Mid-Trent Multi Academy Trust

Attendance Policy

September 2026

St Andrew's CE Primary School

Colwich CE Primary School

St Peter's CE Primary School

Document Control Information

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Version History				
Version	**Date**	**Detail**	**Author**	**Key Changes**
1.0	November 2018	Initial	Leadership Forum	Rewritten to reflect changes
1.1	November 2020	Review	Paul Hayward	Change wording from Local Governing Body to Local Academy Committee pg 7 Addition of revised Request for leave of absence letter and form – Appendix A
1.2	July 2022	Revision	Charlotte Pilkington	Changed review cycle to annually.
1.3	September 2023	Revision	Charlotte Pilkington	No Changes
1.4	October 2024	Updated	Charlotte Pilkington	Updated to reflect the changes in Working Together to Improve School Attendance
1.5	September 2025	Review	Charlotte Pilkington	Minor changes only.
1.6	**01.09.2026**	**Routine Review**	**Charlotte Pilkington**	**No Changes**

Attendance Policy

Vision Statement

'Opening Doors with Learning, Faith and Care'

Through actively opening doors for everyone in our community, we remove barriers and support all to appreciate 'life in all its fullness' (John 10:10).

As a learning community, we nurture and grow each other as individuals, encouraging all to stretch themselves spiritually, morally, intellectually, emotionally, socially, culturally and physically in order to achieve more than they dreamed possible.

We understand that our adventures may be littered with challenges, but with friendship, perseverance and courage we know that 'we can do all things through Christ who strengthens us' (Philippians 4 v 13).

Our school vision and associated values mean that we are committed to opening doors to education for all learners. We firmly believe that ensuring regular school attendance is the key to enabling our learners to getting the most out of the educational opportunities available to them, helping them to become emotionally resilient, confident and competent adults who are able to realise their limitless possibilities and make a positive contribution to their community and the world more widely.

MAT Principles

As a MAT we believe that:

- Every child can and should be in school, on time, every day that school is open unless the reason for absence is unavoidable.
- Regular school attendance is the single most-important factor in raising the attainment of our learners and ensuring all pupils can fulfil their potential
- Pupils need to attend school regularly to benefit fully from their education.
- Missing out on learning leaves children vulnerable to falling behind.
- Children with poor attendance achieve below that of their well-attending peers.
- Every child can attend school.
- Promoting excellent attendance is a partnership between the Trust and its families and we must work together in partnership to remove barriers to attendance, putting the right support in place as quickly as possible.
- This policy should not be seen in isolation but is a strand that underpins all other polices related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

Legal Framework

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

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

Roles and Responsibilities for Securing Excellent Attendance

As a Trust we will:

- Recognise the importance of good school attendance and promote excellent attendance within all schools which form the Mid-Trent MAT.
- Ensure school leaders fulfil expectations and statutory duties effectively to secure excellent attendance.
- Regularly review attendance data, discussing and challenging trends and helping school leaders to focus improvement efforts on securing excellent attendance on the individual pupils and/or cohorts who need it most.
- Ensure school staff have adequate training on attendance
- Share effective practice on attendance management and improvement across the schools within the Trust.

As individual schools we will:

- At schools within the Trust positive behaviour and attendance will be promoted through use of curriculum and learning materials and good attendance will be recognised and rewarded appropriately.
- Schools within the Trust will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the schools such as the school nurse or representatives of the Local Support Team such as Education Welfare Workers -

where required - in order that all children can benefit from consistently good punctuality and attendance. The 'Early Help Assessment' process may be utilised to support this.

