



Wensley Fold CE Primary Academy

'Make Each Day Count'

Attendance and Punctuality Policy

Policy Details

Policy Details	
Policy	Attendance and Punctuality Policy
Start date	September 2025
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Key Information for Parents

Morning routine

Gates are open to school and playground from 8:30. Children need to be supervised on the playground while waiting for the bell in KS1. In KS2 this is at the discretion of the parent.

First bell rings at 8:40. Children line up in their class line on the playground. Parent steps away from the line and supervise from the side.

Second bell rings at 8:45. Teachers walk the children into their classes. Any children arriving when the line is walking in will enter through classroom door.

Gates close at 8:45. Children arriving after 8:45 will enter school via the main office.

Registers close at 8:50 after which children will be marked as late.

End of the day routine

Gates open at 3:15 and parents gather outside their child's classroom door.

At 3:15 the end of the day bell rings and children are dismissed following their classroom procedure.

The Senior Leader responsible for championing attendance (Attendance Champion) is Helen Lavery

The Senior Leader responsible for championing attendance (Attendance Champion) can be contacted by e-mailing bursar@wensleyfold.blackburn.sch.uk

Policy Objectives

Mission Statement

The school values and recognises the uniqueness of each individual child and acknowledge their fundamental right to be educated to their full potential in a safe, secure and caring environment. Rooted in God's love, we grow together in partnership with parents and the extended community, to ensure we make each day count for all.

Introduction

The school attendance policy operates within the context of the school's mission statement. It is the aim of leaders through this policy is to make each day count for all.

Improving attendance is everyone's business. We recognise that the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and their families.

Aims

- To promote excellent attendance.
- To ensure punctuality.
- To raise the level of achievement.
- To provide an effective but manageable means of monitoring attendance for both groups and individuals.
- To be able to seek for school and/or provide for parents effective and prompt support for families experiencing difficulties over attendance.
- To raise awareness that unauthorised attendance and poor punctuality is not acceptable.

The Law

The law entitles every child of compulsory school age to an efficient, full time education suitable to their age, aptitude and any special educational needs they may have. It is a legal responsibility of every parent to make sure their child receive that education either by attendance at a school or by attendance otherwise than at a school.

Where parents decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means that their child must attend every day that the school is open, except in a small number of allowable circumstances such as being ill or an exceptional reason for absence which has been confirmed in advance by the school.

The Department for Education (DfE) have updated statutory guidance for schools and governing bodies in order to maintain high levels of school attendance in the School Attendance Regulations (2024).

The Impact of Attendance

This is essential for children to get the most out of their school experience, including their attainment, wellbeing and wider life chances. Children with the highest attainment at the end of Key stage 2 (Year 6) and Key stage 4 (Year 11) have higher rates of attendance over the key stage compared to those with the lowest attainment.

For the most vulnerable children, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support to be provided. Research shows associations between regular absence from school and a number of extra-familial harms.

The school will always prioritise support over legal interventions. However, the school has a duty of care to inform parents that do not respond to the advice and support offered that legal interventions will be pursued.

Attendance Guidelines

Children are expected to attend school for the full 190 days of the academic year.

Attendance percentage	190 school days in total = 39 weeks of school attendance	Absence
100% attendance	190 days	0 days
95% attendance	180 days	2 weeks of absence
90% attendance	171 days	4 weeks of absence
85% attendance	161 days	6 weeks of absence
80% attendance	152 days	This reflects half a terms absence in a school year.
75% and below	143 days	9+ weeks of absence.

Attendance Definitions

‘Session’ refers to the recording of absence data. A school day usually has two sessions (a morning and an afternoon).

‘Authorised absence’ means the school has either given approval in advance for a child of compulsory school age to be away or has an accepted and justifiable reason for absence.

‘Unauthorised absence’ is where the school is not satisfied with the reasons given for absence.

Roles and Responsibilities

Improving attendance is everyone's responsibility.

