%

Parents/carers may be asked to attend an Attendance Improvement meeting with the school. You will be notified in writing and requested to make an appointment within 10 school days

Attendance Improvement plan

This plan will be written together at the Attendance Improvement meeting. Targets will be set. A review will take place after 8 weeks or sooner if concerns escalate.

Referral to Local Authority

If there has been no significant improvement to attendance after a plan has been written and reviewed twice school will refer the case to the local authority.

Success

Parents/Carers are notified when a child's attendance rises to 95% and each term their child achieves 100% attendance

Your child's journey begins with the simple act of attending primary school, they rely upon you to get them through the doors. Each day they embark on a path filled with endless possibilities and opportunities for growth. Let's work together to ensure they never miss a chance to chase their dreams.

Appendix 3:

Please note: In line with statutory requirements, Trust schools use an electronic attendance register. Entries are retained securely for six years after the date of entry.

Further information is available on the GCC Attendance pages:
https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/

Gloucestershire County Council's Penalty Notice Code of Conduct:
https://www.gloucestershire.gov.uk/media/hn1afkus/gcc-pn-code-of-conduct.pdf

Penalty Notices and the Education Act 1996 Section 444 of the Education Act 1996 gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of but has failed to secure their child's regular school attendance and/or punctuality.

Why are Penalty Notices used?

Missing school can impact on children's academic attainment, disrupt school routines, and affect the continuity of their learning. Missing school can seriously affect a child's longer-term life opportunities and their ability to reach their full potential. If your child fails to attend school regularly and punctually, and the absence is recorded as unauthorised, you are guilty of a criminal offence under section 444 of the Education Act 1996.

What is a Penalty Notice?

A Penalty Notice is a fixed fine which may be issued as an alternative to prosecution. If it is paid, it does not require a court appearance and does not result in a criminal record. Payment of a Penalty Notice means you avoid the potential danger of prosecution and subsequent conviction.

What is a Notice to Improve?

You may receive a Notice to Improve notification in your email from the Local Authority (LA) when your child's absence has been marked as unauthorised for 10 sessions within 10 weeks. The sessions do not need to be consecutive. The weeks may be in different terms. The Notice to Improve will set out the school's expectations with regards to your child's attendance during the notification period.

When might a Penalty Notice be issued?

You may face a Penalty Notice for the following reasons:

• If your child is absent from school, without authorisation from the Headteacher, for the purposes of a holiday. For a holiday taken in term time, there is no requirement for a school to issue a Notice to Improve notification or warning notice.

• If your child is persistently late for school, after the register has closed and does not have authorisation from the headteacher.

• If your child is absent from school and the school has been unable to find out the reason for the absence.

• If your child is absent from the school and there are no exceptional circumstances for the absence for the Headteacher to authorise the absence, in line with the school's policy.

• If your child, following an exclusion, is found in a public place, without a justifiable reason for being there, during school hours on a school day during the first five days of a fixed term exclusion or a permanent exclusion. The school will have sent you a letter at the time of the exclusion detailing your responsibilities during this period. For this

penalty notice, the cost will be £60 for the 21 days after it is issued. If you pay after the 21-day period, but within 28 days, the fine to pay is £120.

How is a Penalty Notice issued?

Penalty Notices are issued by the LA at the request of the school. Fines are usually issued to each parent for each child. A parent is defined in Education Law as:

• All natural parents, whether married or not

• Any person who, although not a natural parent, has parental responsibility for a child or young person

• Any person who, although not a natural parent, has care of a child or young person

The fact that you do not live with the child is not a defence against securing their attendance at school.

You will receive the Penalty Notice by post to your home address with instructions on how to pay.

What is the cost of the fine?

For the first offence within a rolling three-year period, the Penalty Notice allows you 21 days to pay an £80 fine.

If you pay after the 21-day period, but within 28 days, the fine to pay is £160.

If the fine remains unpaid at this stage, the LA will usually initiate legal proceedings against you.

For a second offence within a rolling three-year period, there is no opportunity to pay the fine at the lower amount. Instead, the fine will be at £180.

If there is a request for a third penalty notice, prosecution will be considered if two penalty notices have been served in any rolling three-year period. Courts may also issue parenting orders or community sentences where appropriate.

What happens if I do not pay the fine?

You will have 28 days to pay the Penalty Notice in full. If you fail to pay the fine in this timeframe, the LA will usually initiate legal proceedings against you for failing to secure regular attendance for your child registered at a school.

If you are convicted of this offence, there are several possible sentences, including a fine of up to £1,000. There is no right of appeal.

Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

What happens if the Penalty Notice is paid, but my child still misses school?

Parents/carers are not liable for prosecution for their child's school attendance for the period in question once the Penalty Notice is paid. However, prosecution may be considered for further periods of absence not covered by the notice.

For more information, please contact the Education Inclusion Service: Telephone: 01452 427274

Email: attendance@gloucestershire.gov.uk

Appendix 4:

Little Way Catholic Educational Trust

Request for a leave of absence during term time – exceptional reasons

Pupil Name: …… Class: ……..

Pupil's address: ……

Date of first day of absence …….. Date of return to school ……..

Number of school days that your child will be absent from school …….

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:

……

……

I understand that if the absence request is not authorised and a holiday is taken, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.
Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorized.

Name(s) of Parent/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms Forename: …… Surname: ……

Address: ……

Signed: …… Date: ……..

Dr/Mr/Mrs/Miss/Ms Forename: …… Surname: ……

Address: ……

Signed: …… Date: ……..

For school to complete: **AUTHORISED / UNAUTHORISED** (please circle)

Signed: …… Date: ……

Appendix 5:

Little Way Catholic Educational Trust

Request for a leave of absence during term time – school response

Must be sent to each parent/carer.

Dear: …… Date: ……..

Pupil Name: …… Class: ……..

Your request for absence on the following dates: …….. to ……

(totaling …….. days) has been considered and has been marked as:

AUTHORISED / UNAUTHORISED (please circle)

Your child's attendance is currently: ……

The request does / does not (circle) meet the criteria for 'exceptional circumstances'.

Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Signed: ……..(Headteacher) Date: ……..

Little Way Catholic Educational Trust

Attendance Policy – For Children

Why is coming to school important?

- Coming to school every day helps you learn, make friends, and have fun.
- Your little acts—like being on time and ready to learn—show great love and make a big difference to everyone around you.

What is good attendance?

- Good attendance means coming to school every day that the school is open and that you are well enough to do so.
- Missing school makes it harder to keep up and join in with your friends.

What if I'm feeling unwell?

- If you're unwell, your family needs to let the school know. Come back as soon as you're better, we'll be ready to help you catch up!
- Try to have appointments outside school time, but if they're during school, come in before or after.

What if I'm struggling to come to school?

- If something's making school tricky, tell your teacher or another trusted adult.
- The school is here to listen and help because every day matters and we miss you if you're not here.

What can I do to help?

- Be ready for school every day with a positive attitude and ready to try your best.
- Arrive on time so you don't miss the exciting start to your lessons.
- Speak up if you need help, your teachers, friends, or trusted adults are here for you.

Who will help with attendance?

- The school staff and the Attendance Champion work with families to make sure every child can come to school regularly.
- They are here to listen and help if there are any problems because you matter to us.

Remember:

- Your little acts—like coming to school and trying your best—show great love and make a big difference to your learning, your friends, and our school community.

Let's make every day count!!