Attendance Policy

St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who go above and beyond in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others

Policy Name	Attendance Policy
Brief Description:	School's policy, procedures and responsibilities for promoting, recording and monitoring attendance and supporting pupils and families where attendance is a concern.
Status: Statutory/non-statutory	Statutory guidance / statutory attendance duties
Other related policies and procedures:	Child Protection and Safeguarding; SEND; Equality; Behaviour; Supporting Pupils with Medical Conditions; Parent Code of Conduct; Home School Agreement; EYFS
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	19/10/2026
Frequency to be reviewed	Annually, and sooner where statutory guidance or local arrangements change
Latest Date for Next Review:	October 2027
Version + Schedule of Amendments:	V4 - September 2026. Revised to reflect the July 2026 DfE statutory guidance, the School Attendance (Pupil Registration) (England) Regulations 2024, current National Framework for Penalty Notices, Bracknell Forest procedures, and the school's updated parent-facing attendance procedures.
Signed:	Shaun Riordan
Position:	Headteacher
Date of Signature:	14/9/2026

This School's Attendance Policy is set in consideration of the following legislation and statutory guidance:

- ***The Education Act 1996***
- ***The Education Act 2002***
- ***The Education and Inspections Act 2006***
- ***The School Attendance (Pupil Registration) (England) Regulations 2024***
- ***The Education (Penalty Notices) (England) Regulations 2007, as amended, including the 2024 amendments***
- ***The Equality Act 2010***
- ***Department for Education statutory guidance: Working together to improve school attendance (July 2026)***
- ***Keeping Children Safe in Education and other relevant statutory safeguarding guidance***
- ***Bracknell Forest Council Local Code of Conduct for issuing penalty notices***

Current DfE guidance: Working together to improve school attendance

Bracknell Forest attendance information and local arrangements: School attendance - Bracknell Forest Council

Introduction

All children of compulsory school age have the right to an effective full-time education suitable to their age, aptitude and any special educational needs they may have. Where a child is registered at school, parents are responsible for ensuring that their child attends regularly and punctually. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them.

In keeping with our Vision of Aspiration, St Michael's Easthampstead CE (VA) Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. Irregular attendance disrupts continuity of learning, can undermine educational progress and attainment, and may affect a child's wellbeing, relationships and wider development.

Our approach is supportive and child-centred. We recognise that children will sometimes be too unwell to attend school and that some pupils and families face additional barriers to attendance. We will work in partnership with pupils, parents, the local authority and other agencies to understand those barriers, put appropriate support in place and act early where attendance begins to cause concern.

Aims of this policy

This policy sets out the responsibilities of the school, parents/carers, pupils and the Governing Body, together with the procedures used to promote, record, monitor and improve attendance. It aims to:

- set high expectations for the attendance and punctuality of all pupils;
- promote good attendance and explain its benefits for learning, wellbeing and wider development;
- act early where patterns of absence or lateness begin to emerge;
- listen to and understand barriers to attendance and work with families to remove or reduce them;
- reduce persistent absence and severe absence through appropriate support, reasonable adjustments and partnership working;
- ensure attendance registers and absence codes are completed accurately and statutory information is shared as required; and
- use legal intervention only where it is appropriate and in line with the National Framework and Bracknell Forest Council procedures.

Key attendance contacts

Attendance is led by the Headteacher, being responsible for leading, championing and improving attendance across the school, evaluating the effectiveness of the school's attendance systems and working with pupils, families and external agencies where needed. These duties may be delegated to other staff, such as in the School Office, or other deputies and safeguarding leads.

Day-to-day absence reporting and attendance queries is managed by, and should be directed to, the School Office on 01344 420878 or by email to secretary@stmicheast.co.uk. Parents who require more detailed support with attendance can ask to speak with the Headteacher or a member of the leadership team.

Absence

This school expects pupils to attend every session for the full duration of the school day unless there is a statutory reason for absence or the school has granted leave of absence in advance.

The attendance register is completed using the national attendance and absence codes set out in the School Attendance (Pupil Registration) (England) Regulations 2024. Absence may be authorised where the relevant statutory circumstances apply; other absence will be recorded as unauthorised.

We recognise that there are different levels and patterns of absence that may cause concern. We understand that children will sometimes be too unwell to attend school, and our approach is not about penalising families for genuine illness. Our aim is to work in partnership with parents and carers to maximise attendance wherever possible, offering support and help when it is needed.

