LEARNING TOGETHER
CORNWALL EDUCATION LEARNING TRUST

Attendance Policy

Adopted by (body): CELT Trustees

PROTECTION PARTNERSHIP ACCOUNTABILITY EMPOWER CARE SAFEGUARDING STRENGTHEN IMPROVE ENABLE EVERYONE VULNERABLE RESPONSIBILITY

Collaborate	Ability to work effectively as a team
Empower	Ability to take initiative and problem solve in order to improve performance
Lead	To lead by example and achieve shared goals
Transformation	Ability to recognise a need for change and adapt accordingly

CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

"Learning together to help every child achieve more."

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

COLLABORATE
EMPOWER
LEAD
TRANSFORM

Should you require further information, please contact
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"Safeguarding is everyone's responsibility"

At Cornwall Education Learning Trust (CELT) we are committed to safeguarding and promoting the welfare of children and we expect all Trustees, Governors, staff and volunteers to share this commitment. This policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy is part of the following suite of annually updated safeguarding policies:

1. Child Protection and Safeguarding
2. Supporting Children and School with Medical needs/ Managing Medicines
3. Mental Health and Wellbeing
4. Online Safety
5. Child-on-Child Abuse including Anti-bullying
6. Attendance
7. Code of Conduct
8. Whistleblowing

Introduction

Cornwall Education Learning Trust regards good pupil/student attendance as the key factor in underpinning welfare and progress. This policy will enable CELT schools to promote the importance of good attendance and challenge attendance issues. The policy safeguards the rights of pupils/students to be educated.

Regular and punctual school attendance is important. Pupils/students need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. CELT recognises its responsibilities to ensure children are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all pupils/students registered at CELT schools and this policy is made available to all parents/carers of pupils/students who are registered at our schools, on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher work together with other professionals and agencies to ensure that all children are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Pupils/students who are persistently late or absent soon fall behind with their learning and create gaps in their learning, which will impact on their progress and their ability to meet age-related learning expectations. A pupil whose attendance drops to 90% each year will, over their time at school miss just over 4 half-terms of learning or 19 full school days in each year.

Aims and Objectives

This attendance policy ensures that all staff and parents/carers in our schools are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- ensure every pupil/student has access to full-time education to which they are entitled; and act early to address patterns of absence
- support parents/carers to perform their legal duty to ensure their children of compulsory school-age attend regularly and will promote and support puctuality in attending lessons
- promote a positive and welcoming atmosphere in which pupils/students feel safe, secure, and valued, and encourage a sense of their own responsibility
- improve pupil's/student's achievement by ensuring high levels of attendance and punctuality
- in line with the DfE's Working Together to Improve School Attendance guidance, CELT seeks to implement a 'support first approach'
- this policy sets out the school's position on attendance and details the procedures that all parents/carers must follow to report their child absent from the school
- pupils/students should attend school every day unless they are really not well enough, or there is another very good reason for their absence which is agreed by the school. Children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education
- CELT want all pupils/students to enjoy school and become confident adults who are able to achieve their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion, unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.
- recognise that some pupils/students find it harder to attend school and therefore at all stages of improving attendance we will work together with them, their parents/carers and partner organisations to remove barriers, by building strong and trusting relationships.
- establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- recognise the key role of all staff, but especially class teachers/form tutors and our attendance officer, in promoting good attendance

We maintain and promote good attendance and punctuality through:

- raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils/students
- ensuring that parents/carers have an understanding of the responsibility placed on them for making sure their pupil attends regularly and punctually
- actively encourage regular attendance by providing rich curriculum activities. Pupils/students need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage
- equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the pupil'/student's age and development
- maintaining effective means of communication with parents/carers, pupils/students, and staff on school attendance matters and work in partnership with them and, where appropriate, the wider family
- developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- supporting pupils/students who have been experiencing any difficulties at home or at school which are preventing good attendance
- developing and implementing procedures to follow up non-attendance at school

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Please see appendix A for further details.

Promoting Good Attendance

CELT recognises that regular school attendance is important to ensure all children have every opportunity for success. Attendance in school is promoted through:

- maintaining appropriate registration processes
- maintaining appropriate attendance data and analyse this regularly at individual, school and cohort level.
- communicating clearly the attendance procedures and expectations to all staff, governors, parents and pupils
- consistent and systematic daily records which give detail of any absence and lateness
- following up absences and persistent lateness if parents/carers have not communicated with the school
- informing parents/carers what constitutes authorised and unauthorised absence
- strongly discouraging unnecessary absence through holidays taken during term time
- working with parents to improve individual pupil's attendance and punctuality
- referring to the Attendance Officer any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve
- reporting attendance statistics to Cornwall LA and the DfE where requested
- see Appendix H for attendance matters flow chart

Effects of Non-Attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education(DFE) defines a pupil/student as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Pupils/students who miss 50% or more are defined as 'severely absent'.

The table below indicates how what might seem like just a few days of absence can result in children missing a significant number of lessons.