Parent and Carers role:

- Expect your child to attend school every day.
- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that a school can determine if an absence is 'authorised'.
- Let the school know as soon as possible why your child is absent.
- Send a note when your child returns to school.
- Make appointments out of school hours.
- Do not allow your child to take time off school.
- Avoid arranging holidays during term time.
- Ensure you follow the 'leave of absence procedure' at least one month in advance of a request for leave of absence.
- If you are worried about your child's attendance you can talk to your child, it may be something simple that can be cleared up easily.
- Talk to the staff at school.
- Send your child to school; we will let you know if they are really not well.

Class Teacher's role:

- Ensure the register is taken accurately and punctually twice a day.
- Reward good attendance in class.
- Be alert and monitor signs which may result in a child's non-attendance.
- Inform the Family Support Worker or Safeguarding Team if there are any concerns.
- Challenge attendance through conversations and meetings.

Family Support Worker (FSW) (Mrs Khan):

- Check absence on a daily basis.
- Collate information for children whose attendance falls below 95%.
- Monitor lateness on a daily basis.
- Contact parents of children who are absent.
- Provide feedback to the safeguarding team regarding attendance concerns.
- Monitor whole school attendance and send absence letters half termly, hold meetings with parents. Formulate attendance action plan.
- Promote good attendance with everyone, including updates, assemblies and rewards

Safeguarding Team (ST) and Senior Attendance Champion (Mrs Lavery):

- Promote good attendance through monitoring and pastoral provision for children.
- Support the Family Support Worker in meetings and attendance follow ups.
- Track and challenge attendance through safeguarding meetings.

Safeguarding Governor (Ms Latif):

- Ensure attendance procedures are carried out in accordance with the Attendance and Discretionary Leave policy.
- Support PWC and ST with meetings regarding absence, as appropriate.

Attendance Expectations

Working Together to Improve School Attendance puts the emphasis on working together to successfully treat and remove barriers to attendance:

Expect Excellent Attendance (97%)

We aspire for all children to have high standards of attendance and to build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor (below 95%)

We will use attendance data to rigorously monitor patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve any barrier before they become entrenched. We will send half termly letters to all parents of children who are below 95%.

Listen and Understand

When a pattern is spotted, we will meet with pupils and parents to understand barriers to attendance and agree how all partners can work together to overcome them. This will include providing medical evidence, home visits where we will ask to see the child and meetings with the PWC and SENDCo. Pupil may be referred to the Local Authority as a child missing in Education.

Facilitate Support (below 90%-persistent absence)

Remove barriers and help pupils and parents to access the support they need to overcome the barriers outside of school. This will form an attendance contract and may facilitate the support of early help or a family plan where absence is a symptom of wider issues. Continued meetings with the PWC and Head teacher, including Governors.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, we will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through a parenting contract or educational supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, attendance expectations will be enforced through statutory intervention or prosecution to protect the pupil's right to an education.

(Working together to improve school attendance, August 2024)

Attendance Procedures

Registration

The register is taken first thing in the morning and at the beginning of the afternoon. The children are marked in according to the code which corresponds to their attendance.

The register is checked daily and updated according to the register codes set out by the Department for Education (DfE).

Appointments

All appointments, where possible, must be arranged out of school time.

Parents/Carers must notify school in advance of the appointment and provide a copy of the appointment documentation.

Lateness in the morning

Children who are late are disrupting and delaying their own education and that of others.

The first bell rings at 8:40. This tells the children and parents on the playground to line up in their line ready for the teacher.

The second bell rings at 8:45, the children will already be entering the building at this point and start to take off their coats and bags ready to begin learning.

The gates are closed at 8:45, whereby any children inside the gates can make their way into the classroom quickly. After 8:45, when the gates are closed, the child will be accompanied by their parent to the main office. They will only be marked as late if it's after 8.50am.

Lateness will be recorded in a late book, where patterns can be followed and support can be offered.

After 3 occasions of lateness, parents will receive a letter informing them of the dates the child was late and offering support. If lateness continues, a member of SLT will meet with the parent to discuss the lateness. Any additional lateness will trigger a discussion with Blackburn with Darwen Inclusion Officer.

The new DfE guidance 'Working together to improve school attendance' (August 2024) stipulates that lateness is categorised as unauthorised.