School Practice

Classroom doors close for registration at 8.50am. Registers are taken immediately and again at the start of the afternoon session following lunchtime. A child arriving after 8.50am but before learning begins at 9.00am is marked as late ('L'), with both the reason and the number of minutes late recorded. A child arriving after 9.15am, once the register has formally closed, is recorded as absent for that session using the appropriate attendance code, normally 'U' where no other code applies, meaning unauthorised. The afternoon register is taken at the start of the afternoon session and remains open until 1:15pm.

Parents/carers should contact the School Office by calling 01344 420878 (press 1) or emailing secretary@stmicheast.co.uk before 8.50am, or as soon as possible, on the first morning of absence, stating the child's name, class and reason for absence. Where illness continues, parents/carers must telephone or email the School Office on each day of illness, not only the first day, unless a different arrangement has been agreed with the school.

If the school has not heard from parents/carers by 9.15am, the School Office will seek contact using all contacts held on file and may also email and/or send a text message. If this is unsuccessful, appropriate safeguarding and welfare checks will be carried out, which may include an unannounced home visit and, where necessary, contact with other agencies.

Where an absence is initially unexplained, the school will seek the reason as quickly as possible. The correct attendance code will be entered as soon as the reason is established and no later than 5 working days after the session concerned. Where relevant, unexplained absence will also be shared with a pupil's social worker or other professional.

Parents/carers should provide more than one emergency contact number wherever reasonably possible and must keep the school informed of any changes to contact details.

Illness and sickness

To report a child as ill, parents/carers should follow the absence procedures above. Absence due to physical or mental illness will normally be authorised where the school is satisfied that the child is too unwell to attend.

Children with vomiting and/or diarrhoea should not return to school until 48 hours after the last episode/symptoms have stopped, in line with current NHS/UKHSA advice.

Medical evidence for recording illness absence should only be needed in a minority of cases and will not be requested unnecessarily. Where there is a genuine concern about the reason given for absence, or where a pupil's health needs are complex, long-term or frequently recurring and further information would help the school understand the pupil's needs and identify appropriate support, the school may request reasonable evidence. This could include appointment information, a prescription, evidence of a pharmacy consultation or another appropriate form of evidence; parents will not be expected to incur a charge simply to provide evidence to the school.

Where the school has reasonable grounds to believe that a pupil of compulsory school age will miss, or has missed, 15 school days consecutively or cumulatively in the school year because of illness, the school will make the required sickness return to Bracknell Forest Council so that appropriate educational support can be considered.

Medical appointments

Medical and dental appointments should be booked outside the school day, during weekends or school holidays wherever possible. Where this is not possible, pupils should attend school before and/or after the appointment so that they miss the minimum amount of learning time.

All planned medical appointments should be confirmed in writing ahead of time by contacting the School Office at secretary@stmicheast.co.uk. The school may request reasonable evidence of the appointment where this has not already been provided.

Lateness

Vital information is given at the start of the school day and a child's learning may be affected if they are not present, on time, for the full session. Punctuality is an important life skill. Persistent lateness will be followed up by the school and may be referred to the Education Welfare Service if it continues.

A pupil arriving late:

- should enter the building through the main office entrance and report to the School Office;
- will have their name entered as late, with the reason for the late arrival and the number of minutes they are late recorded; and
- will be sent to their classroom as promptly as possible.

Please note that the back gate cannot be opened after 9.00am for safeguarding reasons. Parents are not permitted to take their child directly to the classroom once the school day has begun.

A pupil who arrives after 9.00am, once the morning register has closed, will normally receive a U code unless another attendance code applies. A U code is statistically classified as an unauthorised absence for that session even though the pupil is subsequently present on the school premises.

Term Time Leave of Absence

At St Michael's Easthampstead CE (VA) Primary School we believe term-time absence should be actively discouraged. Our purpose is to ensure that every child is able to achieve their full potential and there is a

clear link between regular attendance and educational outcomes.

The Headteacher may only grant leave of absence during term time in the specific circumstances permitted by the School Attendance (Pupil Registration) (England) Regulations 2024. This includes leave for exceptional circumstances. Requests for exceptional leave must be made in advance by a parent with whom the child normally lives.

Each application will be considered individually, taking account of the specific facts, circumstances and relevant background context. The school will not operate a blanket policy that grants leave automatically. The DfE does not generally consider a need or desire for a holiday, leisure or recreation to be an exceptional circumstance, and term-time holidays will not normally be authorised.

Availability or cost, an extended holiday at the beginning or end of a term, or a booking made in error would not normally be considered exceptional circumstances. However, every application will still be considered on its individual merits.

The school will not provide work for pupils taken out of school on an unauthorised absence.

Parent Action

Parents must request leave as far in advance as possible and, where possible, give at least 2 weeks' notice.

