



# SAINT JAMES'

Church of England School  
Nursery & Pre School



## ATTENDANCE POLICY

This policy has been adopted by the governing body of St James' CofE Primary School.

It will be reviewed annually or as required.

If you require more information, please contact the school office.

September 2019

Signed: Mrs J Moore/ Headteacher

Signed: Mr S Rusling / Chair of Governors

Review annually

# St James' CofE Primary School

## Mission Statement

Through him we learn to live abundant lives, especially treasuring the values of friendship, trust, thankfulness, respect, forgiveness, hope and courage.

## Vision Statement

Walking hand in hand with Jesus, fulfilling the potential God has given us.

*Luke 1:37 'For with God nothing shall be impossible.'*

## Mission Aim

At St James' CofE Primary School, the Christian (and indeed, inclusive human) values "friendship, trust, respect, forgiveness, hope and courage" inform our whole life together.

The Christian values and character of the school inform this policy; consistent implementation and evaluation, ensure a positive impact on children's learning behaviours and staff well-being.

This policy has been developed in the context of national government and Wigan Local Authority guidance.

## Rationale

All children of compulsory school age have the right to an efficient full time education, regardless of age, aptitude, ability and any special needs. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. St James' CofE Primary School takes seriously its responsibilities to monitor and promote the regular attendance of all its pupils. It acknowledges that pupils cannot achieve their full potential if they do not regularly attend school and is committed to following the framework set in Section 7 of the Education Act 1996 which states that:

*'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-*

- (a) To age, ability and aptitude and*
- (b) To any special educational needs he/she may have*

*Either by regular attendance at school or otherwise'.*

## Aims

- To promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- To promote positive attitudes towards good attendance and time keeping amongst both pupils and parents.
- To ensure that parents understand their legal responsibility in securing good attendance.
- To raise the awareness of the importance of good attendance and its impact on attainment and achievement.
- To ensure regular monitoring of all pupil attendance and punctuality, in line with Government and LA guidelines, thereby ensuring early intervention. St James' attendance target is 96.4%
- To improve individual pupil and whole school attendance levels; to reduce the length and number of absence due to term time holidays, in line with government legislation September 2013.
- To use a range of reward systems to celebrate and reward pupils' attendance, certificates for 100% attendance, attendance and punctuality badges, attendance trophy, prizes in assembly, letters to parents.

## Consultation

This policy has been produced in consultation with representatives of all stakeholders, including pupils, parents, staff and governors.

## Statements of expectations

Parents have a legal responsibility for ensuring that their child attends school regularly and on time.

Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act which aims to ensure parents carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, Start Well Service and Social Care where such a child's attendance is irregular.

## What is expected of parents and carers:

- To keep requests for their child to be absent to a minimum.
- To offer a reason for any period of absence, on the first day of absence, either in person, by telephone or via the website before 9.30am. If an illness continues please update us every 48 hours with the child's progress. This information will be recorded on the register.
- To understand that if we have not heard from a parent/carer the learning mentor will contact the parent/carer later that day. If a child is absent on a subsequent day without us having had contact with the parent/carers we will try to reach other family members using information on the child's contact list, we would also carry out a home visit.
- To ensure that their child arrives to school on time and that a reason should be offered for any lateness.
- To work closely with the school and the Start Well Service to resolve any problems that might affect a child's attendance.
- To take annual family holidays during school holiday periods and be aware that requests for holidays during term time will be refused.
- To be aware of the importance of the school curriculum to their child and be careful to make sure their child attends school during important times such as SATs tests.
- To support their child and be proud of their successes and achievements.
- To understand that If a child is Looked After or a family has a social worker, the social worker will be informed immediately of any unexplained absences.

School attendance will be positively supported wherever possible and will promote good communication and co-operation between all those involved. The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils during both morning and afternoon sessions. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

#### **What is expected of the school:**

- To create a school ethos that pupils want to be part of.
- To meet the legal requirements set out by Government.
- To give a high priority to punctuality and attendance.
- To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence with effective monitoring and intervention.
- To consistently record authorised and unauthorised absences within the guidance of the 1995 education act.
- To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- To encourage open communication channels between home and school.
- To develop procedures for the reintegration of long term absentees.
- To develop procedures leading to a formal referral to the Start Well Service.
- To scrutinise the attendance of off-site provision to ensure children are attending & are safe.
- To inform the local authority of any children being removed from roll.

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Attendance Service the Local Authority provides support to schools and parents to fulfil their legal duty. The Attendance Service is the enforcement agency of the LEA and as well as providing guidance and support through its officers.

#### **Education Penalty Notice Warning for non-school attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child.

### **School Procedures for Recording and Monitoring Attendance**

Recording (See Appendix 1 for Attendance Codes)

- The school day starts and registers are taken at 8.50am by the class teacher and pupils receive a late mark if they are not in their class by 9am. School recommends that pupils arrive by 8.40am. Nursery and Pre - School's school day starts at 8.45am.
- Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.
- If a pupil arrives late they (or their parent) will be asked to complete an electronic 'lates record', which records a reason for lateness.
- A punctuality target will be set for a child who is repeatedly late (This will be done as part of an attendance meeting, held by Mrs Gaffney or Mrs Swann).
- All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.
- Afternoon registration will be completed by 1.05pm for Key Stage 1 and 1.25pm for Key Stage 2. Afternoon session for Nursery and Pre School starts at 12.30pm.
- Reasons for absence may be offered verbally via a message from an appropriate adult, by phone or via the website. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence
- A reason for a period of absence is always required. The school will contact parents/ carers who have not offered a reason and will decide whether or not to authorise the absence or not.