Attendance during the school year	Days lost in a year	Approximate number of weeks	Approximate number of lessons missed
95%	9.5 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons

Safeguarding and Attendance

School will monitor trends and patterns of absence for all pupils/students as part of its standard procedures. However, we recognise that absence from school may be indicators of abuse and neglect, including the exploitation of children. The Designated Safeguarding Lead (DSL) will regularly liaise with members of school staff with responsibility for attendance to ensure risk is identified and appropriate intervention is in place to protect children from harm.

Staff will be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage. Any social worker involved with the family will be informed of non-attendance.

Schools will follow up any absences to ascertain the reason, ensure safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Schools have a safeguarding duty under section 175 Education Act to investigate any unexplained absences. As part of our safeguarding duty and standard procedures, staff will inform the local authority and/or the police of the details of any pupil/student who is absent from school when they cannot establish their whereabouts and are concernd for the pupil's/students welfare.

Emergency Contacts

Parents/carers will be asked to supply details of at least two other responsible adults who can be contacted in an emergency. It is the responsibility of parents/carers to keep these contact details up to date by emailing the school office. The school must have at least two contacts for each pupil/student.

Home Visits

The Attendance Team will monitor registration reports and liaise with the safeguarding team on a daily and weekly basis. Home visits may be carried out for pupils/students when; the school is unable to make contact with a parent/carer regarding unexplained absence; a pupil/student has repeated illnesses; a pupil/student has not been seen for a period of time (typically 72 hours); to support parents/carers helping their child overcome barriers to school or another reason that has been agreed by the parent/carer and school. If staff are unable to see and speak to the pupil/student and parents/carers, they may contact the pupil's/student's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the school with relevant information.

If a pupil/student is off school for a period of time that exceeds five school days, a home visit, phone call or virtual call will be set up to enable a trusted adult to maintain contact with them

Home visits should not be undertaken by any member of staff without the permission of the Headteacher or DSL and Parents/Carers should be informed of the visit prior to arrival. Where possible, a home visit will be conducted by someone that is familiar to the pupil and family.

Celebrating Good Attendance and Improved Attendance

The school recognises that rewarding good and improved attendance should be carefully considered, to ensure it does not make pupils who have poor attendance, feel marginalised, worried or guilty about their low attendance rate, its impact on the pupil's/student's own learning or the learning or rewards for the class as a whole.

The school will regularly review any reward systems to ensure they are not negatively impacting on individual pupils/students or groups of pupils/students

CELT also recognises that some children may be affected by health or special educational needs which can impact on attendance, we are mindful of this and ensure that these pupils/students are also included in attendance rewards. Examples could include:

- Verbal praise
- Postcards/Text messages home
- Year group/Tutor group celebrations
- Attendance posters shared throughout school
- Attendance badges

Attendance Procedures

The law states that schools must take the attendance register at the start of the morning and afternoon session of each school day. The school must record whether each pupil/student is:

- Present at school.
- Attending a place other than the school, or
- Absent from school.

Please see Appendix B of register codes.

Registration

Pupils/students are marked present if they are in the school when the register is taken. All attendance records are documented using SIMs software. Attendance registers are legal documents, and these must be kept accurately. Each class/form tutor/teacher has the responsibility for keeping an accurate record of attendance. (Attendance code / = morning and \= afternoon session for pupils/students who are present.)

Please see individual schools policies for their registration times.

Morning registration

• The school is open from 08:00 on each school day.

• Breakfast club is open from 08:00

where students can attend by attending Robartes Canteen

• Pupils are expected to be in school in good time for the start of the morning register. This means they should arrive at school at least 10 minutest before the register is taken.

• The morning register is taken at 08.50 on each school day.

Afternoon registration

• The afternoon register is taken at 14.10 on each school day.

Where a pupil/student attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents/carers where necessary.

Lateness

If a pupil/student arrives at school after the morning or registration times above, they will be marked as late in the attendance record.

- L code: A pupil/student arriving up to 30 minutes after the morning and/or afternoon registration times stated above will be marked as late (L) which, although late, still counts as present.

- U code: A pupil/student arriving more than 30 minutes after the morning and/or afternoon registration times stated above will be marked with the unauthorised absence code 'late after registers close' (U) for the afternoon session, unless there is a valid reason for their lateness.
- Other absences codes: a pupil/student arriving more than 30 minutes after the registration time, due to a valid reason such as an unavoidable medical appointment, will be marked with the appropriate authorised absence code. Routine dentist or doctor's appointments, where possible, should be made outside of the school day.

It is important that pupils/students arrive for school on time to ensure a calm and purposeful start to the day and to minimise disruption to other learners, it is the duty of parents/carers to ensure this.

It is recognised that pupils/students are sometimes late due to reasons such as caring for parents/carers or siblings, or transport difficulties. Pupils/students and parents/carers are encouraged to contact the school to ask for help if needed.

Pupils who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. This can seriously disadvantage pupils/students.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost.

Minutes late per day	Means this number of days of learning lost in one year	Which means this number of lessons missed
5 minutes	3 days	18 lessons
10 minutes	6 days	16 lessons
15 minutes	9 days	54 lessons

Where there have been persistent incidents of lateness the school will meet with the parent/carer and pupil/student to find out more about the reasons for lateness and whether any support is needed for the pupil/student or family, to enable the pupil/student to arrive on time.

Should punctuality not improve, an action plan will be created, and the Local Authority may be approached to give consideration for a fixed penalty notice.

