



Attendance Policy 2025-26

All our policies are written to reflect, support and develop our ethos statement

"A community that cares about excellence, wonder and learning for life"

We provide a safe and exciting space where:

There is community

- There is a strong, friendly and respectful spirit within the immediate and extended communities, supporting learning and progress of and for all pupils
- There is a sense of belonging

There is care

- Everyone focusses on valuing and developing the whole child, nurturing a happy and kind atmosphere where asking for help and listening is what we expect of each other
- We understand our actions and nurture respect for each other and the environment

There is excellence

- There is a strong sense of ambition and high academic achievement along with excellent personal progress built around quality first teaching and research informed learning
- There is enrichment and high expectations beyond the curriculum

There is wonder

- Every experience is more memorable than the last
- Learning powers are nurtured and grow and grow
- The implementation of the curriculum is rich, vibrant and creative

There is learning for life

- There is an unstinting dedication to diversity and equality
- There is motivation for the preservation of our environment and a thirst to become a conscientious contributor to making the world a better place
- Pupils leave us with a thirst for knowledge and love of learning, autonomous and self-motivated, ready for their next stage and beyond

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1. Legislation and Guidance

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

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

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

2. Introduction

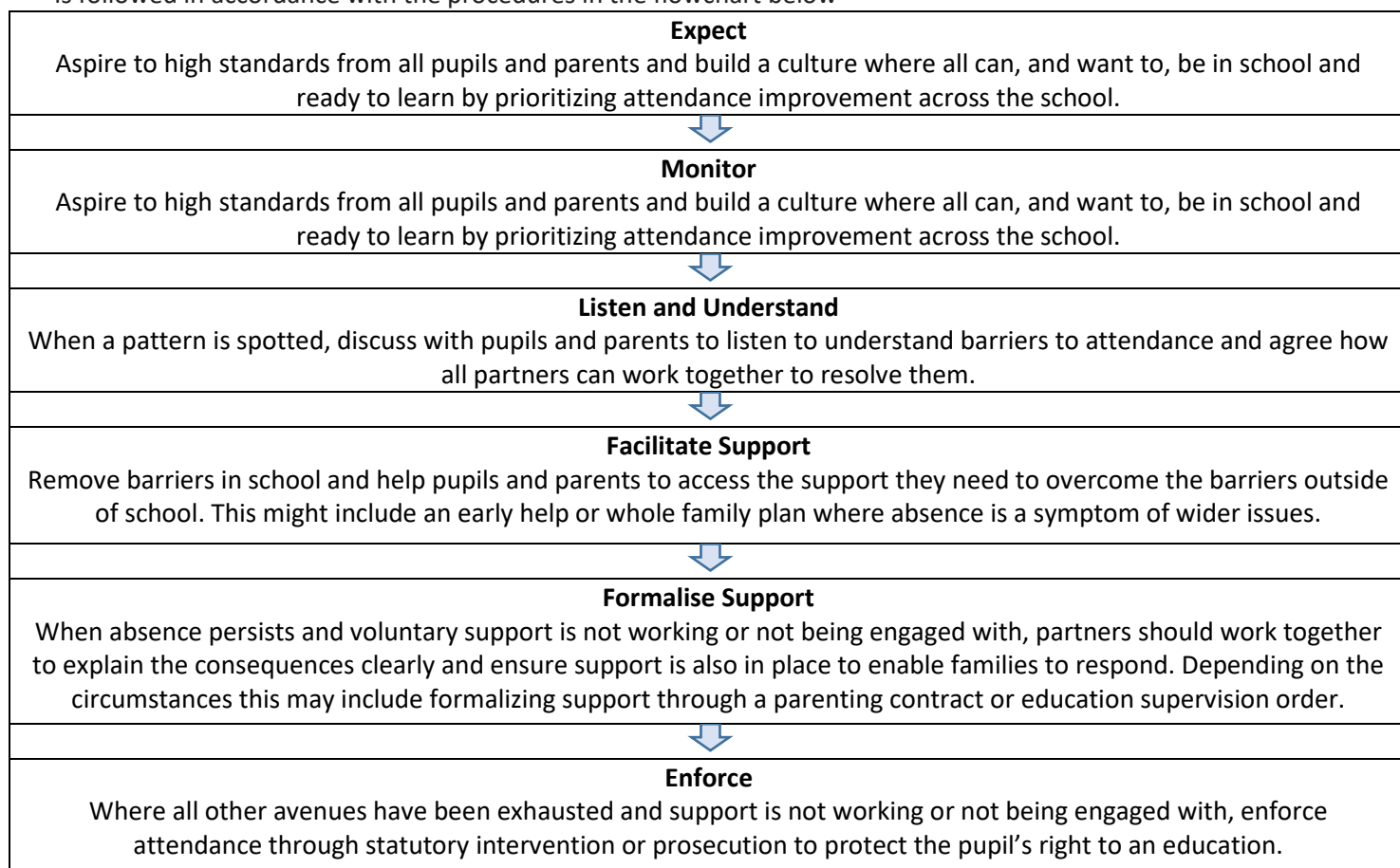
The school staff and governors of Honeywell Infant and Junior Schools, alongside the LA, believe that it is essential for all pupils to attend school regularly and avoid any absence. Any loss of time at school can adversely affect a child's attainment and all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. When applying this policy, the schools will consider the needs of pupils and their families who have specific barriers to attendance.