### **Monitoring**

The senior learning mentor &/or deputy learning mentor will review the attendance of all the schools pupils on a daily basis. In the case of any pupils identified as cause for concern or classed as a child with persistent absence (see below), a letter will be sent to parents/carers informing them of the school's concerns and offering support to resolve any problems that may be causing poor attendance. The pupil's attendance will be closely monitored and if after a two week period

there appears to be no improvement the parents/carers of the pupil may receive further letters or be invited to a meeting. This will usually involve the head teacher and learning mentor, and any other relevant agencies. At the meeting they will discuss the issue and try to address and resolve any issues preventing the pupil from attending. At this meeting a target will be set and reviewed every 4 weeks. If the parent/carer does not attend the meeting, or if after such a meeting the attendance of the pupil does not improve, a formal referral could be made to the Start Well Service.

Persistent Absences Criteria (1 session = $\frac{1}{2}$ day)	
Half term 1	7+ sessions missed
Half term 1-2	15+ sessions missed
Half term 1-3	21+ sessions missed
Half term 1-4	26+ sessions missed
Half term 1-5	31+ sessions missed
Half term 1-6	38+ sessions missed

The electronic registration system provides many reports and information that help the school to monitor attendance. These reports will be used when needed to help the school to plan how to manage any attendance problem. The Start Well Service will also have access to this information and will use the reports to support their role.

### Reporting

Each term, the headteacher's report informs the Governing Body of attendance figures for the whole school.

Pupils' individual attendance figures are reported on their end of year reports and a leaflet for parents is also distributed that explains their responsibility and the school's procedures (Welcome packs contain attendance leaflets).

### Leave of absence request

The Local Authority has asked that schools **do not** authorise holidays in term time.

If a parent wishes to request a period of leave for any reason they are required to complete a **Leave of Absence form** (appendix 4) and return it to the school.

The headteacher will review the request and make an informed decision to grant or deny the leave. If the request is denied the school will inform the parent of the reason by letter and the request will be noted in the electronic register.

In the high majority of cases it is likely that such a request will be denied.

If you are travelling during term time and you do not return on the day stated in your leave of absence, and you have not contacted the school your child will be reported to the local authority as missing in education following the guidance in the children missing in education policy 2016.

Any unexplained immediate absence will be explored further.