Absences

Parents/carers are expected to notify the school of the reason for their child's absence on each day of absence. If a pupil/student is absent due to illness which lasts more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the school.

If a pupil is absent due to illness or any other reason, parents/carers should notify the school of the absence as early as possible. This should be before 8:30am on the day of absence and include the specific reason please avoid using phrases such as "poorly" or "sick", this is not sufficient.

Parents/carers can notify the school by any of the following:

- Ring the school telephone number
- Select option
- Leave voice message
- Email
- Personal visit to Reception (via an adult)

The message needs to include:

- Parent/carer's name
- Pupil's full name
- Pupil's tutor group/class

The school may contact parents/carers to check how the pupil/student is and discuss a pupil's/student's absence in more detail.

All absences are recorded as either authorised or unauthorised absences on SIMS with the reasons in the comments section for the session. It is important that we receive accurate information from parents/carers with reasons for their child's absence. This information is used to determine whether the absence is authorised or unauthorised. Parents/carers do not have this authority. Not all absences supported by parents/carers will be classified as authorised. Where the absences are not authorised, we will inform parents/carers of this.

Authorised absence

- Authorised absence' means that the school has either given approval in advance for a pupil/student of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence.
- Only the Headteacher, or delegated member of staff has the responsibility to determine whether absences are authorised or unauthorised.

Unauthorised absence

- An absence is classified as unauthorised when a pupil/student is away from school without the permission of the school, or where no reason has been provided. (Unauthorised holiday constitutes an unauthorised absence.) Therefore, the absence is unauthorised if a pupil/student is away from school without good reason, even with the support of a parent/carer.

- the Education (Pupil Registration) (England)(Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Absence will not be authorised in term time for scenarios such as family holidays (unless exceptional circumstances can be evidenced), birthday treats, oversleeping due to a late night or visiting relatives
- Unauthorised absences may result in legal intervention, usually penalty notices or prosecutions. See 'Penalty notices, prosecutions and education supervision orders' section for more information.

Further information on avoidable absences and the Law can be found in Appendix C.

Response to unexplained absence
Where we have not received reasons for a pupil's/student's absence by 10 minutes after registration, the school will follow these steps:
- Send an absence text message requesting a call to provide a reason
- Contact the child's first contact and leave a message requesting a call to provide a reason
- If no response is received other contacts held for the child will also be contacted, in priority order
- If the school is unable to find out the reason for absence through the process outlined above and unable to have contact, or confirm the pupil/students whereabouts, or is concerned for the welfare, the school will take appropriate action which will depend on the circumstances of each case. This could include, but is not limited to:
  - contacting siblings' schools
  - contacting other professionals
  - home visits to the family address
- If no response is received to this home visit or safeguarding concerns are raised the child is referred to the Local Authority as a possible Child Missing Education. Contact may also be made with Children's Services and/or the police in line with safeguarding procedures.
- If a pupil/student has a social worker and/or youth offending team worker the school will inform the relevant worker/s if a pupil/student has unexplained absences from school.

Where a pupil/student is absent from school and we have not received any verbal or written communication from the parent/carer and no response to efforts to contact parents/carers, including a home visit, the absence is recorded as unauthorised (attendance code O), unless the school is satisfied there is a good reason why the pupil/student was unable to attend and why the parent/carer was not able to contact the school by the required time on the day of absence.

Long term illness
When pupils have an illness, confirmed by a medical professional, that means they will be away from school long term, where appropriate, the school will do all it can to send material home, so that they can keep up with their schoolwork. Regular check ins via home visits or video calls will be arranged.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the county support services to see if arrangements can be made for the child to be given some home tuition outside school.

Medical Evidence
When a pupil's/student's attendance falls below 93% or a pupil has several instances of illness, the school will follow their protocols (see appendix H). This may involve asking the parent/ carer to provide medical evidence on a case-by-case; illness by illness basis. If the evidence is not provided, then the absences may be recorded as unauthorised.

Absence for religious observation - pupils/students
We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance; falls during school time and has been exclusively set apart for religious observance by the religious body to which the pupil belongs, the absence from the school will be authorised. We ask that parents/carers notify the school by writing to the Headteacher in advance where absence is required due to religious observance.

Leave of absence - leave requests and legal intervention for unauthorised absence
The law does not grant parents/carers the automatic right to take their child out of school during term time for holidays or other absence such as trips and visits. The school will not authorise any leave of absence in term-time unless satisfied the reason for absence is exceptional. The academy will consider each application individually. A leave of absence is granted entirely at the discretion of the school.

Parents/carers are asked not to make plans to take their child out of school without making a request to the school first and the school gives permission for the absence.

Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the school and in Appendix D of this policy. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four school weeks before the absence.

The school will respond to term time leave requests within 10 school days of receipt, by contacting the parent/carer who made the request by email. Parents/carers may be required to provide the school with additional evidence to support a leave of absence request.

If a parent/carer needs to make an urgent request for leave, they should contact the school by telephone and speak to the School's Attendance Officer in the first instance. The academy will aim to give a response as soon as possible.

The school will consider the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead (DSL).