Late collection at home time- Main School

Children who are not collected at 3:15 will be taken to the family support room where they will be supervised by the family support worker. Late collection is considered to be from 3:25 onwards.

If more than 3 occasions of late collection occur within an academic year, a cost will be incurred to pay for the supervision of the child. The cost will be 15 minutes of supervision at a rate of £3 per child.

Parents will be informed when they are on their third occasion of lateness via telephone. On the fourth occasion of lateness a letter will be issued with the fee noted. The link will be made on ParentPay for the fee to be paid. Non-payment after 14 days will result in the fee being doubled.

Further instances of late collection will result in a fee being added on each occasion (£3 per 15 minutes, per child). The parent will be asked to attend a meeting to discuss home time punctuality. This lateness procedure will re- set at the beginning of each academic year.

Should the lateness continue, further costs will be incurred proportionate to the frequency and amount of time taken for school staff to supervise the child.

Late collection at home time- Nursery

Nursery children are educated through fee-paid sessions or sessions funded by the Government for 15 or 30 hours, therefore different charging procedures apply to our Nursery class. Late fees apply to late collection after 11:30, 3:00 or 3:30. Parents will be given a warning in the first instance before a fine is issued in the second instance as outlined below:

After 5 minutes; £5 fee then £1 per minute until collection. These fees apply immediately when the child is collected late and does not reflect our policy for school-aged children.

Repeated instances of late collection and childcare fees incurred will result in a meeting to ascertain the reason for late collection with options offered for support offered. Repeated late collection or non-compliance with agreed arrangements may result in a referral to social care.

Absence

There are 2 types of absence:

Authorised- where the school approves the child's absence. These absences may include sickness, hospital appointments, and emergency dentist appointments and religious holidays. Medical appointments should be made out of school hours. Where this is not possible, it is expected that only part of the day would be missed for the appointment. Children will have to be in school for at least an hour in the morning session (am appts) and at least an hour in the afternoon (pm appts) to receive an attendance mark, otherwise the appointment will be marked as absent for the session.

Unauthorised- where the school does not approve the child's absence. These absences include shopping, going to the airport, visit relatives, parent/carers unwell, appointments or absence without medical evidence.

If a parent does not call or give a reason for absence, it will automatically be deemed unauthorised. Late arrival at school will also be considered unauthorised and new DfE guidance stipulates that any 10 sessions of unauthorised absence (late or otherwise) in a 10 week period- including across holidays will trigger a notification for a fine.

Parent reporting absence

If a child is absent, parent/carers should call the school on the first day and leave a message on

the absence line before 9:30am stating the exact reason for the absence and then call the school on each subsequent day of absence until the child returns to school. The school will then decide whether to authorise the absence.

Absences will only be authorised if there is medical evidence to support the absence. If authorisation is refused for instance if the child was kept off school to celebrate a birthday or for any other reason, then the parent/carer would be informed this would be unauthorised.

If children are too ill to come to school during the day, they are also too ill to fulfil any evening commitments. If children are absent from school due to illness, they should not be playing out, going to the shops etc.

School response to absence

If any child has not been registered or the school has not been notified about a child's absence by 9:30am, the office staff will contact the parent/carer on the first morning. Communication with the parent/carer is the only information that can be used to report absence, siblings and other family members reporting absence will not be considered for safeguarding reasons.

If no word is given regarding the absence on the second day, a member of school staff will conduct a home visit.

Children who are persistent absentees will receive a return phone call on the first day of absence, whether or not the parent has called.

On the second day of absence, persistent absentees will always have a home visit.

If we have concerns about a child's absence then an unannounced home visit will be conducted.

Fines and Legal Action

Wensley Fold follows the guidance from 'working together to improve attendance' statutory regulations from the DfE – August 2024.

In consultation with the local authority, the school will exercise its legal powers to address poor attendance at school. This will incorporate fines, legal action and could result in removal from the school roll.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Monitoring of Attendance

Attendance Rewards:

Class teacher will be asked to monitor attendance and patterns to build relationships and motivate children to overcome barriers in the first instance.

Class attendance will be shared weekly in achievement assembly and the school newsletter.