- Trust schools will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents/Carers:

- Have a legal duty to ensure that their child of compulsory school age attends school regularly.
- Must inform their child's school straight away if their child cannot attend and give the reason.
- Must make every effort to make medical, dental or other appointments outside the school day.
- Must ensure their child's school is aware of any circumstances at home that may be likely to affect their child's attendance.
- Should encourage good routines at home which promote a healthy lifestyle including enough sleep.
- Should talk to their child about school and let school know if their child is worried about any issues such as difficulties with homework or friendship problems.
- Must ensure holidays are not booked in term time – **these will only be authorised in very exceptional circumstances.**
- Should seek advice from their G.P. if they are unsure how long their child will be off school with an illness and provide medical evidence to support absence if requested to do so by the school.
- Must ensure their child's school has up-to-date contact details.
- Should encourage their child to enjoy school and make the most of all the opportunities available to them.

School Attendance Benchmarks

To support parents/carers in understanding the impact of poor school attendance on outcomes for learners the following benchmarks are used in school.

Attendance 100%	**95%**	**90%**	**85%**
Perfect, your child has every chance to succeed.	**Very good but your child has missed 10 school days over a year.**	**Worrying, your child has missed 19 school days over a year. Your child will struggle to keep up. Legal action may be considered.**	**Poor, your child has missed 29 days over a year. Legal action may be considered.**

Every session in school is important if your child is going to succeed and not fall behind. At primary school level, pupils missing just 14 days of school a year in Key Stage 2 are a quarter less likely to achieve the expected standard in reading, writing and maths tests, than those children with no absence.

Research shows that the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils

not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).

Admissions Register

Trust schools keep admission registers which record the date that each child joined the school and their personal details including those of their parents and of any previous school/s.

All schools and academies **must** keep a record of attendance register entries for at least three years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where s/he:

- has been taken out of school by his/her parents and is being educated outside the school system e.g. home education (see below on home educated children);
- has ceased to attend school and no longer lives within reasonable distance of the school at which s/he is registered;
- has a medical condition certified by the local authority school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;
- has been permanently excluded.

Elective Home Education

If Trust schools receive written notification from parents that they wish to home educate their child:

- Parents/Carers will be provided with the Staffordshire Elective Home Education (EHE) information for Parents (Supporting Documents), signposted to www.gov.uk/government/publications/elective-home-education and provided with any school policies which parents/carers may find useful in informing their decision to EHE (eg. complaints, SEND, Anti-Bullying).
- Parents/carers will also be invited to attend an EHE interview. This interview serves a dual purpose of identifying the reasons for EHE to discuss if adjustments in school would support the child remaining in school and also to ensure that parents/carers are aware of their responsibilities in terms of EHE.

Section 7 of the Education Act 1996 provides that: The parent of every child of compulsory school age shall cause them to receive efficient fulltime education suitable -

(a) to their age, ability and aptitude, and
(b) to any special educational needs, they may have, either by regular attendance at school or otherwise.

If parents choose to educate their child at home, they as parents or carers take on the full function of section 7 above. They will assume full financial responsibility for their child's education, including bearing the cost of any public examinations. There are no funds available from the local authority to support them.

Parents/Carers should not seek to EHE their child as a way of avoiding exclusion, avoiding safeguarding intervention or due to poor attendance. Schools within the Trust will never suggest that parents/carers consider EHE as a solution to a disagreement, behaviour, SEND or Safeguarding difficulties. Trust schools will not seek to prevent parents from choosing to EHE their child or encourage them to do this.

School Attendance Actions

Schools within the Trust will:

Attendance 100%	95%	90%	85%
Attendance is excellent – no further actions for the school.	**Attendance is good and in line with acceptable levels of absence. The school will alert you at regular intervals of your child's attendance.**	**Child is considered a persistent absentee. The school will issue a letter to inform parents/carers of current attendance and implement appropriate strategies to support the child in attending school every day.** **School to consider referral to EWS and legal action if persistent absence cannot be resolved at school-level.**	**Child is considered a persistent absentee.** **School to refer to EWS and proceed with legal interventions if persistent absence cannot be resolved at school and Local Authority (LA) level.** **Legal interventions include:** • **Attendance contracts** • **Education supervision orders** • **Attendance prosecution** • **Parenting orders** • **Penalty notices**