### Removal from roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

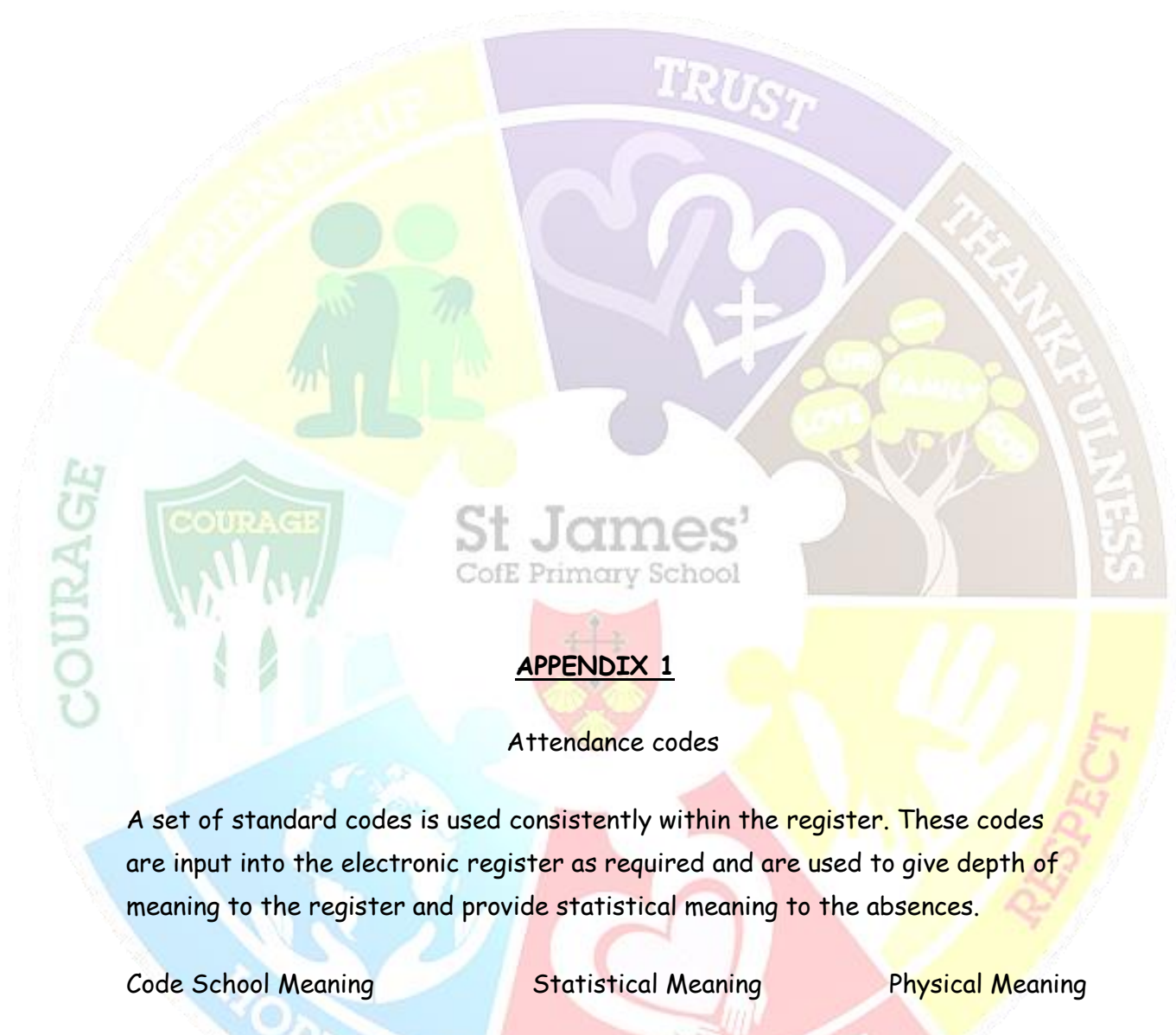
**As a school we are now required to:**

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.





**APPENDIX 1**

Attendance codes

A set of standard codes is used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site	Present	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Present	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Annual family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Authorised Absence	Out for whole session

L	Late (before reg closed)	Present	Late for session
M	Medical/Dental	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised absence	Unauthorised absence	Out for whole session
P	Approved sporting activity	Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after reg closed)	Unauthorised Absence	Late for session
V	Educational visit	Present	In for whole session
W	Work experience	Educational Activity	Out for whole session
X	DFES# school closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Attending another institute	Present	Out for whole session
!	Non compulsory school age absence	Attendance not required	Out for whole session
#	Holiday for all	Attendance not required	Out for whole session
*	Not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

**St James'**  
CofE Primary School

**APPENDIX 2**

Dear Parent,

**Education Penalty Notice Warning for Non-School attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

Headteacher

**The Education (Penalty Notice) (England) Regulation 2004**

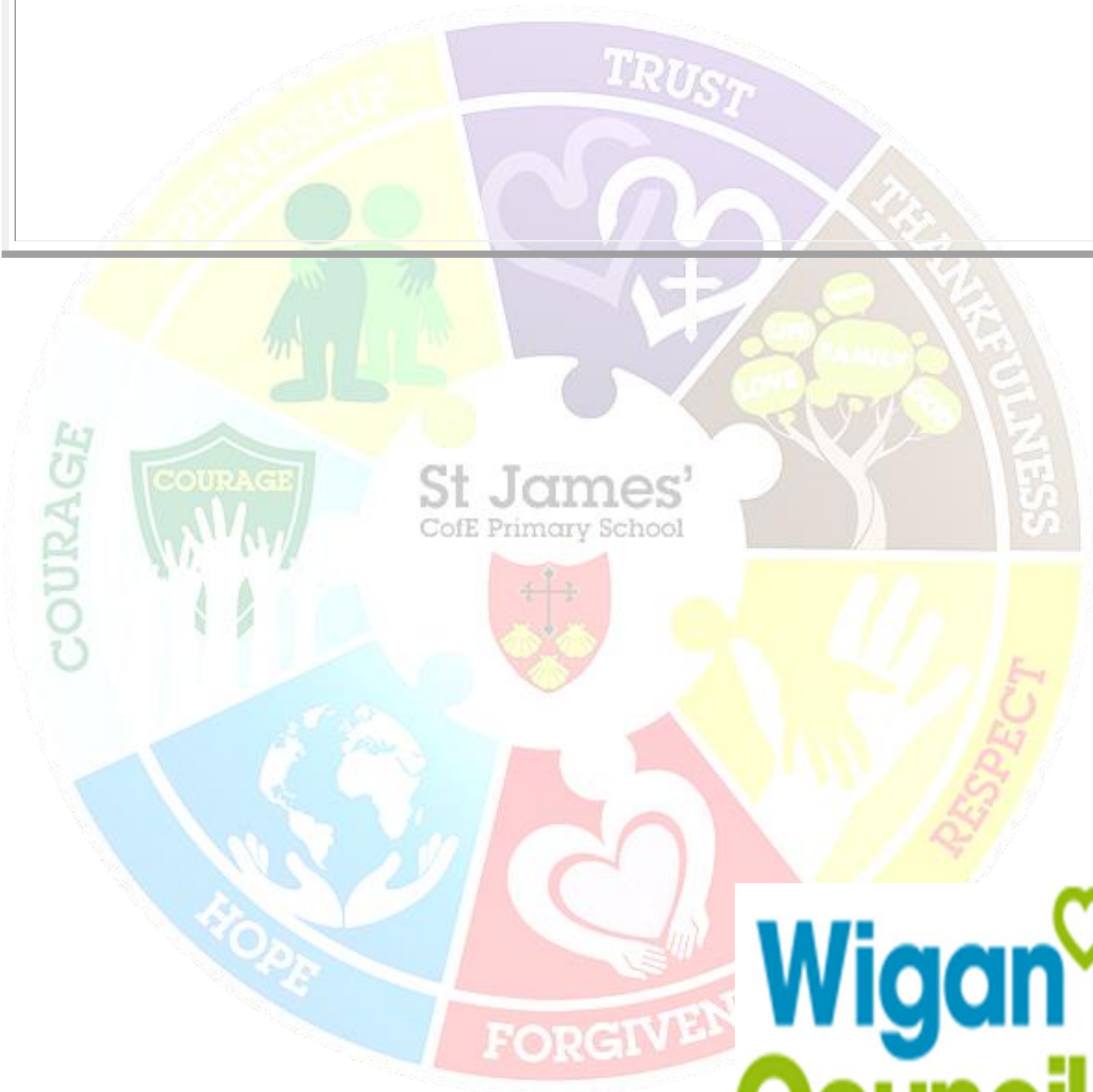
The information on this form will be used in the consideration of issuing a Penalty Notice for unauthorised absence in term time under the above Act relating to unauthorised absence of a registered pupil at the school.