2.1. Our Attendance Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch

- Is reviewed by staff regularly and involves pupils and parents because attendance is everyone's business
- Is followed in accordance with the procedures in the flowchart below



3. Roles and Responsibilities

In order for the School's Attendance Policy to be successful, every member of staff will make attendance a high priority and convey this to the pupils and parents/carers. Parents/carers need to support these views in the home to ensure that children are receiving consistent messages about the value of education. In addition to this, the school has the following responsibilities:

The Governing Body

The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the head teacher to account for the implementation of this policy
- This will be carried out by the chairperson of the Pupil Welfare and Community Committee on a termly basis.

The Head Teachers

The head teacher is responsible for:

- Implementation of this policy consistently across the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Designated Senior Leader responsible for attendance

The designated Senior leader responsible for attendance is responsible for:

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

The designated senior leader responsible for attendance is Ms K Thomson (Junior School) and can be contacted via 0207 223 5185 and Ms A Walker (Infant School) who can be contacted via 0707 228 6811. Both senior leaders can be contacted via email at office@honeywell.wandsworth.sch.uk.

The School Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7) at the school and individual pupil level
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the head teacher
- Working with education welfare officers to tackle persistent absence
- Advising the designated senior leader responsible for attendance (authorised by the head teacher) when to issue fixed-penalty notices
- Meet, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them

The School Attendance Administrator (or admin staff in their absence)

The school attendance administrator is responsible for:

- Taking calls from parents and carers about absence on a day-to-day basis (inc. first day calling) and record it on the school system.
- Transferring calls from parents and carers to the Deputy Head Teacher in order to provide them with more detailed support on attendance
- Refer irregular or concerning patterns of attendance to the Education Welfare Service
- Monitoring the completion of registers for both sessions and following up missing marks
- Ensuring parents and carers are contacted for unexplained absences
- Liaising with parents and carers requesting a period of absence for their child(ren)
- Sending notification letters to parents and carers
- Compiling attendance reports for the head teacher, designated senior leader responsible for attendance and the education welfare officer
- Ensuring every amendment made to SIMS and Attendance the attendance register must include the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made and the name and position of the person who made the amendment
- Emphasising the importance of good attendance and take positive steps to encourage it
- Providing a welcoming atmosphere for children
- Providing a sympathetic response to any pupil's concerns
- Referring irregular or concerning patterns of attendance to Designated Senior Leader for Attendance.

Class Teachers

Class teachers will:

- Complete (record and submit) registers accurately and punctually at least twice daily using the correct codes. Registration takes place at the start of the day and at the start of the afternoon session
- Follow up any unexplained non-attendance in liaison with the office staff
- Record all reasons for absences in the register in liaison with the office staff
- Monitor pupils whose attendance is of concern to ensure immediate follow up of any further absences from school or individual lessons
- Discuss absences with a pupil on their return to school to ascertain the reason behind the absence and minimise the likelihood of further absence
- Be alert to early any signs of safeguarding concerns or disaffection with school from the child or parent which could lead to poor attendance.
- Emphasise the importance of good attendance and take positive steps to encourage it
- Provide a welcoming atmosphere for children
- Provide a safe learning environment
- Provide a sympathetic response to any pupil's concerns

Parents and Carers

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school each day punctually and properly prepared for the school day.
- Contact the school before 09:00 whenever the child/children is/are unable to attend school, on the first day of his/her/their absence and any subsequent days
- Contact the school promptly whenever any problem occurs that may keep the child away from school
- Discuss promptly with the class teacher, any problems that might deter the child/children from attending school
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils