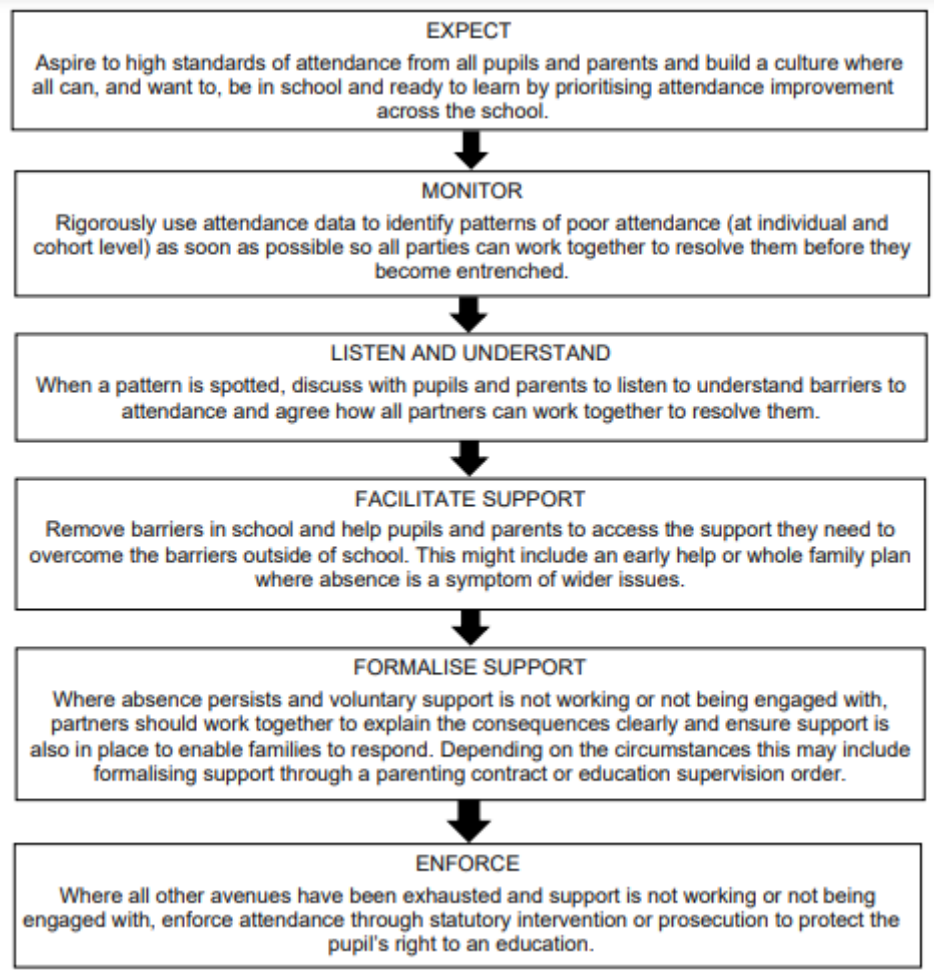
Persistent Absence

Persistent absentees are defined as those pupils missing 10% or more of the possible sessions across a given period.

Working Together to Improve Attendance

As a Trust we understand that attendance difficulties have a root cause and we seek to work with our families to understand the reasons for poor attendance and treat this, removing barriers to attendance at home and in school.

We utilise the flowchart below to support us in improving attendance for all pupils and expect all partners to work together to:



Fixed Penalty Notices

In certain cases of unauthorised absence, Trust schools may authorise Staffordshire Local Authority to issue a Fixed Penalty Notice. (See the Local Authority Code of Conduct Protocol for the issuing of Penalty Notices – last revised in August 2024.) These are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. Fixed penalty notices are used by all schools where the pupil's absence has not been authorised by the school and the absence constitutes an offence.

Parents are regularly informed of the Local Authority Code of Conduct regarding legal interventions and Fixed Penalty Notices.

