

The Priestley Academy Trust



Attendance Policy

First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
October 2019	V2.0	September 2020	September 2021	CEO

Contents

Introduction	3
Through this policy we aim to:.....	3
Parents/Carers should encourage good attendance by:	4
Definitions of attendance and absence	4
Authorised absences.....	4
Unauthorised absences	4
Persistent Absence (PA).....	5
Guidance for parents/carers.....	5
What to do if your child is sick?	5
What do you do for dental and medical treatment?	5
Request for leave of absence.....	5
Holidays in term time.....	5
Relocating or transferring schools	6
What does the school do when a child is absent with no reason given?.....	6
Children missing in education.....	6
Promoting good attendance and punctuality.....	6
Monitoring attendance and punctuality.....	6
Elective home education	7
Appendix 1	8

Introduction

The schools of The Priestley Academy Trust believe that good attendance is not simply a legal requirement: it is essential if pupils are to take full advantage of the range of opportunities that school offers and gain the skills that will equip them for their next stage of education and for adult life. All children are entitled to receive the full benefits of education. Attendance is also a safeguarding issue as children are at risk if their whereabouts are unknown.

We recognise punctuality as an important related issue as frequent lateness will cause children to miss aspects of their education, is upsetting for the child, and is disruptive to others. We recognise the importance of a clear understanding of the need for regular and punctual attendance in preparing children for the workplace.

We expect all children to have good attendance, classed as 96% or above.

By law, all children of compulsory school age (five to 16) must receive a suitable full-time education. For most parents/carers, this means registering their child at a school – though some choose to make other arrangements to provide a suitable, full-time education. Under The Education Act (1996), parents/carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. All absence figures must be reported to the Local Authority and DfE and are recorded on child annual reports. Once a child is registered at a school, the parent/carer is legally responsible for making sure they attend regularly. If the child fails to do so, the parents/carers risk legal proceedings being instigated by way of a penalty notice or being brought before the Magistrates Court (Section 444(1) of The Education Act 1996).

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school
- Raise awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age
- Work in partnership with pupils, parents, staff and the school attendance officer so that pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility

- 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, in promoting good attendance

Parents/Carers should encourage good attendance by:

- Making sure they understand the importance of good attendance and punctuality
- Taking an interest in their child's education – ask about school work and encourage their children to get involved in school activities
- Discussing any problems they may have at school – inform a member of the school staff about anything serious
- Not letting their children take time off school for minor ailments – particularly those which would not prevent an adult from going to work
- Ensuring that their children attend school for 190 days each year
- Arranging appointments and outings after school hours, at weekends or during school holidays to help to prevent disruption to a child's education and to the school

Definitions of attendance and absence

Every half-day absence from school has to be classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required on the school's telephone line, in person, or in writing.

Authorised absences

These are mornings or afternoons away from school for good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or any other unavoidable cause.

Unauthorised absences

These are those which the school does not consider reasonable and for which no 'permission' is given. This type of absence can lead to the school and the Local Authority using sanctions ie penalty notices and/or legal proceedings in the Magistrates Court.

Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed by the school
- Parents or siblings feeling unwell

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is important that parents/carers do not cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. All absence is monitored thoroughly. Any child that is seen to have reached the PA threshold, or is at risk of moving towards it, is given priority and parents/carers will be informed of this. All PA pupils are made known to the school attendance officer who will meet with the parents along with a member of senior staff.

Guidance for parents/carers

What to do if your child is sick?

When your child is unwell please call the school office on the first morning of absence. Your child will receive an unauthorised code if we have not heard from you by 9.30 am.

What do you do for dental and medical treatment?

It is expected that these are taken outside of school hours where possible, however we appreciate that in some cases there may be emergencies. Children will be expected to be in school before and after their appointments where possible. It is expected that only the child with the appointment will be absent. Leave for medical or dental appointments will be authorised where evidence has been received from the parents (either a letter, text or email confirming the appointment from the dentist, doctor or hospital or a stamped appointment card for example).

Request for leave of absence

Leave of absence in term time can only be granted in exceptional circumstances. Any parent wishing to request term time leave for their child MUST arrange to meet with a member of school staff before taking their child out of school.

At the meeting the Local Authority paperwork will be completed.

Each case will be reviewed on an individual basis.