The request, to be made by the parent with whom the child normally resides, must be made in writing using the "Application for Leave of Absence During Term Time" form available from the School Office or school website.

The request must set out the circumstances which the parent considers to be exceptional. The Headteacher may request reasonable supporting information or evidence where this is needed to consider the application.

Parents will normally be informed in writing within 7 school days whether the request has been authorised or unauthorised and, if authorised, the period of leave granted.

School Action

On receipt, the Headteacher, or a person duly authorised by the Headteacher to act on their behalf, will consider the application individually, taking account of the specific facts, circumstances and relevant background context before deciding whether exceptional circumstances exist and, if so, the appropriate length of leave.

Term-time absence taken without authorisation may, where the relevant criteria are met, be referred to Bracknell Forest Council's Education Welfare Service. This may result in a Notice to Improve, a Fixed Penalty Notice or another legal intervention in accordance with the National Framework and Bracknell Forest Council's Local Code of Conduct.

Promoting good attendance

Good attendance is a shared responsibility and is promoted as part of the school's vision, values and day-to-day culture. The school will communicate high expectations for attendance and punctuality, explain the benefits of regular attendance to pupils and parents, and celebrate good and improving attendance sensitively and fairly, taking account of individual circumstances and avoiding approaches that disadvantage pupils for unavoidable absence.

School staff will seek to build positive relationships with families, respond early to emerging concerns and ensure that attendance is considered alongside safeguarding, SEND, medical needs, mental health and wellbeing, behaviour and attainment.

Monitoring attendance

The school monitors attendance and absence data, including punctuality, every week and carries out more detailed analysis half-termly, termly and across the full year. This includes individual pupils, year groups and relevant cohorts, and is used to identify patterns early and target support. Attendance is also benchmarked against local, regional and national information where appropriate.

We formally review individual attendance half-termly and issue notification letters to parents and carers where a child's attendance is of concern:

- Where attendance is below 95% but above 90%, a letter will be sent informing parents/carers of the level of attendance and offering support where required.
- Where attendance is 90% or below, a letter will be sent informing parents/carers that the pupil is persistently absent, offering support and explaining that attendance will be closely monitored and improvement expected.
- Where attendance remains consistently low or does not improve, parents/carers will be invited to a meeting to discuss any barriers to attendance and agree how these can be addressed. This may include an Attendance Plan and, where appropriate, a formal attendance contract or support from the local authority.
- Where there are frequent or repeated periods of absence due to illness, the school will discuss this with the family and, where appropriate, may request reasonable medical evidence to understand the absence and identify any support or reasonable adjustments that may be needed.

Persistent absence is where a pupil misses 10% or more of possible school sessions. Severe absence is where a pupil misses 50% or more of possible sessions. The school will prioritise early support for pupils at risk of persistent or severe absence and will increase the level of support as absence intensifies.

When communicating attendance concerns, the school will not rely only on a headline percentage. Where possible, communications will also explain the amount of school time missed and the impact this may have on learning and school experience.

Supporting pupils with barriers to attendance

Where attendance is becoming a concern, the school will listen to the pupil and family to understand any barriers to attendance and will work in partnership with them to agree appropriate support. Where barriers are within school, the school will seek to remove or reduce them. Where wider support is needed, the school will work with Bracknell Forest Council and other relevant services and agencies.

Particular consideration will be given to pupils with SEND, long-term physical or mental health needs, pupils with an education, health and care plan, pupils with a social worker, young carers and other vulnerable pupils. The school will consider appropriate reasonable adjustments and support while maintaining high aspirations for attendance. Where a pupil with an EHC plan has falling attendance or barriers related to their needs, the school will communicate with the local authority.

A temporary part-time timetable will only be used in very exceptional circumstances where it is in a pupil's best interests, with parental agreement and as part of a wider support, health care or reintegration plan. It will have regular review dates and a clear aim of returning the pupil to full-time education as soon as appropriate. A part-time timetable will not be used as a behaviour-management sanction.

Following a lengthy or unavoidable absence, the school will support the pupil's return, including by helping to rebuild confidence, address gaps in learning and review any support or adjustments needed.

The role of the school management

Pupils learn best when parents and staff work in partnership to maximise attendance at school and everyone is clear about expectations and procedures. The Headteacher, as Senior Attendance Champion, leads the school's attendance strategy and ensures that effective systems are in place to record, monitor

and improve attendance.

Class teachers are responsible for completing morning and afternoon registers accurately and promptly. School Office staff record absence information, follow up unexplained absence and maintain day-to-day attendance records. All staff are expected to report concerns about absence or lateness and to contribute to a supportive whole-school culture of good attendance.