The absence should be for the shortest time possible – if an absence is agreed, the Headteacher will decide how many days of absence will be authorised. Agreed leave will be marked with the C code 'Absence agreed by the school due to an exceptional circumstance'.

If the pupil/student is absent for more days than were authorised by the school, the remaining days absent will be recorded as unauthorised absence, unless there is an exceptional reason for the additional absence.

Any holidays and other absence such as trips and visits which have not been agreed by the school will be recorded as unauthorised.

If the school has been notified a pupil's/student's absence is/was due to illness or other reason, but the school has genuine and reasonable doubt about the authenticity of the reason for absence given and has reason to believe the pupil/student may have been absent due to a holiday, or other trip/visit, the school may ask for additional information or evidence from parents/carers to support the reason given. If the school is not satisfied with the evidence provided, the absence may be recorded as unauthorised.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

If the school has any concerns about possible safeguarding risks, staff will follow the necessary protocols. (See CELT's Safeguarding Suite of Policies).

Absences at the Start/End of Term

If a pupil/student is absent due to illness from school on the first or last day or any term or half term, the school may require that medical evidence is provided. If this evidence is not provided, then the absence will be recorded as unauthorised.

Monitoring Attendance

The Attendance Officer has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance system.

Attendance data is analysed weekly to ensure that all pupils/students are in school as often as possible and to identify emerging attendance issues and reduce absence. Where there are attendance concerns the relevant staff member will contact parents/carers to discuss these.

Regular meetings are held with the Educational Welfare Officer to discuss all attendance concerns and appropriate actions are taken following these meetings.

Attendance data is also analysed regularly at individual pupil level, looking at a range of data including overall attendance, absence by code, broken weeks and punctuality.

The school will regularly review and analyse attendance, persistent absence, and sever absence data for the whole school and by groups. The academy will regularly compare this data with external data including other CELT schools, local, regional and national data. This will help to identify particularl areas of success, and also areas for improvement. This results in the analysis and attendance action plans being shared with the Trust Safeguarding Lead to ensure attendance is supported for all pupils/students at every level.

Addressing Attendance Concerns

We expect 100% attendance but will start additional monitoring and communicate with parents/students if absence falls below 97%.

It is important for pupils/carers to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and school staff to support good attendance and to identify and address attendance concerns promptly. Parents/carers should ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents/carers are always informed.

Concerns about attendance are initially raised with parents/carers in the most accessible way possible, communications will be provided in accessible formats and can be offered in different languages if requested. Typically we will begin raising concerns informally via a phone call or a face to face discussion.

We understand that some pupils/students can be reluctant to attend. The school encourages parents/carers and pupils/students to be open and honest with us about the reason for their child's absence. As a school, we need to understand the reasons why a pupil/student is reluctant to attend, to be able to support pupils/students and parents/carers in the best way. Similarly, we understand that some pupils/students may have barriers such as disability related absence, young carers, pregnant students and students who are young parents. Our aim is to work in partnership with parents/carers to remove barriers to good attendance. Staff strive to establish good working relationships with the families through good communication and regular meetings to address on-going attendance concerns. If necessary, staff will signpost our families to specialist support services who can work with the family and academy in a multi-agency way.

Where parents/carers have ongoing concerns about attendance or welfare an appointment should be made with the relevant person to discuss these. Please see appendix A for details.

Formal Non-Attendance Process

Where there are continued concerns about a pupil's/student's attendance which are not resolved informally, parents/carers may be asked to meet with the school to discuss the matter more formally. In some cases, this may result in a formal action plan and/or attendance contract being produced. The school may also invite other involved professionals, where relevant.

To protect the child's right to an education, when considered appropriate and necessary, the school will make referrals to the local authority for legal intervention. When referring for legal intervention, the school will show that the parent/carer has been warned they are at risk of legal action.

Parents have a legal duty to ensure regular attendance and if they fail to do so, may commit an offence under Sections 7 & 444 of the Education Act 1996.

Penalty Notices, Prosecutions and Education Supervision Orders

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school their parent(s) are guilty of an offence. This applies to both resident and non-resident parents who may both be subject to legal action if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child. If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

A pupil's unauthorised absence from school could result in one of the following: (a) A penalty notice. The penalty is £80 per parent, per child, payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. If a second penalty notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days; there will be no option to pay a lower amount. (Failure to pay a penalty notice will usually result in prosecution.) (b) Prosecution.

Penalty notices can be issued if a child has at least 10 sessions of unauthorised absence in a period of 10 school weeks. (A morning or afternoon is one session; a whole school day is two sessions.) However, the DfE's national framework for penalty notices allows penalty notices to be issued sooner than this, in some circumstances.
Before a penalty notice is issued, where considered appropriate, a Notice to Improve will be sent to parents/carers to give them a final chance to improve attendance before a penalty notice is issued. A Notice to Improve will not be issued where a warning is not considered appropriate, for example in the case of unauthorised term time holiday absence.

Penalty notices are issued to each parent/carer with responsibility for the child and are issued for each child with unauthorised absence. For example, if two siblings have unauthorised absence, and there are two parents/carers with responsibility for the children, four penalty notices would be issued.

The school will refer cases of unauthorised absence that meet the threshold for a penalty notice to the local authority unless there are reasonable grounds for not doing so. Referrals for penalty notices will include unauthorised absence due to term time holiday or other trips/visits, and other types of unauthorised absence.