Classes with greater than 97% attendance will have a class celebration.

Children with 100% attendance for the year will be rewarded with a certificate.

Attendance Monitoring:

Teachers complete the class register sheets using the codes in Appendix A. These codes can also be filled in when the child returns from absence.

The office staff enter into the system the register codes from the daily sheets and change any instances where children have left early for appointments.

A log is kept by the Office staff of all children who arrive late, information is passed on to the Pupil Wellbeing Coordinator and a meeting is arranged with parents whose children are frequently late.

Any child with attendance below 90% must provide medical evidence for further absences i.e. evidence of doctor or hospital appointment, prescriptions, prescribed medicines, letter from pharmacist/doctor.

Weekly Monitoring:

The head teacher presents a 'Class of the Week' award to the best class in the weekly achievement assembly.

Pupil Wellbeing Coordinator monitors those below 95% and makes calls where necessary

Half-termly Monitoring:

Attendance figures are analysed half termly by class, year group and whole school. Individuals are monitored if less than 95%.

Individuals at less than 95% will receive a phone call in the first instance at half term.

Attendance will continue to be monitored and those individuals whose attendance fall below 95% at the next half term will receive a letter.

Attendance will continue to be monitored and those individuals whose attendance continues below 95% following the phone call and letter will be called to an absence meeting.

Termly Monitoring:

Attendance figures are shared with The Governing Body each term.

Attendance statistics published in the newsletter.

Each child with 100% attendance, including religious holidays, will be presented with a certificate at the start of the following term.

Golden tickets are given to children whose attendance is 96% & punctuality is 100%. This would allow them early access to the club fair. All practices will be reviewed annually.

Persistent Absentees and Safeguarding:

Children who are at 90% attendance or below are considered to be persistent absentees and are monitored more closely than other children as their absence can be a signal of safeguarding concerns.

Parents of these children will be sent a letter and called in for a meeting to discuss how to improve their child's attendance.

If children are not visible in school they lack the opportunities to share safeguarding concerns with members of staff. In addition to this, the number of sessions missed as a result of absence will mean there have been numerous valuable learning opportunities missed, leaving the child at risk of falling behind in their learning, now and in the future.

Child Missing in Education (CME)

It is recognised that when children go missing from education, particularly persistently, this can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation- particularly county lines.

When a child goes missing from education, local CME procedures will be followed to safeguard the child and help prevent the risk of them going missing in the future.

Further information, guidance and the local procedure for referring CME:

<https://www.blackburn.gov.uk/schools-and-education/children-missing-education>

Elective Home Education (EHE)

Home education can mean some children are less visible to the services that are there to keep them safe. Leaders, including the DSLs and any deputies will familiarise themselves with DfE guidance

[Elective home education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/elective-home-education)

Where a parent/carers has expressed their intention to remove a child from school with a view to educating at home, the DSL will be informed and will endeavour to co-ordinate a meeting with the LA and other key professionals and parents/carers where possible.

This is particularly important when the child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable.

Requests for Term Time Absence

The Education (Pupil Registration) Regulations 2013 prohibits head teachers from granting holidays in term time except with an advance application and in exceptional circumstances. The updated regulation 11 of the School Attendance Regulations 2024 also supports this.

Exceptional Circumstances are defined as **rare, significant, unavoidable and short**.

Advance Application is defined as at **least one month in** advance of the absence.

Wensley Fold does not consider the following to be exceptional circumstances; the availability of cheap flights or holidays, the availability of desired accommodation, the overlap at the beginning or end of the school term or the working pattern or availability of parental holiday entitlement.

Requesting term time absence

Parents wishing to request a leave of absence, must complete the leave of absence paperwork with proposed dates for absence. It is important that parents do not book any tickets at this point.

Parents wishing to request a leave of absence will complete a form to produce evidence that the absence falls under the criteria of **rare, significant, unavoidable and short**.

Evidence of a genuine emergency will be required by school. If your request is not approved and you take your child/ren out of school you will receive a penalty notice £80 per parent per child in the first instance, which increases over time (see penalty notices section)

Parents do not have an entitlement to take children out of school for a family holiday for up to 10 days.