The school will keep the admission and attendance registers electronically and retain attendance register entries for the period required by law. Any amendment to an attendance register entry will show the original entry, amended entry, reason, date and the person making the amendment.

The school will make the statutory attendance and sickness returns required to the local authority, including information about pupils who fail to attend regularly, pupils with 10 continuous school days of unauthorised absence, and pupils whom the school reasonably believes will miss 15 days consecutively or cumulatively because of sickness. The school will also share required attendance information with the Department for Education.

The school may refer to Bracknell Forest Council's Education Welfare Service for advice and support.

The role of the Education Welfare Service

Bracknell Forest Council's Education Welfare Service works with schools, parents and pupils to support good attendance and punctuality and to help understand and remove barriers to attendance. The local authority also has statutory responsibilities in relation to school attendance and may use legal interventions where appropriate.

The school will work with the Education Welfare Service through the support-first approach set out in statutory guidance and Bracknell Forest procedures. Where support is appropriate, it should normally be offered and reviewed before legal intervention is used. Where support is not appropriate, has not been successful or has not been engaged with, formal intervention may be considered.

Penalty Notices and other legal intervention

Under the National Framework, all state-funded schools must consider whether a penalty notice is appropriate in each individual case where the national threshold is met. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The 10 sessions can be any combination of unauthorised absence, including unauthorised holiday absence and late arrival after the register has closed, and the 10-week period can span terms or school years.

Meeting the national threshold does not mean that a penalty notice is automatic. The individual circumstances must be considered, including whether support is appropriate, whether support has been provided or engaged with, whether a penalty notice is the best available tool and any relevant obligations under the Equality Act 2010. For an unauthorised holiday, support will not usually be appropriate and a penalty notice may be requested where the national and local criteria are met.

Where the national threshold has been met and support is appropriate but has not worked or has not been engaged with, a Notice to Improve will usually be considered in line with Bracknell Forest Council's Local Code of Conduct. A Notice to Improve gives a final opportunity to engage with support and improve attendance before a penalty notice is issued.

Bracknell Forest Council's Education Welfare Service issues penalty notices on the request of schools and in line with the evidence provided and the Local Code of Conduct. The current national penalty levels for unauthorised absence are:

- First penalty notice to the same parent in respect of the same pupil: £160 if paid within 28 days, reduced to £80 if paid within 21 days.

- Second penalty notice to the same parent in respect of the same pupil within 3 years: £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same pupil within 3 years of the first notice. Where the threshold is met again, alternative action will be considered, which may include prosecution.

A penalty notice may be issued to each parent who is liable for the offence, although it should usually be issued only to the parent or parents who allowed the absence. Non-payment may result in the local authority considering prosecution for the underlying school-attendance offence.

For current local arrangements, see: Bracknell Forest Council - Fixed penalty notices for unauthorised school absences

What parents can do to help

Please work with school staff and ensure you are familiar with this attendance policy. Parents/carers are expected to:

- ensure their child attends school every day, on time, unless there is a valid reason for absence;
- contact the school before 8.50am, or as soon as possible, on the first day of absence and on each subsequent day of illness unless another arrangement has been agreed;
- provide a clear reason for absence and an expected date of return where known;
- keep emergency contact details up to date and, where reasonably possible, provide more than one emergency contact;
- make medical and dental appointments outside the school day wherever possible and provide reasonable evidence when requested;
- request any leave of absence in advance and understand that term-time holidays will not normally be authorised;
- engage with meetings and support offered where attendance becomes a concern; and
- speak to the child's class teacher or the Headteacher/Senior Attendance Champion if they are worried about attendance or if there are barriers making attendance difficult.

The role of the Governing Body

The Governing Body is responsible for ensuring that school leaders fulfil the school's attendance duties and have due regard to statutory guidance. Governors will promote the importance of attendance across the school's ethos and policies, ensure attendance processes and support are delivered effectively, and hold the Headteacher to account for implementation of this policy.

Attendance information will be presented to the Governing Body at least termly. Governors will review and challenge whole-school, year-group and relevant cohort data, consider persistent and severe absence, monitor the impact of strategies and ensure that staff with attendance responsibilities have appropriate training and resources. A governor may be appointed to have a particular focus on attendance.

Policy review and publication

This policy will be reviewed annually and sooner where DfE statutory guidance, legislation or Bracknell Forest Council procedures change. It will be approved by the Full Governing Body, published on the school website and brought to the attention of parents when pupils join the school and when the policy is updated.

Appendix 1 - Guidance for applications for leave of absence during term time

The school, Bracknell Forest Council and the Department for Education expect pupils to attend school regularly. Absence during term time can disrupt learning and should be avoided unless there is a statutory reason for absence or leave has been granted in advance.