When referring to the local authority for legal intervention, the school will show that the parent/carer has been warned they are at risk of a penalty notice or prosecution.

Penalty notices are issued to parents as an alternative to prosecution and are intended to prevent the need for court action. A penalty notice may not be issued if prosecution is considered to be a more appropriate sanction for a pupil's unauthorised absence.

The local authority will consider the information provided by the school and take action in line with their protocols and procedures, following the DfE's Working together to improve school attendance guidance. This will include considering whether an education supervision order should be applied for, as well as, or instead of a prosecution.

See table below and the DfE's Working together to improve school attendance guidance for more information about penalty notices, prosecutions and education supervision orders.

Legal Intervention for Unauthorised Absence

Penalty notices	
Penalty notices are issued to parents as an alternative to prosecution and are intended to prevent the need for court action. If a pupil has frequent, and/or extended period of unauthorised absence, a prosecution may be considered, instead of a penalty notice. Penalty notices cannot be paid in instalments.	
Sanction	Outcome
First penalty notice (in a 3-year rolling period)	The penalty is £80 (per parent/carer, per child) payable within 21 days, rising to £160 if paid between 22 and 28 days. (Failure to pay will usually result in prosecution.)
Second penalty notice (in a 3-year rolling period)	The second time a penalty notice is issued to the same parent for the same child the amount will be £160 per parent, per child (if paid within 28 days). There is no reduction in the amount if the penalty is paid early. (Failure to pay will usually result in prosecution.)

Prosecutions for unauthorised absence	
Prosecutions for unauthorised absence Local authorities (LAs) are unable to issue more than two penalty notices to the same parent for the same child, in a rolling 3-year period. Should a third offence of unauthorised absence for the same child be committed during the 3 years (including where a child has moved school and fines have been issued by other LAs), the LA may prosecute the parent/carer(s). As penalty notices are an alternative to prosecution, the LA may decide to proceed straight to prosecution instead of issuing any penalty notice. If prosecuting, it is for the LA to decide whether a section 444(1) or section 444(1A) prosecution is most appropriate.	
Sanction	Outcome
Prosecution under section 444(1) of the Education Act 1996	Prosecutions If found guilty, parents/carers may be fined up to £1000 and ordered to pay court costs. The court may also impose a Parenting Order.
Prosecution under section 444(1A) of the Education Act 1996	If found guilty, parents/carers may be fined up to £2500 and ordered to pay court costs. Other court outcomes include community sentences, such as Curfew Orders, Unpaid Work (Community Payback) or a prison sentence of up to three months. The court may also impose a Parenting Order.
Education Supervision Order (ESO)	
The local authority must consider applying for an ESO (under section 36 of the Children Act 1989) before prosecuting under s444 Education Act 1996. An LA may apply for an ESO instead of, or as well as, proceeding with a prosecution. The order is placed on the child, and a supervisor from the LA is appointed by the court, to give directions to the child and their parents with a view to securing that the child is properly educated. Parents can be prosecuted if they persistently fail to comply with a direction; if found guilty they may be fined up to £1000 and/or up to 3 months imprisonment.	

Pupils Missing Out on Education (PMOOE)

The vast majority of children engage positively with school and attend regularly. However, in order to flourish, some children require an alternative education offer or may require a modified timetable to support a return to full time education provision.

It is recognised that pupils/students accessing alternative provision (AP) or a temporary part time timetable or modified timetable may have additional vulnerabilities. We refer to these as Pupils Missing Out On Education, because they are not accessing their education in school in the 'usual way'.

Attending a place other than the school (Alternative Provision)
Some pupils/students are educated either on a full-time or part-time basis in an alternative setting, that have been arranged by the local authority or approved by the school, the register will be marked to show this is the case.

A rigorous process is completed to ensure the provision meets the requirements for our pupils/students. The school will visit the setting to review safeguarding processes and procedures prior to the planned start date. All records of the risk assessment process will be completed in line with the Trust guidance and is signed of by the Trust Safeguarding Lead and Executive Leadership Team (ELT)

The provider should provide attendance updates to the school daily, unless otherwise agreed by the attendance lead, so the school can ensure the school registers are accurate. The Attendance Lead will liaise with the Alternative Provider to ensure that the pupil/student is attending and can be made aware of any attendance concerns as soon as possible and take follow up action as necessary.

The Headteacher and SLT with responsibility for attendance will retain oversight of the school processes for pupils accessing provision other than in school (alternative provision)

CELT staff understand that the safeguarding of pupils/students accessing another setting remains the responsibility of school where the pupil/students is on roll.

A senior leader will keep the placement and timetable under review and involve parents/carers in the review. Reviews will be frequent enough to provide assurance that the off-site education and/or modified timetable is achieving its objectives and that the pupil/students is benefitting from it.

If a pupil is only being offered part-time alternative provision (AP), the school will ensure the pupil/student is offered additional educational provision, which together equates to a full timetable, unless there are exceptional reasons why not. Pupils/students will only be offered part-time educational provision for the shortest time possible, and this will be

regularly reviewed with the pupil/student and parents/carers with the aim of the pupil accessing full-time education as quickly as possible.