To the best of my knowledge the information submitted on this form is accurate and correct in line with Education Penalty Notice & GDPR Guidance.

<b>Name of pupil:</b>		<b>DOB:</b>		<b>Year:</b>	
<b>School :</b>		<b>Number of UA absences:</b>			
<b>Childs</b>		<b>Contact No:</b>			

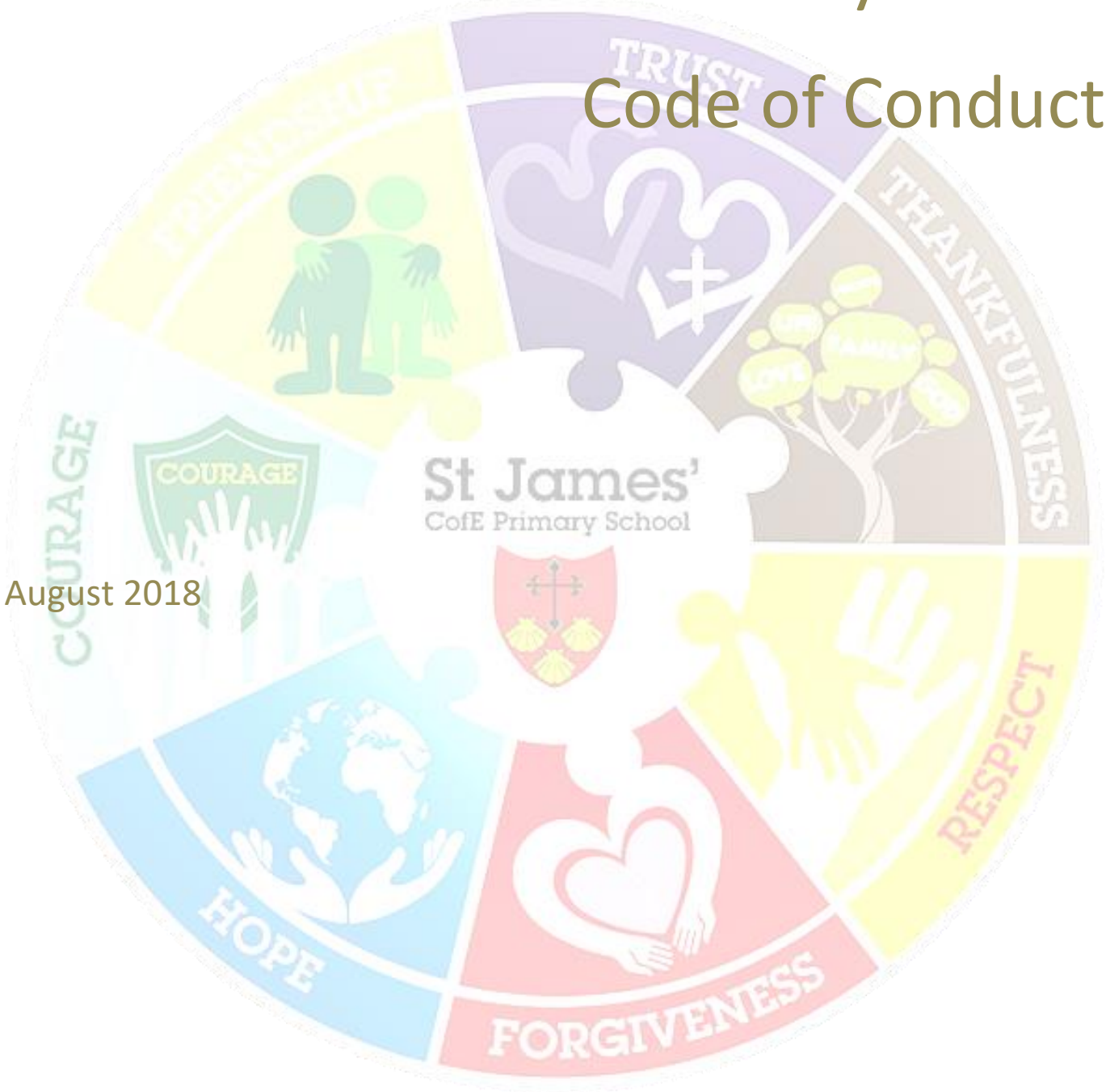
<b>Address:</b>			
<b>Parents/Carers details</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Address:</b>		<b>Contact No:</b>	
<b>Parents/Carers details</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Address:</b>		<b>Contact No:</b>	
<b>Sibling details</b>			
<b>Full Names:</b>			<b>DOB:</b>
<b>Schools:</b>			<b>Att:</b>
<b>Main reason for EPN request:</b>			
<b>Family background, school, other agency involvement:</b>			

eg EH/ Child In Need/ Child Protection/ Mental health issues/ Anti-social behaviour/SEN/Encompass reports?



**Wigan**   
**Council**

# Education Penalty Notice Code of Conduct



August 2018

# Rationale

Regular and punctual attendance at school is a legal requirement under Section 444 of the Education Act 1996. It is essential that parents maximise the educational opportunities available for their children and provide the best possible start in life.