Holidays in term time

Taking holidays in term time affects children's schooling as much as any other absence and the school expects parents to help us by not taking their children away in school time.

There is no entitlement in law to time off school to go on holiday.

All applications for leave must be made in advance following a meeting with school staff and before booking any tickets. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. Clearly no policy can cover all contingencies or the complexities of family life and individual circumstances.

Holidays are never authorised under the following circumstances:

- Where the holiday is during the Key Stage 1 or Key Stage 2 SATs tests

Any holiday taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised. This could result in your child being removed from the school roll or parents/carers being issued with a penalty notice.

Relocating or transferring schools

If you relocate or withdraw your child from school, we must have in writing the following information:

- Forwarding address
- Date of leaving
- New school details

If we do not have these details then a referral to the Children Missing in Education Officer will be made by the school as part of statutory safeguarding procedures.

What does the school do when a child is absent with no reason given?

- Telephone, text or email on the day
- Visit the home
- Write to the parent/carer and continue to call
- Request the teacher to ask for a reason at the beginning/end of day
- Engage with a Welfare Officer to meet with you

Absence will be recorded as unauthorised unless an appropriate reason is given.

Children missing in education

We follow the Local Authority policy for children deemed missing in education.

Promoting good attendance and punctuality

It is expected that pupils arrive in good time for the start of the day so that no learning time is lost. A “u” code will be assigned after close of registration at 09:30.

Good attendance is recognised and rewarded across the Trust.

Monitoring attendance and punctuality

Attendance is monitored initially by a member of the school’s administration team. A member of the Senior Leadership Team oversees the monitoring process and meets regularly with the school attendance officer.

Attendance/lateness is monitored half-termly and any issues identified concerning absence, illness or lateness will be addressed initially by letter and if necessary a subsequent meeting with strategies put in place to improve attendance.

The school attendance officer will work with schools and families to address attendance issues. However, if attendance fails to improve, the parents/carers risk legal proceedings being instigated by way of a penalty notice or being brought before the Magistrates Court (Section 444(1) of The Education Act 1996).

Elective home education

Parent informs school in writing who will inform the LA. The LA then have a duty to ensure parents are providing a sufficient education. Pupils are removed from the school roll on the day the request is made.

Appendix 1

**Bradford Children's Services
Education Safeguarding
Holiday/Leave of Absence in Term Time
Penalty Notice Procedures and Guidance**

Updated September 2019

This guidance reflects the changes to the Pupil Registration Regulations which came into force from September 2013

Contents

- A. Introduction**
- B. DfE Guidance**
- C. Guidance for Bradford Schools**
- D. Good Practice**
- E. Recording the Absence**
- F. Deletions from the Register**
- G. Penalty Notices for Unauthorised Leave of Absence**
- H. Procedure for Requesting a Penalty Notice**
- I. Prosecution**
- J. Appendices**

Pro-forma Application for Leave of Absence From School

Pro-forma Penalty Request Form (separately on Bradford Schools Online)

- Appendix 1 Absence request – authorised
- Appendix 2 Exceeded the agreed absence – Penalty Notice
- Appendix 3 Leave of Absence request – not authorised
- Appendix 4 Leave of Absence not authorised following request – Penalty Notice
- Appendix 5 Leave of Absence not requested – Penalty Notice

A Introduction

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school damages pupils' attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable.

5 million school days were missed nationally during the academic year 2011/2012 due to term time holiday/leave of absence. The Government made changes to legislation affective from September 2013 which affected all schools in the country. This change meant that schools were no longer allowed to authorise any requests for children to be taken out of school for a holiday/leave of absence during term time. This was because the change in legislation only permits absence to be granted in "exceptional circumstances". Where a holiday/leave of absence is taken without the permission of the school, parents can be given a Penalty Notice. Since the changes were introduced in 2013 the rate of absence due to term time holiday/leave of absence decreased by more than one third.

All parents and carers have a legal responsibility to ensure their children receive a suitable education either by regular attendance at school or otherwise. Where parent/carers are not fulfilling this responsibility, the Local Authority has a statutory duty to uphold the rights of children and young people to education. Where necessary, this includes taking legal action. In order to fulfil our duty to improve children and young people's regular attendance at school, Bradford Children's Services will continue to issue penalty notices in respect of holiday/leave of absence in term time, in line with the (DFE Pupil Registration) (England) Regulations 2006. Penalty Notices give parents an opportunity to avoid prosecution. If a Penalty Notice is paid the parents/carers will not be prosecuted.

