

# Whitecote Primary School



## Attendance Policy

Agreed: June 2023

Review: June 2025

# Whitecote Primary School

## ATTENDANCE POLICY

### 1. Aims

Whitecote Primary School seeks to assist parents in discharging their legal responsibility to ensure that each child receives full time education, because we believe that for children to achieve their full educational potential regular, punctual, school attendance is essential.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

#### The Law

Parents/carers are responsible for making sure that children and young people of compulsory school age (the term after their 5th birthday and onwards) receive a suitable full-time education and attend school regularly either by regular attendance at school or through education otherwise (elective home education where parents take full responsibility to educate their child). The Supreme Court has clarified that regular school attendance is defined as that which is 'in accordance with the rules prescribed by the school' at the setting at which they are registered, or at a place where alternative provision is provided for them.

If a child or young person of compulsory school age fails to attend school regularly those with parental responsibility may be guilty of an offence and can be prosecuted by the local authority (Under Section 444 of the 1996 Education Act, it is the responsibility of parents/carers to ensure their children attend school regularly and failure to do so may result in action being taken by the Local Authority through the Magistrates' Court).

This means that local authorities with schools have legal powers to use parenting contracts, penalty notices, parenting orders and education supervision orders to address poor school attendance. In addition to these powers, local authorities and schools can develop other practices to improve attendance.

Head teachers are not allowed to authorise any requests for children to be taken out of school for a holiday during term time as the legislation only permits absence to be granted in 'exceptional circumstances'.

The law requires that all schools must take an attendance register to record children's attendance at school and the nature of any absence.

### **Government Expectations.**

The government has clear expectations for school attendance:

*of parents/carers:*

- to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly;
- to ensure their children are punctual to their lessons.

*of schools and, when necessary, in partnership with the local authority:*

- ensure every pupil has access to full time education to which they are entitled;
- monitor pupils' attendance on a sessional (morning and afternoon) basis;
- act early to address patterns of absence;
- reduce absence including persistent absence;
- provide evidence to the local authority where pupils have persistent and poor attendance and when legal action is required.

## **3. Roles and responsibilities**

### **The Governing Body**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The governor with an overview of attendance is Jason Askham

### **The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

## **The Designated Senior Leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Frances Stead and can be contacted by telephone (0113 216 4800 )or by email at [office@whitecote.co.uk](mailto:office@whitecote.co.uk).

## **The Attendance Team**

The school has 3 members of staff who make up the attendance team. They are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance team are comprised of:

Frances Stead  
Tracey Tweed  
Andrea Gillard

They can be contacted by telephone (0113 216 4800) or email at [attendance@whitecote.co.uk](mailto:attendance@whitecote.co.uk)

## **Class Teachers**

- Accurately complete registers at the beginning of each session in accordance with school procedure.
- Code absences appropriately following the absence coding guidance.
- Encourage children to attend school every day and maintain punctuality.
- After school, class teachers also call the parents/carers of pupils who have been absent to find out why they have been absent and encourage them to attend school the following day.

Each class has an attendance chart that is updated every day (morning and afternoon), so that the class can keep a visual record of the amount of absent days that accumulate over the week.

## **School Office Staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Attendance Team to provide them with more detailed support on attendance

## **Parents/carers**

Parents/carers are expected to:

- Make sure their child attends school every day and on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Reporting an absence can be done via the Studybugs app that is available for all parents/carers to download.

## **Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

### **Attendance Register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:30am. The register for the second session will be taken at the following times.

Reception: 12:20pm  
Years 1, 4 and 5: 12:35pm  
Years 2, 3 and 6: 1:20pm

The staggered times are due to the staggered lunchtimes.

### **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the attendance team (0113 216 4800, option 1) or the school office (0113 216 4800 option 2) (see also section 7).

Parents/carers can also notify school of an absence via the Studybugs app.

When a child is absent with no message the attendance team will make first day contact with the family for an explanation, this will be done by text or by telephone. Target families will be visited the same day and the child will be brought to school if possible.

Class Teachers will also contact parents/carers at the end of the day to ascertain the reason for absence, explain the learning that has been lost and what the class will be doing the next day.

If children have been absent for 3+ consecutive days, the attendance team will make a home visit as part of our Safeguarding procedures.