The school will monitor and track pupils/students attendance to ensure that the pupil/student is attending and will follow up attendance concerns, with pupils/students and parents/carers, in conjunction with the alternative education provider.

The school leadership will report to the LGB/RIG of any formal direction of a pupil to alternative provision.

The school will ensure that parents/carers (and the local authority where the pupil has an EHCP) are given clear information about alternative provision placements timetables: why, when, where, and how they will be reviewed.

Pupils/Students requiring a temporary part time timetable
The school will gain consent from the Trust Safeguarding Lead and Trust SEND Lead as well as Executive Leadership Team to put in place a reduced or modified timetable. The school will ensure that parents/carers and the local authority are given clear information about the reduced or modified timetables: why, when, where, and how they will be reviewed.

Reviews will be fortnightly to provide assurance that the modified timetable is achieving its objectives, that the pupil/student is benefitting from it and it is increasing to enable the pupil/student to access full-time education as quickly as possible. Pupils/students will only be offered part-time educational provision for the shortest time possible, maximum of six weeks, unless approved in a multi-agency meeting, and this will be regularly reviewed with the pupil/student and parents/carers.

Any pupil/student with a reduced or modified timetable will also be reviewed at the CELT SEN panel with the Trust SENCO.

The school leadership will report to the LGB/RIG information regarding the use and effectiveness of the use of modified timetables and this will also be reviewed in the Safeguarding Governor visits/reports.

The school will share half termly data returns to the Trust safeguarding lead, regarding all pupils, of statutory school age, attending alternative provision and/or on a temporary part time timetable or modified timetable for review.

Children Missing in Education

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

CELT recognises that children missing education are at significant risk of underachieving, being victims of abuse and harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life. Each school will follow procedures outlined in section 'response to non-attendance of this policy.

The school will ensure that there is a record of joiners and leavers as defined in The Education (Pupil Registration) (England) 2006. When removing a child's name, the school will notify the Local Authority of: (a) the full name of the child, (b) the full name and address of any parent with whom the child normally resides, (c) at least one telephone number of the parent, (d) the child's future address and destination school, if applicable, and (e) the grounds in regulation 8 under which the child's name is to be removed from the school register.

The school will make reasonable enquiries to establish the whereabouts of a child jointly with the Local Authority, before deleting the child's name from the school register if the deletion is under regulation 8(1), sub-paragraphs (f) (iii) and (h) (iii)of The Education (Pupil Registration) (England) 2006.

Elective Home Education

Parents/Carers have the duty to ensure a child of compulsory school age receives a suitable education. This does not mean that the child must attend a school – it is possible to fulfil this duty by home educating the child.

If parents/carers are exercising their right to home educate, the school require written notification. The headteacher will arrange a meeting with the parents/carers to discuss, should the parent/carer want to continue to exercise their right we will inform the pupil's/student local authority that the pupil/student is to be deleted from the admission register. CELT will give parents/carers two weeks to ensure they are confident they have made the right decision for their child and family and will make contact with the family to ensure they are comfortable with the decision they have made.

Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil/student or because the pupil has a poor attendance record. Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

APPENDIX A

Roles, Responsibilities and Contact Details

School details and procedures: Bodmin College

Key Personnel

Role	Name	Contact Details
Attendance Lead	Emily Bennett	ebennett@bodmin.celtrust.org
Designated Safeguarding Lead (DSL)	Kym O'Mara	komara@bodin.celtrust.org
Deputy DSLs	Sue Gilbert	sgilbert@bodmin.celtrust.org
Nominated Attendance Governor	Amy Daniels	adaniels@celtrust.org

Roles and Responsibilities

Pupils/Students

- aim for high attendance (an average student would achieve an attendance of over 97%)
- be on time for school
- attend school appropriately prepared for the day
- take pride in attendance and punctuality
- follow the correct procedure if they arrive to the school late

Parents/Carers

- are legally responsible for fulfilling their child's legal right to a full time education
- ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment
- contacting the school office promptly, before 9am, whenever any problem occurs that may keep their child away from school giving details of the reason, they are unable to attend
- as far as possible ensure that non-urgent medical or dental appointments are made outside of the school day or avoiding registration periods
- informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (Appointment card/letter/prescription paperwork or packet.)
- avoid any term time absence requests, only if absolutely necessary as these are not automatically authorised
- talking to the school as soon as possible about any pupil's reluctance to come to school so that problems can be quickly identified and dealt with
- promote the link between attendance and attainment/progress

Office Staff

- Office staff take calls from parents/carers about absence and record the information on the SIMS (information management system).
- Welcome children who arrive late to school after the designated staff member has finished their late slot, recording their time of arrival and reason for being late.
- Where support for the pupil/student is identified, share information with the relevant colleague/s.