Information on the stance of the Trust and its schools with regard to unauthorised absence and Fixed Penalty Notices is available on the websites of individual Trust schools and is regularly shared with parents/carers through their communications.

Parents will be notified individually by Trust school headteachers with regard to actions taken in the case of unauthorised absences.

In the case of persistent absence, it is emphasised that wherever possible, action will be taken by the school to improve a pupil's attendance and investigate and address any underlying cause of problems before making a referral to the Local Authority.

The current penalties for unauthorised leave of absence in term time are:

For a **first offence** the Penalty Notice fine would be:

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **second offence** within 3-years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 28 days.

Following the second offence **every new offence** within the 3-year period, will be prosecuted under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Referral to Education Welfare Service (EWS)

When an individual pupil's attendance level falls below 90% and school-level intervention and support is ineffective, a referral to the EWS may be made by Trust schools. Following investigation any unresolved issues could result in legal interventions such as parenting contracts and fixed penalty notices or prosecution under the Education Act 1996 s.444.

Unauthorised Leave of Absence (e.g. For Holiday During Term-time)

Where a request for leave of absence is made by a parent (See Supporting Documents for letter and absence request form) and subsequently taken after it has not been approved by the headteacher, the absence then becomes unauthorised.

There has been a new national threshold for issuing penalty notices which has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks and as such any absences which meet this national threshold are automatically referred to the Local Authority who may choose to issue a penalty notice**.**

However, if the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

If a parent hasn't requested leave of absence and their child is absent from school with a reason, or suspected reason, which is not permitted as an allowable circumstance (eg. family holiday) this will be recorded as an unauthorised absence and the procedure outlined above will be followed.

Illness

Absences due to illness should be supported by medical evidence if a child's attendance falls below 90%; parents will be notified in a separate letter from Trust school headteachers where a child's attendance has fallen below this figure. Medical evidence does not need to be a doctor's note; it could be an appointment card or sight of a prescribed medicine. If such medical evidence is not provided by a parent by the time the child has returned to school, the absence may be deemed to be unauthorised and recorded on the register as such.

Punctuality and Penalty for Persistent Lateness

Where there are more than 10 occurrences of lateness after the register has closed, Trust schools may refer the matter to the Local Authority who may wish to issue a penalty notice. Late marks do not have to be consecutive in order for the penalty notice to be issued.

	St. Peter's CE Primary School	St. Andrew's CE Primary School	Colwich CE Primary School
Doors close:	8.50am	8.50am	8:55am
Registers close:	9.00am	9.00am	9:00am
Registered as late:	9.00am – 9.20am	9.00am - 9.20am	9.00am – 9.20am
Registered as an unauthorised absence:	From 9.20am onwards	From 9.20am onwards	From 9.20am onwards

Period of Time used to Measure Persistent Absence and Lateness

If a child has had 10 days of unauthorised absence, or is late 10 times over a 10-week period a referral may be made to the EWS or legal intervention considered. This may result in parents/carers receiving a fixed penalty notice.

In all cases whether for lack of punctuality; medical reasons where a child's attendance has already fallen below 90% or a request for leave of absence, parents will be informed by letter from Trust school headteachers if any of the conditions are met that will result in a referral being made to the Local Authority. Parents will then be made aware of what they need to do to satisfy the authority's requirements. This is in line with Staffordshire County Council's Code of Conduct.

Monitoring the policy

The Headteacher, supported by attendance officers in school are responsible for monitoring and implementing this policy on a day-to-day basis. Teachers and support staff are expected to raise concerns regarding a child's attendance with the Designated Safeguarding Lead as soon as it is identified, this is often before the child's attendance falls below the persistent absentee threshold. Poor attendance constitutes a safeguarding concern for all pupils.

The Headteacher, supported by the school administrator, is responsible for monitoring and analysing the recorded data on attendance regularly and pro-actively taking steps to improve attendance.