Under previous legislation, parents of a registered pupil whose child failed to attend school regularly and whose absence was unauthorised committed an offence for which prosecution was the only available sanction. With the Education Penalty Notices Regulations 2007 penalty notices were introduced as an early intervention strategy as an alternative to the previous sanction by allowing parents an opportunity to discharge potential liability for conviction for the offence. From 1<sup>st</sup> September 2013 the fine is £60 to be paid within 21 days and increased to £120 to be paid within 28 days. If the penalty remains unpaid by the end of 28 days, the Local Authority must consider the commencement of proceedings for the offence to which the notice relates. The prosecution is not for the non-payment of the notice but is for failure to ensure regular attendance at school.

**Education Penalty Notices should be used as an early deterrent** to prevent patterns of unauthorised absence developing and to supplement rather than replace the use of the wider powers already available. As with current legislative action they are to be used for the enforcement of attendance and not for use as a punishment for absence.

Schools have the first responsibility to take effective action to improve attendance. Where there is clear evidence of underlying problems within the family that require more intensive support an Early Help assessment would be advised. This could support the family to make changes that will improve school attendance and other outcomes.

Penalty notices should be used where a parent is capable of securing an improvement in their child's school attendance but is unwilling to do so.

They can only be used for periods of unauthorised absence and the defences in law replicate those already in place for enforcement actions under the provisions of Section 444 of the Education Act 1996.

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice warning letter issued to each parent during an academic year.

### Excluded pupils

Section 105 (1) of the Education and Inspections Act 2006 empowers designated Local Authority Officers, Headteachers (and Deputy and Assistant Headteachers authorised by them) and the Police to issue penalty notices in cases where an excluded pupil is in a public place during school hours at any time during the first five days of any period of exclusion from school without justifiable cause.

If the pupil was subsequently to be found out in a public place again either during the same period of exclusion or during a further exclusion within the same academic year then a penalty notice may be issued.

Non-payment of a penalty notice issued where a parent allows an excluded pupil during the first five days of any period of exclusion to be present in a public place without justifiable cause may result in a prosecution under Section 103 (3) of the Education and Inspections Act 2006.

## Legislation

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27<sup>th</sup> February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Penalty Notices must be issued in a manner that conforms to all requirements of the Human Rights Act and all Equal Opportunities legislation.

### **For the purposes of the protocol, the legal definitions of 'parent' are:**

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.



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

### **If a Penalty Notice remains unpaid:**

Prosecutors must take into account the **'Code for Crown Prosecutors'** that sets out a two-stage test that prosecutors should follow when they make decisions on case:

### **Is there enough evidence against the defendant?**

When deciding whether there is enough evidence to charge, prosecutors must consider whether evidence can be used in court and is reliable. Prosecutors must be satisfied there is enough evidence to provide a 'realistic prospect of conviction' against each defendant.

### **Is it in the public interest for the CPS to bring the case to court?**

A prosecution will usually take place unless the prosecutor is sure that the public interest factors tending against prosecution outweigh those tending in favour.

# Issuing of Penalty Notices

For an Education Penalty Notice to be considered the school is responsible for issuing an Education Penalty Notice warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 1). For any mid-year admissions to the school all parents will receive the Education Penalty Notice warning letter as part of their intake meeting.

Prior to requesting an Education Penalty Notice schools should take all reasonable steps to ensure good attendance. In cases where a school has concerns about a pupil's attendance, the school must ensure contact has been made to parent(s) to try and resolve any issues and difficulties to prevent potential prosecution. An Education Penalty Notice should be used as a last resort.

An Education Penalty Notice may be issued following an Education Penalty Notice warning (Appendix 1) being sent.

School would complete Education Penalty Notice request form (Appendix 2) if a child falls within one or more of these categories within a 12 week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence

- persistently arrives late for school after the close of registration

The Local Authority will consider issuing a Penalty Notice to each responsible parent.

The use of Penalty Notices shall be restricted to one per pupil, per parent in any single academic year.

**Wigan Local Authority will consider requests to issue Penalty Notice only if;**

- An Education Penalty Notice request form (Appendix 2) is completed with all necessary information and the supporting relevant documentation is provided.
- The period of absence is not being considered for proceedings according to Section 444 (1) or (1A) of the Education Act 1996.
- The issue of an Education Penalty Notice does not conflict with other intervention strategies in place by the Local Authority or by other agencies where the circumstances are known to the Local Authority.

To ensure consistent delivery of Education Penalty Notices the request form (Appendix 2) will require completion by the school and the following documentation provided:

- A copy of the pupil's up to date attendance certificate showing a minimum of ten sessions (5days) with below 90% attendance
- A chronology of intervention; i.e details of meetings, letters, phone calls with the parent(s) and has parent(s) been informed that criteria has been met
- Evidence of the Education Penalty Notice warning being issued to the parent(s)
- Clear agreement and consent from Headteacher

The Local Authority will consider each request and may deem it appropriate to take one of the following actions;

- Advise schools to refer to supporting agencies
- Issue an Education Penalty Notice
- Advise the school to refer to the Attendance Service

# Payment of Penalty Notices

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

## Non-payment of Education Penalty Notices

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

In these circumstances, the school is required to provide the Local Authority with a signed school attendance record of the pupil.