We expect that all pupils will:

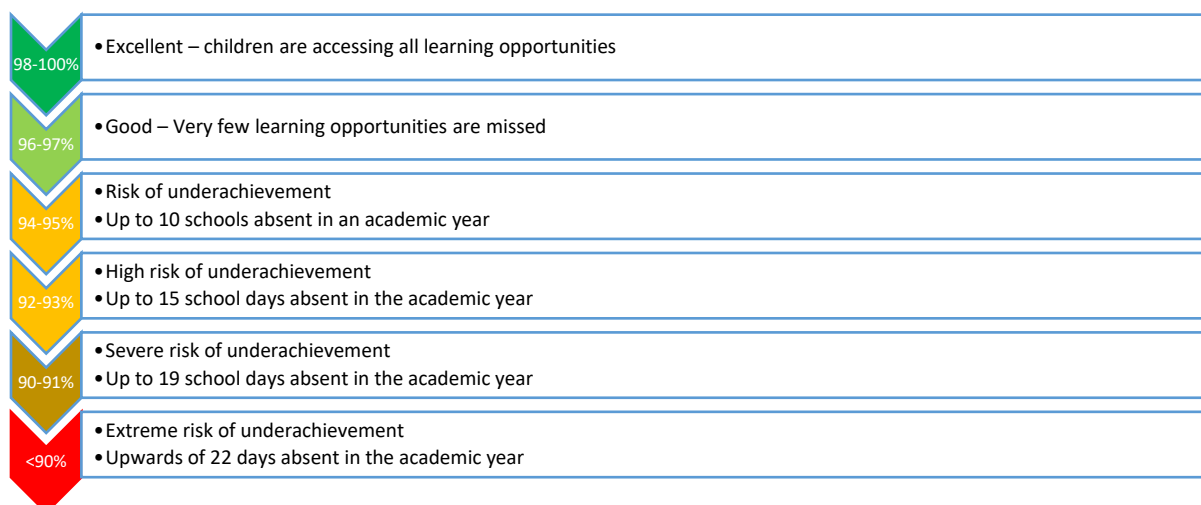
- Attend school regularly and on each day the school is open to pupils.
- Arrive at registration sessions and lessons punctually.
- Arrive at school appropriately prepared for the day.

4. Recording Attendance

Absence from school (whatever the reason) can adversely affect a child's ability to benefit fully from their educational opportunities and to keep up with programmes of study.

4.1 What We Mean By 'Good' Attendance?

Our attendance target for 2025-26 is 97%,



4.2 Why Regular Attendance Is Important

Pupils who attend regularly (every day) are more likely to achieve better academic outcomes, are safer from risks in the community, such as exploitation and crime, as well as successfully transitioning from primary to secondary school, secondary school to further education, and the world of work.

4.3 Attendance Register

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

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

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

Any amendment to the attendance register will include:

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

See **Appendix 1** for the DfE attendance codes.

We will also record:

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

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

Pupils must arrive in school on each school day by:

- 09:00 - Junior School.
- 09:00 – Infant School.

The register for the first session will be taken at 09:00 and will be kept open until 09:30. The register for the second session will be taken at the end of the lunch time break and will be kept open for 30 mins.

The close of school is:

- 15:30 – Infant and Junior School

4.4 Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09:00 or as soon as practically possible by calling or emailing the school office staff (see section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the schools are not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.5 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents/carers should complete a Term Time Request for Absence form (available from the school office and on the website) and returned with evidence of the appointment. Evidence may be in the form of an appointment card, letter, text message or email.

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

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

4.6 Lateness and Punctuality

A pupil who arrives late:

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

If lateness and punctuality are affecting the attendance of a pupil, the parent/carer may be invited to a School Attendance Panel Meeting with the Senior Leader responsible for Attendance and the school's Education Welfare Officer (EWO). The meeting will enable families to share the circumstances around their child's lateness and punctuality so that the school can work in partnership with them to improve the situation.

4.7 Following Up Unexplained Absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a welfare check themselves or contact the police and request a welfare check.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

5. Authorised and Unauthorised Absence

The school holiday dates are published a year in advance and parents/carers should book their family holidays during the school holidays. **No parents/carers can demand leave of absence for their child/children as a right.** The schools take a robust stance on term time holidays. As previously stated, absence from school (whatever the reason) can adversely affect a child's ability to benefit fully from their educational opportunities and to keep up with programmes of study.