It is expected that staff will endeavour to establish and try to resolve (by various means) any problems which cause individual children to have frequent or long-term absences.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If absence is below 90% and there is a cause for concern about the pupil's absence, then illnesses may not be authorised. This will be agreed at a School Attendance Panel to which the parent/carer will be invited.

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

A parent/carer can request a Leave of Absence by contacting the school and asking for a form. This must be completed and given back to school as soon as possible so that a decision can be made. The parent/carer will be informed of the outcome as soon as possible.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **Lateness and punctuality**

Being late to school has a significant impact on the amount of learning time lost over a school year. Table 2 indicates the time lost when a child is late to school on a regular basis.

Table 1: Impact of being late for school

<b>Minutes late each day</b>	<b>Number of days of education lost over a year</b>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

The school views lateness to be as significant as absence. Children arriving late for school, after the register has closed, will receive an unauthorised absence mark for the morning session. That said, lateness is treated in the same way as attendance and, when not addressed, can lead to legal intervention. If your child is continually late to school, you will be invited in to school to address the reasons. This could result in a period of monitoring, school attendance panel meeting or ultimately a fixed penalty notice been issued.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

All pupils that arrive late must come to the main entrance. Parents/carers will need to complete a Late Arrival Form, The pupil will be taken to class immediately whilst the parent/carer completes the form, where they will be welcomed and join in their learning. If the pupil has a school dinner, then they will given a green option.

### **Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will send a text and follow up. If this persists, we may need to contact the police to do a welfare check
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If the pupil has been absent for 3+ consecutive days, the attendance team will make a home visit as part of our Safeguarding procedures.
- If absence continues, the school will consider involving external agencies to support the pupil's return to school.

## Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. At the end of every half term, the school will send home a report to all families detailing the amount of days absence the pupil has had. This will be cumulative as the year progresses.

## 5. Authorised and unauthorised absence

### Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Exceptional circumstances are one-off events which are unavoidable. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- death of a close relative,
- attendance at a funeral,
- significant trauma in a family,
- respite care of a looked after child,
- a housing crisis which prevents attendance.

The above list is not exhaustive.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and added to the appendix of this policy. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see section 4 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

**Unauthorised** absences are those which are not considered acceptable and permission will not be granted. This includes:

- holidays in term time;
- days-out in term time;
- truancy or absconding during the school day;
- closure of a sibling's school (for any reason);
- friend and family celebrations e.g. birthdays, weddings, anniversaries;



- any activity that can be undertaken out of school hours or at the weekend e.g. shopping/haircuts;
- children who arrive at school after the registers have closed;
- children being kept at home because school-age siblings are not attending school due to illness;
- children who are kept at home to care for younger children or sick relatives;
- travel and transport issues e.g. car broken down; bus missed;
- unexplained illness and health appointments;
- Children who are collected early, before the end of the school day due to parent/family appointments (including medical appointments);
- Adverse weather conditions

### **Legal sanctions**

Where parents/ carers are not fulfilling their responsibility to ensure their children receive a suitable education, the local authority has a statutory responsibility to uphold the rights of children and young people to education. Where necessary, this includes taking legal action against parents/ carers and includes:

- A Parenting Order
- An Education Supervision Order
- A School Attendance Order
- A Fine (referred to as a 'penalty notice')
- Prosecution

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

## **6. Strategies for promoting attendance**

At Whitecote Primary we employ the following strategies to promote excellent attendance.

### *Pupils with 100% attendance*

Weekly:

- £10 voucher draw (EYFS/KS1 and KS2)
- Entry to a lucky dip prize raffle (2 winners in EYFS/KS1 and 2 winners in KS2)

Half-Term:

- Class staff prize for least amount of absences
- Parent Raffle - 4 x £25 vouchers (2 for pupils in Rec/KS1 and 2 for pupils in KS2)
- 100% Challenge winners' certificate presented at special Attendance Assembly

Term:

- 100% attendance badge and 30 mins extra play

Year:

- 100% attendance trophy
- LUFC reward
- Gold 100% badge
- Take part in a school reward afternoon

### *Pupils with 97%+ attendance*

#### Half-Term:

- 97%+ Certificate

#### Term:

- 30 mins extra play

#### Year:

- Take part in a school reward afternoon

## **7. Attendance monitoring**

### **Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Inform parents of poor attendance through the use of letters (Stage 1 notification), Fast Tracks, School Attendance Panels and Penalty Warning letters (see appendix 2)

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Headteacher and Governing Body. At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Letters to parents