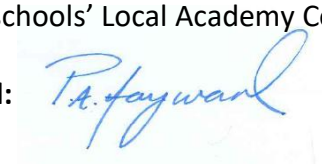
Trust schools have a legal duty to publish their absence figures to parents and to promote good attendance for all.

Evaluation

The headteacher is responsible for reporting to the Local Academy Committee (and the local authority where applicable) on how the policy is being enforced and upheld, via the termly report. The LAC members are in turn responsible for evaluating the effectiveness of the policy via the termly report and challenging areas of concern.

Review

This policy will be reviewed annually by Trust staff (as applicable); approved by the CEO and shared with Trust schools' Local Academy Committees and the Board of the Mid-Trent MAT.

Signed:  Paul Hayward (CEO of the Mid-Trent MAT)

Date of latest policy review: 01.09.2026

Date of next review: 01.09.2027

References

Legal Framework:

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

National Guidance/ Statutory Documentation:

- Working together to improve school attendance (August 2024)

Mid-Trent
Multi Academy Trust

Attendance Policy

Supporting Documents

Staffordshire Elective Home Education (EHE)

Educating children at home works well when it is a positive choice and carried out with a proper regard for the needs of the child. **Elective Home Education is not the same as the 'distance learning'** that children have been receiving with resources from school during the Covid-19 lockdown. These free resources will no longer be available when schools go back in September.

Information for parent /carers.

Deciding to educate a child at home instead of sending him or her to school is a step which should be carefully considered. It will mean:

 Giving time and energy to educating the child

 Committing finances to buy materials, pay for tutors and enter exams

 Finding/making a learning space

 Planning for the day when the child leaves school and starts EHE

 Finding resources to meet the child's needs and interests.

 Considering the impact on the child's socialisation

It is especially important that parents or carers consider the nature of the education they intend to provide for their child before they begin to teach them at home. They will need to think about the curriculum they will provide:

 Will this allow the child to reach their potential now and in the future?

 Will they expect your child to sit public examinations such as IGCSEs?

Home education can be very rewarding for parents and their child. We recognise that for some children this is a very positive experience with good outcomes.

However, if parents are considering home education because:

 The school system is not currently working well for your child

 The child has poor attendance, and you are facing prosecution

 The child has behaviour issues, and is facing exclusion

 The child is anxious or has medical needs

 Parents have had a disagreement with the school or a teacher or the school have referred to safeguarding with concerns, parents should contact the Head teacher and arrange a meeting to talk about their concerns. If this is unsuccessful, they could contact the elective home education co-ordinator at the local authority to see if they can offer them some support. The elective home education co-ordinator is happy to attend meetings at school with parents. Children who are medically unfit to attend school can receive support but only if they remain at school. Parents must provide the school with evidence their child is unfit to attend school who will then follow the procedure to arrange some tuition for the child.

Pressure should never be put on parents or carers by a school or any professional to remove their child from a school to avoid formal exclusion, or because the child is having difficulty with learning or behaviour. This practice is sometimes called 'off rolling' and is unacceptable. If pressure of this sort is put on parents by any school, they should inform the elective home education co-ordinator in the local authority.

If parents genuinely believe that their child's current school is not suitable, then they should discuss with the school's admissions team or the SENDIASS service what alternatives might be available before taking any decision to home educate their child. Information about school admissions can be found using the following link

https://www.staffordshire.gov.uk/Education/Admissions-secondary/In-year/In-year-schooladmissions.aspx

Information about SENDIASS can be found using this link: https://www.staffs-iass.org/

If parents remove their child from a school in order to educate at home but then change their mind, there is no guarantee that a place would still be available at that school. An application would have to be made for in-year admissions.

Section 7 of the Education Act 1996 provides that:

The parent of every child of compulsory school age shall cause them to receive efficient fulltime education suitable -

(a) to their age, ability and aptitude, and

(b) to any special educational needs, they may have,

either by regular attendance at school or otherwise.