5.1 Approval for Term-Time Absence

In accordance with the local authority, the head teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances' and all other absences will be unauthorised. A leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as serious ill health, personal accident or injury of a significant nature, bereavement due to the loss of a close family member (parent, grandparent, sibling or guardian). The school considers each application (see appendix 2 for Term Time Absence Request Form) for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or on the website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Holidays

If a term time absence is required, a form must be completed prior to the absence. This can be obtained from the school office. In accordance with Local Authority advice, the Headteachers will only authorise absences in exceptional circumstances and all other absences will be unauthorised. As previously stated, absence from school (whatever the reason) can adversely affect a child's ability to benefit fully from their educational opportunities and to keep up with programmes of study.

6. Strategies for Promoting Attendance

We use clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. We make sure these systems are inclusive and appropriate for all pupils.

- **Communication –**
 - Attendance Policy
 - Newsletter attendance information
 - Attendance notification letters
 - School Attendance Panel (SAP) Meetings
 - Publishing and displaying attendance statistics in the Safeguarding Report and on the newsletter for the Junior School
- **Interventions –**
 - Explore possible interventions such as early participation in morning clubs
 - Support (formal and informal) from our EWO
 - Support from outside agencies
- **Responsibility –**
 - Offering support to pupils and ensuring they have somebody to talk to at school
 - Ensuring pupils understand the link between attendance and achievement and participation.
 - Marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded on SIMS which produces a report in case of a fire drill
- **Incentives –**

- Termly class award using a range of measures e.g, most improved attendance, number of weeks meeting the school's attendance target and least number of lates.
- Re-evaluation – Once any underlying issues with individual pupils have been identified, one of the most important action schools can take is to re-evaluate our methods so that they:
 - Promote a positive attitude to learning
 - Promote greater involvement in lessons
 - Promote greater participation in extra-curricular activities
 - Identify any Special Educational Need
 - Consider the pupil's classroom experience
 - Respond promptly to a child's, parent/carer's concerns about the school or other pupils

7. Attendance Monitoring

7.1 The Schools will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
 - Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

7.2 Analysing Attendance

The school will:

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

7.3 Using data to improve attendance

The school will:

- Provide attendance reports to class teachers to facilitate discussions with pupils and families at the autumn and spring parents/carers evenings
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. These pupils may also be identified as children absent from education (CAE) due their persistent absence which is a result of repeated absence and/or for prolonged periods of absence.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send Letters to notify parents/carers of the school's attendance concerns
- Complete closer monitoring of pupils where concerns have been identified
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school and agree actions/support plans – School Attendance Panel Meetings
- Provide access to wider support services (inc. our SENCO, Place2Be, School Nurse and DSL) to remove the barriers to attendance
- Refer to the Education Welfare Service (EWS) The EWS will respond in the following manner:

- The EWS will make repeated efforts to contact the parent/carers and establish why the pupil is not attending school
- If the problem is quickly resolved and the pupil returns to school, or if a legitimate reason is provided for the absence, the EWS will continue to monitor the situation. If problems appear to be ongoing an Education Welfare Officer will be allocated to work with the family
- The Education Welfare Officer will contact parents/carers to discuss the reasons for the pupil's non-attendance. Contact is decided on a case-by-case basis and could be in the form of a telephone call, letter or a meeting at school and if necessary, a home visit. The EWO will support and advise the parent/carers and the school, with a view to resolving any difficulties and improving the pupil's attendance
- Failure to comply with the expectations set by the EWS can result in further or legal action, an application for an Education Supervision Order, or court prosecution

7.5 Penalty Notices and the Local Authority Code of Conduct

The point at which Penalty Notices for absence and other sanctions will be sought if support (e.g., for an unauthorised holiday in term time) is not appropriate, not successful, or not engaged with. Legal action will always be a last resort and the school and other professionals working with families should explore all avenues to engage parents and maximise the opportunities for support available to meet a family's needs first. Information about the Council's Code of Conduct on Penalty Notices can be found [here](#).

7.6. Education Supervision Orders

Where a voluntary early help plan, or voluntary parenting contract has not been successful, an Education Supervision Order (ESO) may alternatively provide formal legal intervention without criminal prosecution.

ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

The order initially lasts for one year. Extensions can be secured within the last 3 months (of the initial order) for a period of up to 3 years at a time. The supervisor of an ESO will usually be a professional already working closely with the family – or member of school staff.