## Procedure for withdrawal

Once an Education Penalty Notice has been issued it can only be withdrawn in the following circumstances:

- It has been established that the notice was issued in error.
- The notice had been issued to the wrong person.
- The circumstances of the absence do not comply with the conditions of Wigan Council Local Authority's code of conduct and the Education (Penalty Notices) (England) Regulations 2007.
- The parent/carer provides evidence that would constitute a statutory defence.

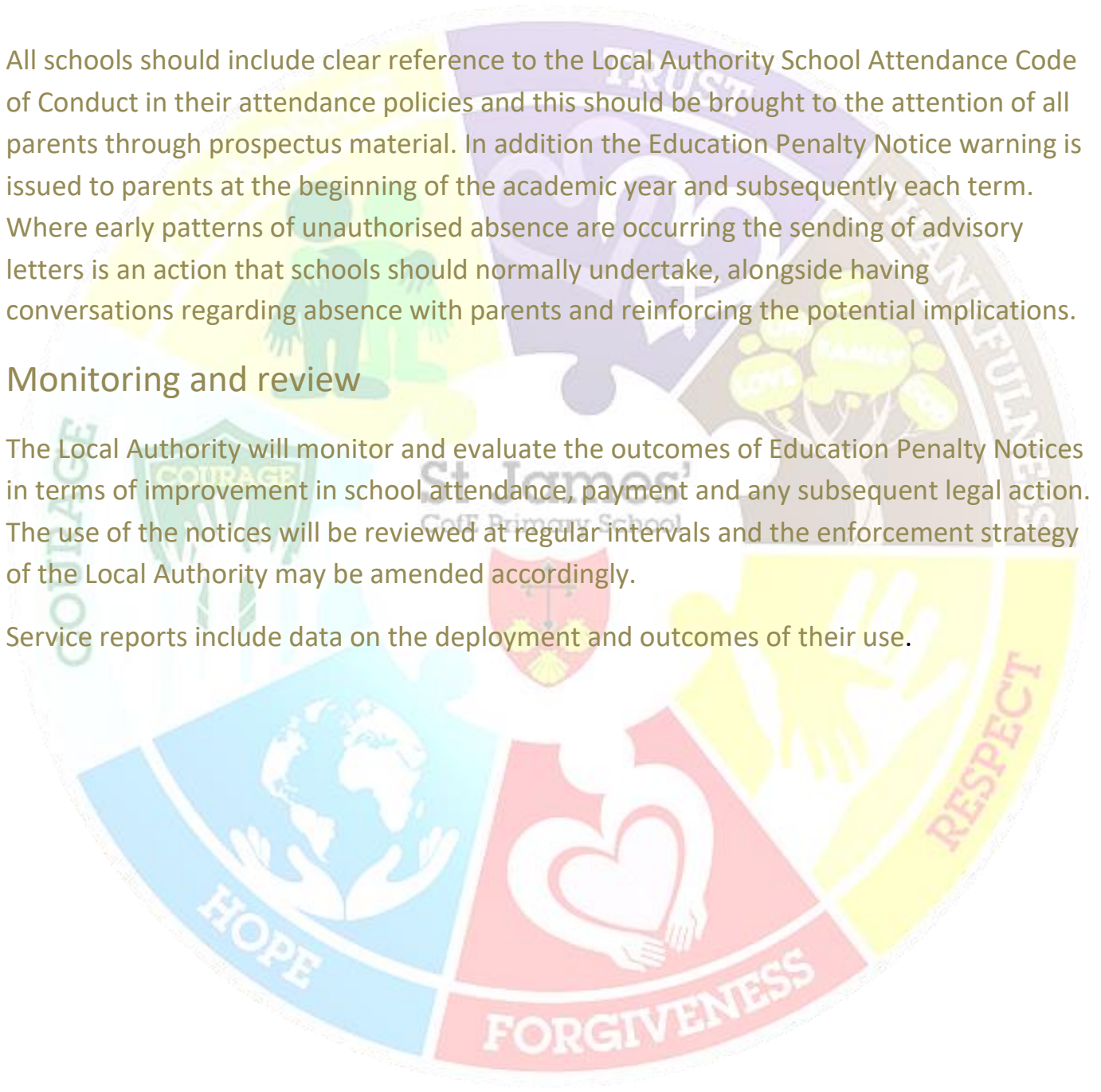
# School and Local Authority policy documents

All schools should include clear reference to the Local Authority School Attendance Code of Conduct in their attendance policies and this should be brought to the attention of all parents through prospectus material. In addition the Education Penalty Notice warning is issued to parents at the beginning of the academic year and subsequently each term. Where early patterns of unauthorised absence are occurring the sending of advisory letters is an action that schools should normally undertake, alongside having conversations regarding absence with parents and reinforcing the potential implications.

## Monitoring and review

The Local Authority will monitor and evaluate the outcomes of Education Penalty Notices in terms of improvement in school attendance, payment and any subsequent legal action. The use of the notices will be reviewed at regular intervals and the enforcement strategy of the Local Authority may be amended accordingly.

Service reports include data on the deployment and outcomes of their use.