Under the School Attendance (Pupil Registration) (England) Regulations 2024, a maintained school may grant leave of absence in the specific circumstances set out in the regulations. For leave based on exceptional circumstances, an application must be made in advance by a parent with whom the pupil normally lives. The Headteacher will consider each request individually, taking account of the specific facts, circumstances and relevant background context.

The DfE does not generally consider a need or desire for a holiday, leisure or recreation to be an exceptional circumstance. Availability or cost, an extended holiday at the beginning or end of a term, or a booking made in error would not normally be considered exceptional circumstances. These examples do not replace the requirement to consider each application individually.

Parents should submit the school's Application for Leave of Absence During Term Time form as far in advance as possible and, where possible, at least 2 weeks before the requested absence. The Headteacher may ask for reasonable supporting evidence where needed to consider the request. Parents will normally be notified of the decision within 7 school days.

If leave is not authorised and the pupil is absent, the absence will be recorded as unauthorised. Unauthorised absence may be referred to Bracknell Forest Council's Education Welfare Service. Where the national threshold of 10 sessions of unauthorised absence in a rolling 10-school-week period is met, the school must consider whether a penalty notice or another intervention is appropriate in line with the National Framework and Bracknell Forest Council's Local Code of Conduct.

Where a penalty notice is issued for unauthorised absence, the current national rates are £160, reduced to £80 if a first notice is paid within 21 days; a second notice to the same parent for the same pupil within 3 years is £160. No more than 2 penalty notices may be issued to the same parent in respect of the same child within a rolling 3-year period. Further offences may result in other legal action, including prosecution.

For the purposes of school attendance law, "parent" includes natural parents, any person with parental responsibility for the child, and any person who has care of the child.

Appendix 2 - Application for Leave of Absence During Term Time

NOTES FOR GUIDANCE AHEAD COMPLETING AND SUBMITTING APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This School's Attendance Policy is set in consideration and consequence of the provisions of the following.

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Department For Education Guidance as from time to time issued on school attendance matters

This School, the Local Education Authority and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be "exceptional" circumstances that may justify a Headteacher's decision to authorise the absence.

The explanatory note to The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which themselves amend The Education (Pupil Registration) England Regulations 2006, states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

This school's Attendance Policy includes the following:

- Any application is to be made in writing, two weeks in advance by the parent with whom the child normally resides, using the form headed *'Application for Leave of Absence During Term time.'* These may be obtained from the school office **AND**
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances.' Parents will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in a Fixed Penalty Notice, prosecution, or other legal intervention. If a Fixed Penalty Notice is issued, a separate Notice will be issued to each parent for each child. Fixed Penalty Notices can only be issued to the same parent in respect of the same child within a 3-year rolling period.

THE CURRENT RATE PER PARENT, PER CHILD IS:

FIRST FIXED PENALTY NOTICE: Charged at £160.00 if paid within 28 DAYS, reducing to £80.00 if paid withing 21 days.

SECOND FIXED PENALTY NOTICE: Charged at a flat rate of £160.00 if paid within 28 days.
If the national threshold is met for a third instance for the same parent in respect of the same child, other legal intervention including prosecution will be considered.

PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME LEAVE BE TAKEN WITHOUT AUTHORISATION OF THE SCHOOL.

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following nonpayment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for nonpayment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund." The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £170.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order," not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Note: The term "Parent" is as defined under Section 576 Education 1996, meaning.

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by 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

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

PLEASE NOTE THE FOLLOWING AND READ THE ACCOMPANYING NOTES FOR GUIDANCE BEFORE COMPLETING THIS APPLICATION.

Under The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

PUPIL NAME		DATE OF BIRTH		CLASS/YEAR	
HOME ADDRESS & POSTCODE					

FIRST DATE OF ABSENCE		LAST DATE OF ABSENCE		DATE OF RETURN TO SCHOOL		NUMBER OF DAYS ABSENT	

Reason for Leave of Absence Request - **THIS SECTION MUST BE COMPLETED**

Siblings at other schools		
Name	Date of Birth	School attended

Name of parent that child resides with			
Mobile phone no.		Home phone no.	
Email address			
Parent/Carer signature		Date	

OFFICE USE ONLY

FORM RECEIVED DATE		**FORM ASSESSED DATE**	
EXCEPTIONAL REASON ACCEPTED	YES/NO	DATE OF PREVIOUS FPN REQUEST/S	
DECISION LETTER SENT DATE		FPN REQUESTED	YES/NO
HEADTEACHER SIGNATURE			DATE