### PA Letter

#### Whitecote Primary School

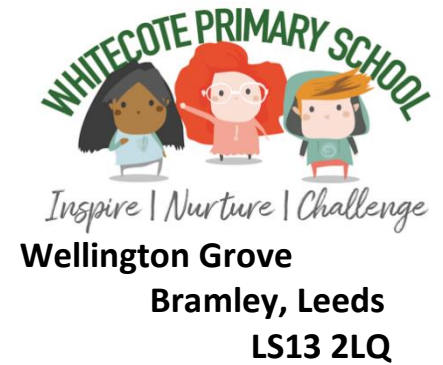
Headteacher: Frances Stead

Telephone: 0113 2164800

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School



Date:

Dear Parent or Carer of

At Whitecote Primary School we strive to ensure that every child reaches and achieves their true potential. Regular attendance at school is important. Failing to attend school regularly can have a major impact on children's education, their future and their life chances. Regular attendance means attending school every day, arriving at school on time and being present for every lesson.

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (from age 5 to age 16) receives efficient full-time education that is suitable to the child's age, ability and aptitude and cater to any special educational needs the child may have. **Government legislation states that because your child's attendance was below 90% last school year they are classed as persistent absentees, known as PA children. Due to this your child will be part of a PA target group where their attendance is monitored closely,** daily checks will be made, and home visits will be carried out if we are not notified of a reason for absence. If there is no valid reason or evidence for absence a referral will be made to relevant outside agencies and without any improvement legal action will be taken.

At Whitecote, we understand that, at times, children do become ill, or issues arise within a family that warrants an absence, and we are happy to help you with any issue that is preventing your child attending regularly.

**We are here to help; an appointment can also be made to speak to the attendance team or any member of staff regarding these matters. If you would like to speak about a confidential matter Tracey Tweed, Pastoral and Family Support Manager, will be happy to meet with you. Please ring the school office or email [attendance@whitecote.co.uk](mailto:attendance@whitecote.co.uk) to arrange an appointment.**

May I take this opportunity to thank you for your co-operation and understanding and hope that we can count on your support to ensure your child attends school regularly.

Yours faithfully,

The Attendance Team

Frances Stead   Tracey Tweed   Andrea Gillard  
Head Teacher   Learning Mentor   Community Liaison Officer

**Stage 1 Letter**

**Whitecote Primary School**

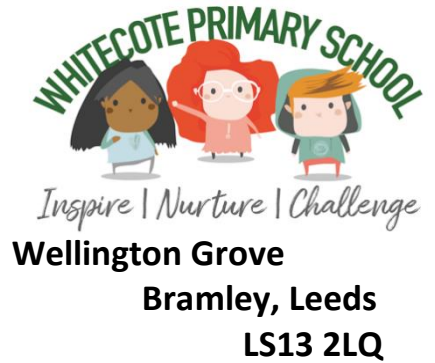
Headteacher: Frances Stead

**Telephone: 0113 2164800**

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School



Date

Dear Parent / Carer of

We are currently monitoring your child's attendance as it has dropped below target. You may not be aware, but the current DfE expected percentage of attendance is 96%.

Your child's attendance is ? % this means they have missed ? days in school.

Some of these absences may be due to illness, but you may not have realised the extent of his/her absences so far this school year.

In school we strive to ensure that every child achieves to their full potential. National research evidence shows that absence has a direct impact on children's attainment and without good and regular attendance children do not achieve to expected national average.

If there is a problem that you would like to discuss with us, or want support with, please do not hesitate to contact the school. We will be happy to help.

I am sure you understand the importance of regular attendance at school, and we look forward to an improvement in your child's attendance.

Yours sincerely,

The Attendance Team

Mrs Stead	Mrs Tweed	Ms Gillard
Head Teacher	Learning Mentor	Community Liaison Officer

Fast track letter

**Whitecote Primary School**

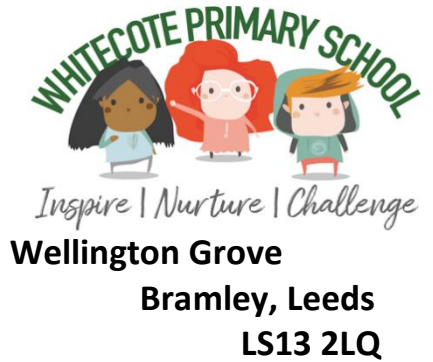
Headteacher: Frances Stead

**Telephone: 0113 2164800**

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School



Date ?