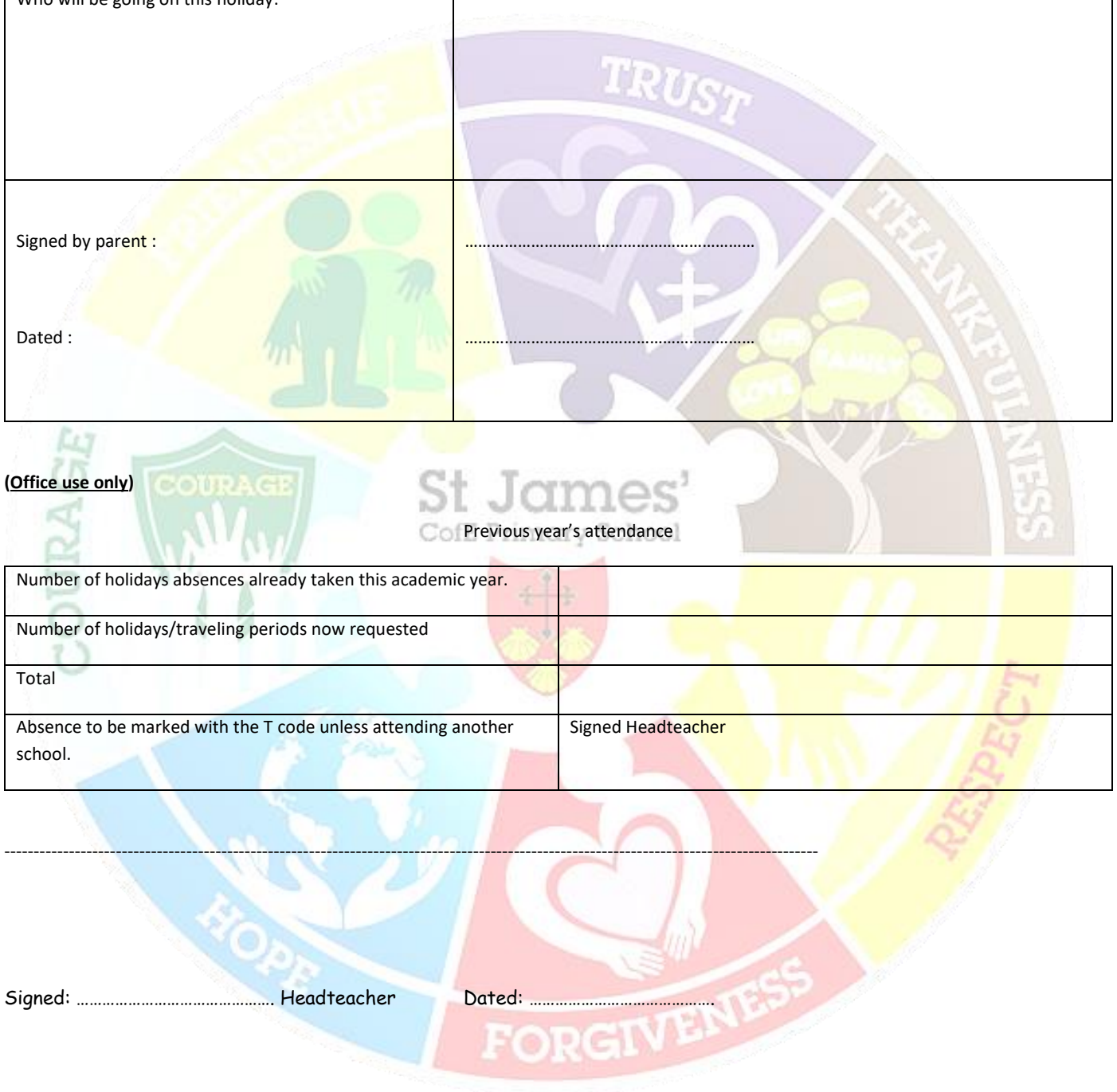
## Appendix 4

### LEAVE OF ABSENCE REQUEST FOR FAMILY HOLIDAY DURING TERM TIME

If you require taking your child out of school to travel, please complete the details below and return the form to school at least two weeks before you are due to go away.

To: **The Headteacher, St. James' C.E. Primary School**

Name of Child (children) :	
Class (Classes if more than one child) :	
<p>I request permission for the above named child/children to accompany me on my annual family holiday during the school term. It is not possible for us to take holidays during the school holidays due to the following circumstances:-</p>	
Date of proposed holiday:	<p>From ...../...../..... to ...../...../.....</p> <p>Will be back in school on ...../...../.....</p> <p>Number of school days absent ..... Days</p>

Destination of holiday:  Please provide evidence such as holiday confirmation or tickets.	
Who will be going on this holiday:	
Signed by parent :  Dated :	

**(Office use only)**

**COURAGE**

**St James'**  
 Co[ Previous year's attendance ]

Number of holidays absences already taken this academic year.	
Number of holidays/traveling periods now requested	
Total	
Absence to be marked with the T code unless attending another school.	Signed Headteacher

Signed: ..... Headteacher

Dated: .....

**LEAVE OF ABSENCE REQUEST FOR RELIGIOUS OBSERVATION DURING TERM TIME**

**The law states that parents do not have the right to take their child out of school, for holidays, during term-time**

In exceptional circumstances however, the Head Teacher can authorise a period of leave up to ten days in any one school year and this can include religious observation/celebrations.

If you require taking your child out of school for a religious observation/celebration, complete the details below and returning the form to school at least two weeks before you are due to go away.

**To: The Headteacher, St. James' C.E. Primary School**

Name of Child (children) :	
Class (Classes if more than one child) :	St James' CofE Primary School
I request permission for the above named child/children to accompany me on a religious observation/celebration during the school term.	
Date of proposed holiday :	From ...../...../..... to ...../...../.....  Will be back in school on ...../...../.....  Number of school days absent ..... Days

Signed by parent :	.....
Dated :	.....