If parents choose to educate their child at home, they as parents or carers take on the full function of section 7 above. They will assume full financial responsibility for their child's education, including bearing the cost of any public examinations. There are no funds available from the local authority to support them.

As part of making the decision to educate their child at home, it is worth considering not only the immediate benefits of home education but also longer-term implications of delivering it. Parents may find it useful to consult the government guidance for parents and local authorities at: www.gov.uk/government/publications/elective-home-education

Within this document it asks parents to consider how they will:

 ensure there is a systematic approach to literacy and numeracy in accordance with their child's age, ability, aptitude and any SEND including the appropriate resources being used

 provide a broad range of learning opportunities showing a breadth and depth of knowledge across a variety of subjects, topics and disciplines including appropriate resources being used

 ensure that home education takes up a significant amount of time in the child's life - parents should at least be able to quantify and demonstrate the amount of time for which the child is being educated. Education which clearly is not occupying a significant proportion of a child's life (making allowance for holiday periods) will probably not meet the s.7 requirement.

 ensure they can show the expected progress they intend their child to make in each area including the progress their child has achieved

 provide teaching for their child if they were unable to deliver this for a period perhaps through illness

 provide social experiences, access to cultural and aesthetic experiences and physical exercise, to help their child develop?

Finally, if parents choose to educate their child at home, they need to be aware the local authority has a duty under section 436A Education Act 1996 to ensure all children receive a suitable education. Therefore, the LA will contact them to confirm this is taking place and offer them information, advice and guidance if appropriate.

Attendance Policy
Elective Home Education Interview

Schools within the Mid-Trent MAT are expected to meet with families who have requested to home educate their children prior to removing them from roll to ensure that families understand the requirements to provide a suitable education for their child during any period of home education.

Child:		**DOB:**		**Attendance:**	
Child:		**DOB:**		**Attendance:**	
Child:		**DOB:**		**Attendance:**	

Information Provided: Prior to this meeting families have been signposted to the following information and guidance regarding Elective Home Education (please tick).	
✓	Staffordshire County Council Elective Home Education (EHE) Information Sheet
✓	www.gov.uk/government/publications/elective-home-education
✓	School policies (complaints, SEND, Anti-Bullying) as appropriate.

Parent/Carer Considerations: After reading the Staffordshire County Council Elective Home Education (EHE) Information Sheet, Parents/Carers confirm that they have considered the following:		
✓	The time and energy required to educate the child at home.	
✓	The finances required to buy materials, pay for tutors and enter exams	
✓	Identifying an appropriate learning space for the child (and parent/ tutor).	
✓	A plan for the day the child leaves school to begin EHE inc. handover between school and tutors.	
✓	Identifying appropriate resources to meet the child's academic needs and interests	
✓	The impact of EHE on the child's socialisation.	
✓	That the curriculum provided will allow the child to reach their potential now and in the future (inc. sitting examinations).	

Reasons for EHE: Please highlight any factors identified by parents/carers within the decision to withdraw the child(ren) from school to Elective Home Education (EHE).
The school system is not currently working well for your child The child has poor attendance, and you are facing prosecution The child has behaviour issues, and is facing exclusion The child is anxious or has medical needs Parents have had a disagreement with the school or a teacher or the school have referred to safeguarding with concerns.
Action taken by parents/carers and school to resolve issue:

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Elective Home Education Plan

Within the Elective Home Education: Departmental Guidance for Parents (available at: www.gov.uk/government/publications/elective-home-education), parents/carers are asked to consider how they will undertake each of the following aspects of home education.