This document sets out the procedures for schools to follow where they believe it is appropriate to issue a Penalty Notice for holiday/leave of absence in term time. In respect of general poor or persistent absence please refer to the Prosecution Advice for Schools document found on Bradford Schools Online.

(For help or advice please contact Liz Waite, Bradford Children's Services, Education Safeguarding on 01274 439668/651 or email elizabeth.waite@bradford.gov.uk).

B DfE Guidance

From 1 September 2013, the Education (Pupil Registration) (England) Regulations 2006 Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that **Headteachers may NOT grant any leave of absence during term time unless there are exceptional circumstances.**

- Where family holiday/leave of absence is taken without the permission of the school, parents can be given a Penalty Notice.

Also amended was the payment period for the Penalty Notice, reducing from 42 days to 21 days allowed for payment of £60 and 48 days to 28 days for payment of £120. Penalty Notices are now £60 per parent, per child if paid within 21 days and after this time but within 28 days is £120 and must be paid in full.

Schools should have in place a clear attendance policy that is communicated to all parents which sets out the schools ethos toward holiday/leave of absence in term time. The policy should give clear guidance to parents on how they should apply for permission for holiday/leave of absence in term time. The policy should also inform parents of the possible consequences of taking their children out of school without first seeking permission or if they take children out of school after permission has been denied or more days than have been agreed are taken.

It is for Headteachers to determine if the requests for leave of absence are reasonable. Each request should be judged on a case by case basis, and it is expected that Headteachers will use their discretion sparingly. Headteachers should not confine their discretion by applying policies (for example, blanket bans) which prevent assessment of each application on its individual merits.

If a child fails to return after the agreed date or after 20 school days if the leave of absence was not agreed by the school, please refer to the Children Missing Education guidance on Bradford Schools Online.

In a small number of cases schools could have concerns about a pupil's welfare, such as that the pupil will be **forced into marriage** whilst abroad. In such cases, the school should follow agreed Child Protection procedures.

C Guidance for Bradford Schools

Our guidance is that children should not be absent from school for the purpose of a holiday. Headteachers may NOT grant any leave of absence during term time unless there are 'exceptional circumstances'.

It is for school to determine what is deemed to be an exceptional circumstance. The council is not responsible for making the decision to authorise an absence, this is a matter for schools to decide. However it is expected that Headteachers will use their discretion sparingly and applied consistently and equitably. Schools can develop their own policies on an individual basis or in groups.

Parents should always make contact with their child's school directly to discuss their individual circumstances.

Each request should be judged on a case by case basis. Headteachers should not confine their discretion by applying policies (for example, blanket bans) which prevent assessment of each application on its individual merits.

D Good Practice

In line with DfE guidance, it is good practice to respond to all requests for holiday/leave of absence in writing, giving the reasons for the decision.

It is particularly important that letters approving a request clearly state:

- The expected date of return;
- That the parents are expected to contact the school if anything delays in the pupil returning to school when expected;
- The action that will be taken if the pupil fails to return when expected.

See example letters Appendix 1 & 2.

Similarly, a letter refusing a request should explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away from school. See example letters Appendix 3 & 4.

Should the parent remove the child from school for a period of absence without prior permission, the school should also put this in writing, explaining the consequences of doing so. See example letter Appendix 5.

E Recording the Absence

H – Family holiday/leave of absence (agreed)

G – Family holiday/leave of absence (not agreed or days in excess of agreement)

F Deletions from the Register

If a child fails to return after the agreed date or after 20 school days if the leave of absence was not agreed by the school, please refer to the Children Missing Education guidance on Bradford Schools Online.

In a small number of cases schools could have concerns about a pupil's welfare, such as that the pupil will be **forced into marriage** whilst abroad. In such cases, the school should follow agreed Child Protection procedures.

G Penalty Notices for Holidays/Leave of Absence

DfE's "*Advice on School Attendance*" – April 2013 states that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

Under the Code, all Bradford schools are required to have a written school attendance policy which includes:

- The school policy in relation to holiday/leave of absence in term time.
- The information required from parents requesting leave of absence during term time.
- The sanctions to be used if agreements are not kept - this could include requesting a Penalty Notice to be issued.