Dear Parent / Carer of ?

Having recently completed a register check their level of attendance, at ?%, this means they have missed ? sessions in school and is highlighted as a concern.

As Attendance Officer's for Whitecote Primary School, our role is to improve attendance and punctuality. We monitor attendance regularly and are obliged to follow up on any frequent absences. Some of these absences may be due to illness but you may not have realised the extent of these absences.

As a result of the percentage of absence the attendance will be monitored for the next 4 school weeks, during which time school can only authorise absences if a **valid reason is provided or a medical note is presented**. If attendance shows little or no improvement after the monitored period, you will be invited to a meeting in school where we can address and support you with any issues that may be impacting on their level of attendance.

If you would like any advice and support regarding any issues, please do not hesitate to contact us, we will be happy to help.

Yours sincerely,

The Attendance Team

Mrs Stead.      Mrs Tracey Tweed.      Ms Gillard  
Head teacher.      Learning Mentor.      Community Liaison Officer



SAP Letter

**Whitecote Primary School**

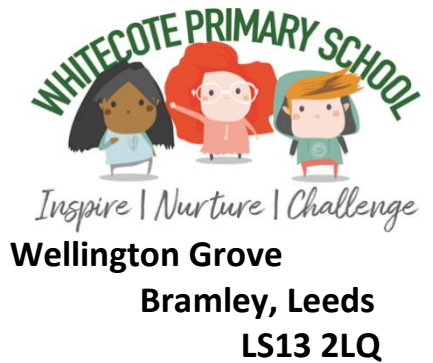
Headteacher: Frances Stead

**Telephone: 0113 2164800**

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School



Date ?

Dear Parent or Carer of ?

While undertaking a recent check of absences in school we found that your child's absence percentage is a cause for concern. The current DFE expected percentage of attendance is 96%.

Your Child's attendance at present is ?% **this means they have missed ? sessions in school.**

This poor attendance is having a direct impact on your child's attainment in school. This means that they will not make the progress that they are capable of, putting them at risk of underachieving.

**Every lesson counts. By law your child needs to be in school every day possible.**

For us to support you and your child to improve their attendance at school to the expected level of 96% or above please will you attend a meeting on ? at ?am. Please come into school via the main office.

In the meeting we will discuss why your child's attendance is below the expected average and we will offer any support we can to improve your child's attendance to reach expected levels.

If this appointment is not convenient, please contact the attendance team on the above number, or by return email, to arrange a mutually convenient time.

Yours Sincerely,

The Attendance Team

Mrs Stead.      Mrs Tracey Tweed.      Ms Gillard  
Head teacher.   Learning Mentor.      Community Liaison Officer

## Holiday in termtime letter

### **Whitecote Primary School**

Headteacher: Frances Stead

**Telephone: 0113 2164800**

Website: [www.whitecoteprimary.co.uk](http://www.whitecoteprimary.co.uk)

Twitter: @Whitecote

Facebook: Whitecote Primary School

Date ?

Re: ?

Dear Parent/Carer

We understand that you have recently taken your child out of school for a holiday in term time. We believe this to be the case because of information received.

Amendments to the Education Regulations (2013) make it clear that schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. A leave of absence can only be granted in exceptional circumstances applied for prior to the absence.

As a result your child's absence has been marked as unauthorised in the school register and you may incur a penalty notice fine. However, if your child was absent due to unavoidable cause that you have not informed us of I would ask that you submit your reasons (with evidence) to the school in writing within 7 school days of the date on this letter.

Failure to evidence any unavoidable cause will result in our making a request to Leeds City Council to issue a Penalty Notice(s) on our behalf, this will be £60 per parent per child, once the penalty notice is issued, you will have 21 days in which to pay the fine. If you fail to pay in that time period, each fine will double to £120 and you then have another seven days in which to pay, taking the total time in which to make payment to 28 days.

I must advise you that if you fail to make payment after 28 days then Leeds City Council has the power to prosecute you in the magistrate's court for the offence of failing to ensure your child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.

This is in line with current government legislation and Leeds City Council Code of Conduct.

If you would like to discuss this, please do not hesitate to contact me.

Yours sincerely,

The Attendance Team

Frances Stead. Tracey Tweed. Andrea Gillard.  
Head Teacher. Learning Mentor. Community Liaison Officer.