Requests for leave of absence will be considered by the Head teacher who recognises that discretion will need to be applied to each leave request according to individual circumstances.

Things to consider

Long absences result in children falling behind with their school work which can impact on their overall progress.

Some children have social difficulties when they return.

Communication regarding extended leave/related absence must be held between the school and the parent/carer, not by other family members. A lack of signal in destination country will not be accepted as reason for not communicating with parent/carer of the child. This is for safeguarding reasons.

Children who are absent for illness directly before term time absence or directly after term time absence will not have their absence granted it will be unauthorised. Medical evidence for this will be required.

Absences tagged on to holidays may not be authorised if the school has reason to believe the child is on holiday and the school have not been informed.

Where a request asks for half a day of absence, the full morning or full afternoon session must be attended in order to qualify for an attendance mark for that session.

When providing any evidence of flights, the booking confirmation should be shown as the evidence for the dates being booked, instead of the flight tickets or boarding passes.

Travel to funerals will not be authorised. Travel to a funeral will only be considered where the travel is unavoidable within school time.

Where a leave of absence is granted, the number of days will be agreed and the start/return date confirmed with the parent/carer.

Where a leave of absence is not granted or when a child fails to return to school by the agreed date of return or the leave of absence on return does not match the criteria stated above, the absence will be unauthorised.

If the child does not return within the agreed timeframe, the school may pass the child's details on to the local authority in line with the duty for a child missing in education.

The school will, in line with updated guidance, refer the child to the local authority where a penalty notice will be issued.

In certain circumstances, the school, after notifying the local authority, may decide to remove the child from the roll of the school.

Procedure for requesting term time absence:

Complete a leave of absence request form (from the office) at the earliest opportunity and at least one month in advance, providing documentation as evidence for request.

Be aware that school work **WILL NOT** be set for children. They will be expected to keep up with the usual online homework.

You will hear back from your request as one of the following:

A- Request for absence not approved

If the request for absence does not meet one of the following criteria: **rare, significant, unavoidable and short circumstances** the school will not be able to grant permission and the request will be unauthorised.

The Head Teacher will write to the parents/carers explaining the reason why the request has been refused and warning them of the potential consequences for failing to ensure their child's attendance at school, e.g. they may be issued with a penalty notice and/or their child might be removed from the school roll.

B- Request for absence approved

If the request for absence meets at least one of the following criteria: **rare, significant, unavoidable and short circumstances** the absence may be approved.

Where the request is approved, then school will notify the parents/carers in writing of the decision and confirm the agreed date by which the child will be expected to return to school. This letter should also inform the parents/carers of the actions which could be taken if they fail to return on time, e.g. issued with a penalty notice for unauthorised absence.

Only at this stage, if your leave is authorised in writing, should tickets be purchased for the exact dates agreed with the Head Teacher. Requests with open ended tickets will not be authorised.

C- Meeting with Head Teacher and Governing Body attendance panel member

In circumstances where further discussion is needed in order to reach a decision, a meeting with the attendance panel will be arranged with the parent. The outcome of the meeting will be followed up with a letter, citing the outcome as either A or B on the above procedure.

Pupils who require medical treatment abroad:

Seek clarification from parents/carers as to whether the child has been diagnosed with a long-term or recurrent illness;

Discuss the most appropriate time to plan the treatment in order to help to minimise disruption to the child's educational career, e.g. avoiding SATS and examination times;

Request the pupil's parents/carers to provide medical evidence from the child's UK hospital **consultant or paediatrician** to support approval of absence.

We will ask parents for their consent to seek further advice from UK health professionals (e.g. school's health service) around potential further detriment to the child's health if the requested period of absence was not agreed and/or treatment is delayed because of concerns over the need to maintain continuity of education.

We will request the pupil's parents/carers to provide a letter from the hospital consultant/paediatrician in the country where the child will be receiving treatment, specifying:

- a. the nature of the medical problem;
- b. the type of treatment to be undertaken, and
- c. the estimated recuperation period needed before the child can be declared fit enough to safely return to the UK.