Attendance Officer

- Ensuring daily attendance procedures are completed, such as checking registers, inputting absence information, following up on missing marks and contacting parents/carers in instances where no reason for absence has been provided
- overall monitoring of school attendance
- identify trends in authorised and unauthorised absence

- make first day phone calls
- alerting the attendance lead and designated safeguarding lead of any pupils who are not in school, and no contact has been made by 9:30am
- contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- monitoring individual attendance where concerns have been raised
- making referrals to the Education Welfare Service
- meet parents/carers to discuss attendance concerns
- liaise with other professionals to determine potential sources of difficulties and reasons for absence
- keep an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the attendance lead/Headteacher
- inform the senior leader responsible for attendance where there are concerns and acting upon them
- provide background information to support referrals
- monitoring follow-up once actions have been taken to correct attendance concerns
- follow up absences with immediate requests for explanation via telephone calls or e mail
- ensure attendance issues are raised by teachers at parent consultation evenings where necessary
- collate and record registration and attendance information
- take and record messages from parents regarding absence
- contact parents of absent children where no reason for absence received
- record details of pupils/students who arrive late or go home
- send out standard letters regarding attendance.
- Working with the LA regarding CME referrals, EHE requests, penalty notices and prosecutions and attend any meetings with the EWO/LA where necessary.
- Attending relevant network meetings and training opportunities
- Keeping up to date with changes in legislation and guidance and ensuring best practice.

Class Teacher/Tutor

- are the child's first point of contact and will monitor daily attendance
- take registers accurately and on time
- highlight concerns regarding attendance with parents
- discuss attendance during parent/carer consultations or at individual parent/carer meetings
- raise concerns with the attendance officer where necessary
- report any anomalies to the attendance officer

APPENDIX A

Year Manager/ Head of Year / Phase Leader / Key Stage Director

- Monitoring the attendance of pupils within their year groups.
- Communicating with parent/carers in the event of unauthorised absence, lateness or attendance concerns.
- Regularly liaising with the Attendance Officer and wider Attendance Team.
- Working with pupils/students to identify barriers to attendance and punctuality and implement support.
- Meeting with parents/carers to discuss attendance concerns and implement support.
- Refer pupils/students whose attendance is a concern to the Attendance Lead via internal panel meetings.
- Enabling all pupils/students to make progress within education by providing leadership and support around pupil/student welfare, behavioural and attendance issues.
- Ensuring effective policies and procedures are in place, and effective relationships and communication with families to engage them as active stakeholders in their child's education.

Senior leader responsible for attendance

- Have a clear vision for improving and maintaining good attendance.
- promote excellent attendance by pupils/students and provide opportunities to celebrate good and improving attendance
- ensure attendance protocols and practices are in line with emerging national guidelines.
- ensure parents/carers are made aware of any changes made to attendance procedures and protocols
- monitor attendance and where concerns are identified, consult with class teachers/tutors, parents/carers/outside agencies to agree actions to address identified issues
- inform governors of attendance data through leadership reports
- inform parents/carers of attendance percentages for their pupils/students in line with the school's reporting procedures
- use attendance data strategically to implement strategies to improve attendance within cohorts

Designated Safeguarding Lead (DSL)

- discuss pupils with attendance concerns in regular safeguarding meetings
- monitor and follow up on absence where there are no reasons given or where the attendance officer has not been able to contact the parents/carers after 48 hours
- Providing safeguarding support and advice to attendance colleagues as appropriate, including in response to term-time leave requests and CME cases.
- Taking safeguarding action where necessary. • Meeting with the academy attendance officer/attendance team to review the attendance of the pupils on the academy's Vulnerable List and agreeing any action needed
- liaise with social care and/or Children in Care team where pupils/students have a social worker regarding attendance
- ensure pupils/students who are not attending school have been contacted and seen on a regular basis

Headteachers

- Ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to LGB/RIG.
- Supporting other staff in monitoring the attendance of individual pupils and meets with families to discuss attendance where appropriate.
- Consider requests for absence and meet with parents/carers to discuss such requests as necessary
- Making requests for penalty notices and other legal action to the local authority where necessary.

Governors

- monitor the implementation of the policy and keep it under review
- ensure that the policy is communicated to pupils/students and parents/carers, is non-discriminatory and the expectations are clear
- scrutinise and challenge attendance data on a termly basis

The Board of Trustees

- ensure CELT's leaders fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and help leaders focus improvement efforts on the individual pupils or cohorts who need it most
- receive a report on the Academy's attendance at regular intervals
- have a dedicated attendance lead who will drive improvement across the trust

APPENDIX B

Attendance Codes

Registration codes

Attending the School		
Codes	Details	Statistical Meaning
/	Present in school during registration	Attending
\	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.	
L	Late arrival before the register has closed. The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival.	Attending
Attending a place other than the school		
Codes	Details	Statistical Meaning
B	Attending a place for an approved educational activity, arranged by the school, which is not a sporting activity or work experience. (Not dual registration.)	Attending an approved educational activity
D	Not currently expected to attend, as dual registered at another school (i.e. pupil attending another school or alternative provision academy)	Not counted in possible attendance
K	Attending offsite educational provision arranged by the local authority. (The school must also record the nature of the provision.)	Attending an approved educational activity
P	Participating in an approved sporting activity.	Attending an approved educational activity
V	Attending an educational visit or trip arranged by on or behalf of the school.	Attending an approved educational activity
W	Attending approved work experience.	Attending an approved educational activity