A summary of the school's policy on holiday/leave of absence must be included in the school brochure/prospectus and is recommended that parents should be reminded annually of the policy and of the procedure to request holiday/leave of absence in term time.

Under the Code, Penalty Notices may be issued if:

- The parents have not sought permission from the Headteacher before taking their child out of school for a period of absence in term time.
- The Headteacher has refused the request but the absence occurs anyway.
- When a pupil has not returned to school by the agreed date with no satisfactory explanation.

AND

- The child is of compulsory school age. Children become compulsory school age the term after their 5th birthday and until the last Friday in June of the academic year their 16th birthday falls.
- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions of G codes (5 school days).
- Penalty Notices will not be issued for unauthorised leave of absence with less than 10 sessions (5 days) of G codes.
- Penalty Notices cannot be issued if the parents are known to be out of the country.

H Procedure for Requesting a Penalty Notice

(In respect of general poor or persistent absence please refer to the Prosecution Advice for Schools document found on Bradford Schools Online)

Please note that Penalty Notices are issued per parent, per child and are issued in line with Bradford's Local Code of Conduct, that quotes a 6 school week period in which the unauthorised absence occurred and the amount of sessions missed (1/2 days). To pursue prosecution for Penalty Notices that go unpaid the courts requirements are that cases must be lodged within 6 months of the first day of the 6 week period which covers the unauthorised of absence. Therefore please send your requests as soon as possible after the child returns to school. If the child returns mid-week please provide attendance data for the full week. This excludes September/October absences, please do not submit your requests until 6 weeks of attendance data can be provided.

Definition of a Parent:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person and with whom the child lives and who looks after a child, irrespective of their relationship to the child.

A Penalty Notice can only be issued to a parent who is an individual. Where a child is in the care of the Local Authority or other agency, a Penalty Notice cannot be issued.

It has been necessary to withdraw a number of Penalty Notices when it has come to light that one parent does not reside at the child's address and was not aware of the child's absence and was out of their control. If it is the absent parent that removes the child from school we would generally issue Penalty Notices to both parents, as both parents have parental responsibility. In these cases we will require both addresses.

Pro-forma document for requesting a Penalty Notice is available on Bradford Schools Online. Please complete the Penalty Notice Request and submit with the following:

- Provide parent/carer's names in full (this is a legal requirement).
- An attendance certificate recorded with at least 10 G codes over a 6 school week period. Please note requests for absence in the September cannot be submitted until the Autumn break or when 6 weeks of attendance data is available. Excluding September absences please submit requests as soon as possible after the child has returned to school. If the child returns mid-week please provide attendance data for the full week.
- A copy of the leave request form (if applicable).
- A dated letter sent to the parent/carer advising that the holiday/leave of absence request had been refused (if applicable).
- A dated letter to the parent/carer advising that school is now referring the matter to Bradford Children's Services for a Penalty Notice to be issued to both parents, of each child.

Please note that Bradford Children's Services require copies of such letters as they will be used as evidence that the parents were fully aware of the consequences and that the absence has been recorded as unauthorised.

Bradford Children's Services will have the final decision as to whether or not a Penalty Notice will be issued. If the decision is not to issue a Penalty Notice, the school will be informed.

I Prosecution

Should the Penalty Notice go unpaid the school will be notified by receiving a copy of the parent's letter advising the notice has gone unpaid and we are now preparing the case for court. Bradford Children's Services will review the case for prosecution via the Single Justice Procedure system. In the event of a not guilty plea is made, the case will be set aside for a case management hearing in the Magistrate's court. Bradford Children's Services will send school the following templates to complete for court:

Statement of Witness

This is a pro-forma witness statement and will be presented in the Magistrates court. The statement only needs to be brief – confirming that the holiday/leave of absence was not authorised or that the child did not return by the due date and that parents were aware of the consequences of taking unauthorised leave. The 'Statement of Witness' should be completed by the Headteacher or an Attendance Officer.

Headteacher's Certificate of Attendance

An extract from the school's attendance register and will give details of the child's attendance over a 6 school week period which includes the unauthorised holiday/leave of absence. Please note a Headteacher's Certificate must be completed for each child.

The school may also need to provide copies of:

- The school's attendance policy including the procedures in relation to holiday/leave of absence in term time.
- Communications sent to all parents regarding holiday/leave of absence in term time ie Newsletters.