**(Office use only)**

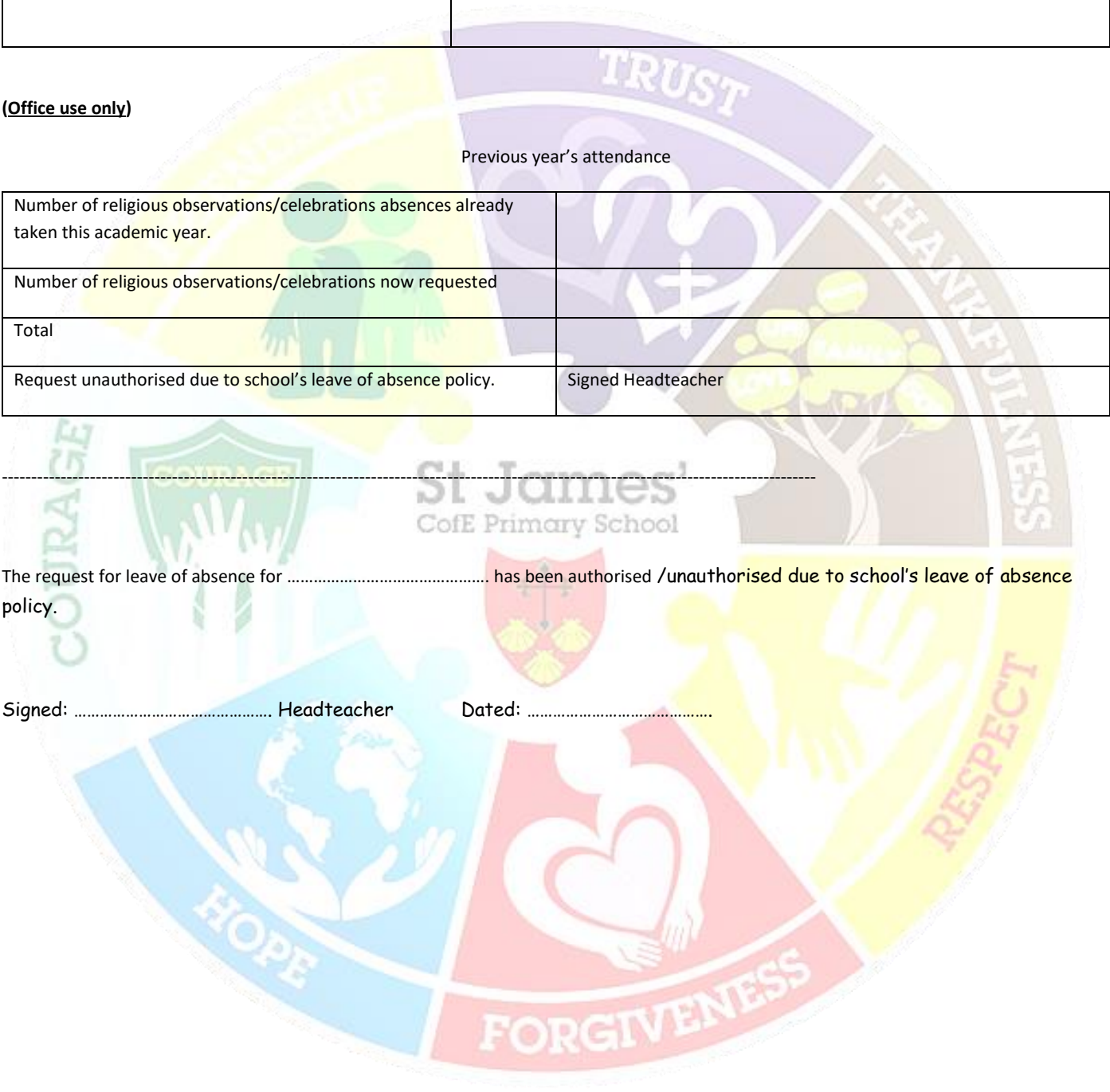
Previous year's attendance

Number of religious observations/celebrations absences already taken this academic year.	
Number of religious observations/celebrations now requested	
Total	
Request unauthorised due to school's leave of absence policy.	Signed Headteacher



The request for leave of absence for ..... has been authorised /unauthorised due to school's leave of absence policy.

Signed: ..... Headteacher      Dated: .....






**LEAVE OF ABSENCE REQUEST FOR TRAVELING DURING TERM TIME**

If you require taking your child out of school to travel, please complete the details below and return the form to school at least two weeks before you are due to go away.

To: **The Headteacher, St. James' C.E. Primary School**

Name of Child (children) :	
Class (Classes if more than one child) :	
<p>I request permission for the above named child/children to accompany me traveling during the school term.</p> <p align="center">  </p>	
Proposed traveling :	<p>From ...../...../..... to ...../...../.....</p> <p>Will be back in school on ...../...../.....</p> <p>Number of school days absent ..... Days</p> <p><b>If you are not returning on this day you must contact school or your child will be reported to the local authority as missing in education.</b></p>
Traveling destination	

Who will be going with the child/children	
Will the children be placed in a school whilst you are traveling	
Signed by parent :  Dated :	.....  .....

**(Office use only)**

Previous year's attendance

Number of holidays absences already taken this academic year.	
Number of holidays/traveling periods now requested	
Total	
Absence to be marked with the T code unless attending another school.	Signed Headteacher

Signed: ..... Headteacher      Dated: .....