We will secure agreement from the parents/carers that they will contact the school if anything delays their expected return.

We will give due consideration as to whether the child or young person is likely to be placed at more risk by being out of the country and not receiving a suitable education.

In the majority of cases, after securing parental consent, the first point of contact should be the school nurse, who will liaise with community paediatrician and/or refer on as they see fit.

All Leave of Absence is at the Head Teacher's discretion and this decision is final.

Appendix A:**Attendance Codes – September 2024**

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix B:**Letter to request term time absence**

Children's Service and Education Directorate

**APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE**

Name of School _____ DfE Number _____

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Head Teacher **at least one month in advance of planned travel and in advance of making any travel bookings**. Please note that there is no entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18

Exceptional circumstances: Wensley Fold will only consider applications to be exceptional if they are **rare, significant, unavoidable and short**.

- If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.
- If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. Fines will be issued in accordance with the National framework for penalty notices and the local code of conduct.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering

prosecution, but may include other tools such as one of the other attendance legal interventions.

EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT



APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE



Child's First Name	Child's Surname	D.o.B.			Year Group	Gender
						Male ☐ Female ☐
UPN				School DfE No		

Parent (s) / Carer (s)			
First Name		First Name	
Surname		Surname	
Relationship to Child		Relationship to Child	
Address		Address	
Contact Telephone		Contact Telephone	
Email Address		Email Address	

Request Details	
Reason for Request	
Reason why request is an exceptional circumstance please tick and explain in the box opposite: ☐ rare ☐ significant ☐ unavoidable ☐ short	

Destination (City & Country)					
Date of Departure		Date due back in School		Number of missed school days	
Current attendance this academic year			Attendance academic year last		
Dates of any previous extended leave in school life and reason for extended leave					
Emergency contact in Blackburn with Darwen (inc. contact number)					
Parent/Carer's Signature			Date Request made		

School Section			
Leave Unauthorised	☐	Leave Authorised	☐
Date of meeting/conversation with parent/carers (if needed)			
Reason for decision			
Head teacher's/Principal's signature		Date	

For absences of 10 days or more please forward this form prior to the child's departure to education.welfare@blackburn.gov.uk

Appendix C:

Attendance Contract

Attendance contract between: Wensley Fold CE Primary Academy			
School representative (name and role):			
Parent/carers name(s)			
Child (where applicable)			
LA representative (where applicable)			
Child's full name:			
DOB		Year group	
Overall attendance to date		%age	Days
	Actual:		
	Lates:		
	Authorised:		
	Unauthorised:		
Why is the attendance contact required?	Detail the impact of poor attendance on the child/attainment/social *See attached chronology		
Agreed targets for the next 6 weeks:			
Pupil will:	• Get up when called for school each day • Have school bag prepared the night before • Have uniform ready • Have right equipment for the day		
Parent/carers will:	• Book an appointment to take xxxx to the Doctors • Continue to telephone the school when xxxx is not well enough to come to school • Ensure xxxx has everything needed for school the night before • Set aside time in the evening to discuss xxxx day at school • Ensure xxxx can travel to school/take child to school every day • Ensure lunch is ready/dinner money on account each day		
School (named person) will:	• Telephone daily if xxxx doesn't arrive at school. • Continue to monitor the situation on a daily basis and speak to xxxx on return to school if she has been absent. • Identify a single point of contact for parent/carers and/or pupil • Meet with xxxx weekly and set a review date with the Head of Year as soon as possible to discuss academic/social/emotional progress.		
Other agency (named person) will:			
Agreement to the contract :	I/we have agreed to: (a) work with the school as detailed above, to improve my/our child's school attendance, and (b) carry out the actions in the plan.		

	I/we also agree to information being shared with other professionals and agencies as required to help us. I/we understand that if my child has any unauthorised absences from school in the next (3 weeks/15 school days) legal intervention may be initiated. This agreement may be given as part of the evidence.		
Parent/carers signature:			
Child signature (if appropriate)			
Additional comments:			
SLT attendance lead (school)			
Inclusion Officer (LA) if appropriate			
Date of meeting:		Date of first review:	