The case will be heard in the Magistrates Court following the receipt of the completed Statement of Witness and Headteachers Certificate of Attendance.

The school will be informed of the outcome of the prosecution.

J Appendices

Pro-forma	Application for Leave of Absence from School
Pro-forma	Penalty Request Form (separately on Bradford Schools Online)
Appendix 1	Absence request – authorised
Appendix 2	Exceeded the agreed absence – Penalty Notice
Appendix 3	Leave of Absence request – not authorised
Appendix 4	Leave of Absence not authorised following request – Penalty Notice
Appendix 5	Leave of Absence not requested – Penalty Notice

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name of School DfE No.

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays or leave of absence taken during term time can seriously impact on a pupil's academic attainment. **A period of leave of absence which is not authorised by the school could result in a Fixed Penalty Notice of £60 per parent, per child being issued by Bradford Children's Services and your child losing their place at school.**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

PARENTS' SECTION

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district			
Parent's/guardian's signature			Date

SCHOOL'S SECTION

Date of meeting with parent/s		Headteacher's signature		Date	
Extended leave		Approved for		School days	
		Not approved for		School days	
Ethnic origin of child		White	Pakistani	Bangladeshi	Indian
Chinese		Black-Caribbean	Black-African	Black-other	Other
Gender of child	Female		Male		
Number of previous applications granted					
Please give details					

Please Retain for School Records

Appendix 1

Ref:

Parent

Address

Date

Dear (Parent)

Re: Leave of Absence Request - (Child's/Children's name)

Following your recent request for (child's/children's name) to be allowed term time leave, I must point out that the school strongly discourages any leave of absence during term time because of the impact on education and social progress.

I am writing to confirm that I have authorised this planned absence for _____ days from _____ to _____. However, if the leave of absence exceeds the agreed dates the absence may be recorded as unauthorised and a Penalty Notice may be issued. You are expected to contact the school if anything delays the pupil returning to school when expected.

I must also draw your attention to the school's attendance policy. This makes it clear that if a period of absence is taken in term time which has **not** been authorised, a Penalty Notice will be issued.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 2

Ref:

Parent

Address

Dear (Parent)

Re: Leave of Absence in Term Time

It has come to my attention that (child's name) did not return from the authorised leave of absence by the agreed date. This means that _____ days of this absence have been recorded as unauthorised.

You were informed that if the leave of absence exceeded the agreed dates the absence would be recorded as unauthorised and a Penalty Notice will be issued. Therefore the school is now referring the matter to Bradford Children's Services.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 3

Ref:

Parent

Address

Date

Dear (parent)

Re: Leave of Absence Request - (child's/children's name)

Following your recent request for (child's/children's name) to be allowed leave in term time, I regret that I am unable to authorise this absence. My reasons are as follows:

-
-
-

Should you however choose to take the leave of absence, the school's attendance policy makes it clear that if a period of absence is taken in term time which has **not** been authorised, the school will arrange for a Penalty Notice to be issued against you.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 4

Ref:

Parent

Address

Date

Dear (Parent)

Re: Penalty Notice for Term Time Leave

It has come to my attention that (child's name) has taken _____ days leave of absence from _____ to _____. This period of absence was not authorised by the school.

Although you requested permission for leave of absence, it was not granted.

You were informed that should you choose to take the leave of absence, the school's attendance policy makes it clear that if a period of absence is taken in term time which has **not** been authorised, a Penalty Notice will be issued against you. Therefore the school is now referring the matter to Bradford Children's Services.

The Penalty Notice will be issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher

Appendix 5

Ref:

Parent

Address

Date

Dear (Parent)

Re: Penalty Notice for Term Time Leave

It has come to my attention that (child's name) has taken _____ days leave of absence from _____ to _____. This period of absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the Headteacher in advance should they wish to take students out of school for a period of absence and that if the absence has **not** been authorised, a Penalty Notice will be issued against you.

As you did not request permission for this leave of absence school is now referring the matter to Bradford Children's Services.

Penalty Notices are issued by Bradford Children's Services **to each parent and for each child**. Payment is **£60 payable in full within 21 days (part payments will not be accepted)**. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid court action.

Failure to pay the Penalty Notice will result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school, where you will be subject to a fine of up to £1,000 and costs of £150.

Yours sincerely

Headteacher