8. Children at Risk of Missing Education

The school must inform the LA in advance if any pupil is going to be deleted from the Admission Register because:

- They have been taken out of school by their parents/carers and are being educated outside the school system (Elective Home Education)
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the relevant medical officer stating that the pupil is unlikely to be in a fit state of health to attend school (see Education of Pupils unable to attend school due to Medical Need Policy).
- Have been permanently excluded

This may result in the LA requiring a meeting with the parents/carers, the school and the LA in attendance before the pupil can be removed from the school's admission register.

9. Changing Schools

It is important that if families decide to send the child/children in their care to a different school they inform the school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- The transfer form is completed and sent to the receiving school
- The date the pupil will be leaving this school and starting the next

- The address of the new school
- The new home address, if it is known

The pupil's school records will then be sent on to the new school as soon as possible. If a parent/carer appears to have removed their child from school or the child has completely stopped attending without providing the above information, the family will be referred to the Education Welfare Service.

10. Monitoring Arrangements

This policy will be reviewed, and adopted, as guidance from the local authority or DfE is updated, and as a minimum two-yearly by the Pupil Welfare and Community Committee. At every review, the policy will be approved by the full governing body.

11. Record Keeping

All information collected in relation to this policy will be stored in accordance with our Privacy Policy and will not be shared with third parties unless it hinders the safety of the child.

12. Links with Other Policies

This policy will be implemented in conjunction with the following school policies and procedures:

- Child Protection and Safeguarding Policy
- Behaviour Policies for both schools
- Education Of Pupils Unable to Attend Due to Medical Needs
- Special Educational Needs and Disability Policy

13. Useful Websites

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[School attendance and absence - childlawadvice.org.uk](http://childlawadvice.org.uk)

[Absence from school | Contact](#)

[Illness and your child's education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Behaviour and attendance | Parentkind](#)

Appendix 1: Attendance Codes

The following codes are taken from the Wandsworth guidance on school attendance.

Code	Description
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity. Where schools use code B, they must also record the nature of the educational activity
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age, and a temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Authorised absence as pupil is excluded, with no alternative provision made
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness (do not use for medical or dental appointments)
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution

K	Attending a place other than the school or another school at which they are a registered pupil for educational provision arranged by the local authority (under Section 19(1) of the Education Act 1996 or Section 42 of the Children's and Families Act 2014). Where schools use code K, they must also record the nature of the educational activity
L	Absent from the school when attendance register begins to be taken, but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of a lack of access arrangements by the local authority to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and who is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises is unavoidably out of use and pupil cannot be accommodated in the parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary or prohibited by guidance or law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause. Where schools use code Y7, they must also record the nature of the unavoidable cause
Z	Pupil's name entered in advance of start date (not collected in the school census)
#	Planned whole school closure – no session to take place (not collected in the school census)

Appendix 2: Term Time Absence Request Form

A community that cares about excellence, wonder and learning for life



Term Time Absence Request Form

- ☐ I understand that any absence (other than exceptional circumstances) may be unauthorised and at least two weeks' notice should be given. The form must be completed then signed by the Senior Leadership Team before the absence.

Child's Name	Class	Child's Name	Class

Please indicate below the dates (and times where applicable) you wish to take.

To	From	No of School days

We will consider authorising absence for the following reasons (please tick as appropriate)
Medical appointments supported by an appointment card that cannot be made out of school hours
Service personnel prevented from taking holidays outside term time
Educational visit (to visit a new school or sit a test/exam)
Provide family support before or after a crisis <u>e.g.</u> bereavement or significant illness

Please explain reason for request for absence below and attach relevant supporting evidence. Please note, limited consideration will be paid to requests where the attendance of the pupil(s) is below 90%.

Signature of Parent/Carer:

Date:

Printed Name:

Absences can be disruptive for your child's attainment, progress and wellbeing. Therefore, in line with government recommendations, we request that you do not take holidays during term time and make every effort to make appointments outside the school day.

TO BE COMPLETED BY THE SCHOOL:

Absence so far this year (days)		Current Attendance (%)	
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We have considered your request for the above absence.	Further comment
On this occasion we have carefully considered your application and have agreed to authorise the absence. It is important that your child returns to school on the agreed time and date.	
The school has considered your application carefully but are unable to agree to your child/ren's absence.	

Signed:

DATE:

Senior Leadership Team