APPENDIX B

Authorised Absence		
Codes	Details	Statistical Meaning
C1	Absent to participate in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Pupil of compulsory school age is absent due to a parttime timetable agreed by the parent and the school.	Authorised absence
C	Absence agreed by the school due to an exceptional circumstance.	Authorised absence
E	Suspended or permanently excluded and no alternative provision made.	Authorised absence
I	Illness (physical and/or mental health related).	Authorised absence
J1	Absence agreed by the school to attend an interview for employment or for admission to another educational institution.	Authorised absence
M	Absence agreed by the school for medical/ dental appointment.	Authorised absence
R	Day set aside for religious observance.	Authorised absence
S	Study leave for a public examination.	Authorised absence
T	A mobile child (child of no fixed abode) who is travelling with their parent for their trade or business.	Authorised absence
X	Non-compulsory school age pupil not timetabled to attend.	Not counted in possible attendances

Absent - unable to attend school because of unavoidable cause		
Codes	Details	Statistical Meaning
Q	Unable to attend as the local authority has a duty to make travel arrangements and these are not yet in place.	Not counted in possible attendances
Y1	Unable to attend because the school is not within walking distance and the transport normally provided for the pupil by the school or local authority is not available.	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel caused by a local, national or international emergency.	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not counted in possible attendances
Y5	Unable to attend as in criminal justice detention.	Not counted in possible attendances
Y6	Unable to attend due to public health guidance or law.	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause. (The academy must also record the nature of the unavoidable cause.)	Not counted in possible attendances

Unauthorised Absence		
Codes	Details	Statistical Meaning
G	Holiday not granted by the school.	Unauthorised absence
N	Reason for absence not yet established. (If the reason cannot be established within 5 school days, the N code should be changed to an O code.)	Unauthorised absence
O	Absent in other or unknown circumstances.	Unauthorised absence
U	Arrived in school after registration closed (where an authorised absence code does not apply).	Unauthorised absence

Administrative Codes		
Codes	Details	Statistical Meaning
#	Planned whole school closure (such as weekends, bank holidays, school holidays, INSET days, and use of the whole school as a polling station).	Not counted in possible attendances
Z	Planned whole school closure (such as weekends, bank holidays, school holidays, INSET days, and use of the whole school as a polling station).	Not counted in possible attendances

APPENDIX C

Absence and the Law

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child or made the subject of court proceedings under section 444 Education Act 1996. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. *Penalty notice £80 if paid within 21 days increasing to £160 if paid after 21 days and before 28 days.

Avoidable Absence in Term Time	
The Facts	The Law
School aged pupils in Cornwall maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.) the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances. WHAT YOU SHOULD CONSIDER Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £80* fine per parent per child if your child's attendance is deemed to be 'not regular', falling below the CELT threshold of 97%.	The law allows the school to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient evidence/information in order to establish this fact. The request for leave must come from the parent with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away for a period of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006. In case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

The Facts	The Law
Unavoidable absence from school will be authorised. Examples include: • Genuine illness • Unavoidable medical/dental appointments (but try to make these after school if at all possible). • Days of religious observance. • Seeing a parent who is on leave from the armed forces • External examinations When traveller children are on the road with their parents for work purposes	Other examples of absence from school that will not be authorised include: • Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives. Parental appointments
Please contact the Headteacher if you wish to discuss this issue. The law requires parents to ensure their children receive an efficient full-time education, and every minute of every day is important. Please help them not to miss any of this valuable time. We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.	

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

APPENDIX C

Information Letter to All Parents (Annual)

Whole School Warning Letter regarding unauthorised leave of absence (holidays)
NAME AND ADDRESS
Dear Parent/Carer

Here at {enter school name}, we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Headteacher using the school's request form.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. If your child is further absent from school without authorisation within any 3- year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered. Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

Yours sincerely
Headteacher

APPENDIX D

Exceptional Circumstance Leave Request Notice to Parents / Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to the Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

APPENDIX D

Exceptional Circumstance Leave Request Notice to Parents / Carers

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at (SCHOOL NAME).

APPENDIX D

APPLICATION BY PARENT/CARER (to be completed by each parent/carer)

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: _____ DOB: _____

Year/Tutor Group: _____

Home Address: _____

_____

_____

Post Code: _____

Name of Parent/Carer completing this form: _____

First day of absence: _____ Date of return to school: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave _____

Total number of days missed: _____ days

Reason for absence: _____

_____

_____

I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.

Please inform us if you have a child in another Cornwall Education Learning Trust school – we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.

Name of child: _____ Year: _____

School: _____

Signed _____ Dated _____

(Please ensure you give at least 15 school days' notice of the proposed absence)

APPENDIX D

APPLICATION BY PARENT/CARER (to be completed by each parent/carer)

Below to be completed by the school:
FAO – Headteacher

% Current	% Last Year	Comments

Student Name: Tutor: Year:

AUTHORISED:
Request has been authorised for the following dates only:

___ / ___ / _____ to ___ / ___ /_____

UNAUTHORISED:

Reason why absence is unauthorised:

Signed: Headteacher:

Date:

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request	Signed:	Date:

History of Changes

Version	Date	Page	Change	Origin of Change
1.0	30.11.2022		Original draft	
	11.05.2023	17	Home Visits added	Trustees Agreed
	30.08.2023		Absence of religious observation	
2.0	19.08.2024		New policy to reflect new laws introduced	