Considerations:		Response:
1.	Ensure there is a systematic approach to literacy and numeracy in accordance with their child's age, ability, aptitude and any SEND including the appropriate resources being used	
2.	Provide a broad range of learning opportunities showing a breadth and depth of knowledge across a variety of subjects, topics and disciplines including appropriate resources being used	
3.	Ensure that home education takes up a significant amount of time in the child's life - parents should at least be able to quantify and demonstrate the amount of time for which the child is being educated. Education which clearly is not occupying a significant proportion of a child's life (making allowance for holiday periods) will probably not meet the s.7 requirement.	
4.	Ensure they can show the expected progress they intend their child to make in each area including the progress their child has achieved	
5.	Provide teaching for their child if they were unable to deliver this for a period perhaps through illness	
6.	Provide social experiences, access to cultural and aesthetic experiences and physical exercise, to help their child develop	

St. Peter's Church of England Primary School

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ST18 0PS

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www.st-peters-hixon.staffs.sch.uk

Mid-Trent Multi Academy Trust

Dear Parent/Carer,

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community, as such holidays which take place partly or wholly within term-time are not permitted.

The 2013 amendments to the 2006 Education (Pupil Registration) (England) state that headteachers may not grant any leave of absence during term-time unless there are "exceptional circumstances".

The Mid-Trent MATs criteria for exceptional circumstances which may warrant an authorised leave of absence from school are identified as:

- Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.
- Attendance at a religious or culturally significant event;
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;
- Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue;
- The death or terminal illness of a person close to the family.

If parents/carers feel that there are such circumstances which warrant their child's absence from school they should complete this request for leave of absence form, clearly stating the exceptional circumstances. Upon receipt, each request will be considered on an individual basis by the headteacher in conjunction with members of the Mid-Trent MATs absence forum, if necessary. Parents and Carers will then be notified of the decision as soon as possible. If leave is granted, the Headteacher will determine how many school days are warranted given the exceptional circumstances criteria above.

If leave is not granted and it is subsequently taken, it will be deemed unauthorised absence and a fixed penalty notice may be issued by the local authority, regardless of the length of time a pupil is absent. Please note that the school does not issue the penalty notice, nor does the school profit from any monies received by the local authority as a result of fines issued.

The penalties for an unauthorised leave of absence in term time are currently:
For a first offence the penalty notice is £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days. For a second offence within 3 years of the first penalty notice being issued, the penalty notice fine is £160 per parent, per child if paid between 28 days. Following the second offence every new offence within the 3-year period, will be prosecuted under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child which is reflective of the seriousness of unauthorised absence from school.

We thank you for your support and understanding in these matters and attach a leave of absence request form should you still wish to make a request in line with the guidance and information above.

Yours Sincerely,

Mrs C Pilkington, **Headteacher**

St. Peter's Church of England Primary School

Leave of Absence Request Form

Full Name(s) of child/ren:	
Parent Name(s):	
Address:	
Dates of requested absence:	
Number of school days absence requested:	

Exceptional circumstance within which the request for absence falls (please tick):

	Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.
	Attendance at a religious or culturally significant event;
	Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;
	Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue;
	The death or terminal illness of a person close to the family.
	Other exceptional circumstance which potentially fulfils the requirements for a leave of absence.

Please provide any additional information or evidence which supports your application (this may include invitations, letters from employers, leave dates etc):

Parent/carer signature:
Date:

Please scan/copy and attach any supporting evidence or documentation with this application.

OFFICE USE ONLY	
Current attendance of all children included in the application (inc. % authorised and unauthorised absence):	
Number of unauthorised absence	
HEADTEACHER REVIEW OF APPLICATION	
Outcome of Application	
	Approved
	Not Approved
	Partially Approved. Number of days authorised:
Reasons for Decision:	
	Application does not meet the exceptional circumstances criteria outlined by the Mid-Trent MAT.
	Application meets the following exceptional circumstances criteria outlined by the Mid-Trent MAT: 1. Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school. 2. Attendance at a religious or culturally significant event; 3. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays; 4. Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue; 5. The death or terminal illness of a person close to the family.
	Application potentially meets the criteria for other exceptional circumstance and was discussed and approved/not approved following presentation at Leadership Forum meeting on:
Signed: (Headteacher)	
Date:	
Date Parent/Carer notified of outcome of decision:	