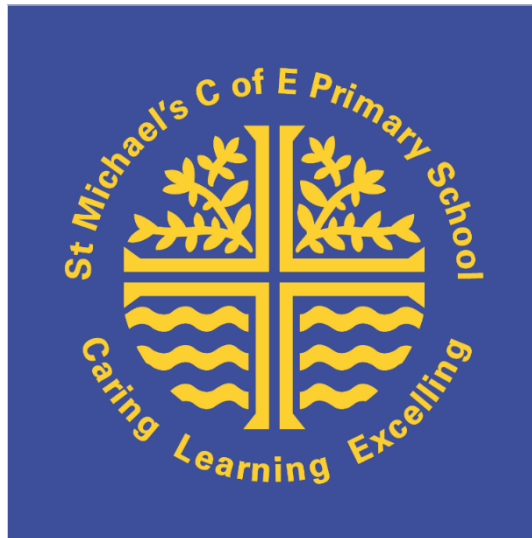




Attendance Policy

May 2022

The policy was ratified by the Governing Body in May 2022 and will be reviewed annually unless legislation or guidance requires a review before this date.

1). INTRODUCTION

At St Michael's Church of England Primary School, we strive to instil a love of learning through empowering all with the knowledge and skills that encourage them to be independent life-long learners; widening horizons and providing opportunities for all, irrespective of their different starting points. Staff and governors of St Michaels' school firmly believe that excellent attendance at school is imperative to achieving this vision and for children to make good progress.

a) Government Expectations:

i) Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- act early to address patterns of absence.

ii) Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

iii) All pupils to be punctual to their lessons.

b) This policy has been written in accordance with current legislation:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013 revised 2018

c) St Michael's C of E Primary School constantly monitors and evaluates the progress each of our pupils make. The School works in partnership with pupils, parents and outside agencies to support all families and ensure pupils make progress with their education. We recognise that pupils who are absent will miss important educational opportunities which will affect their progress.

2). AIMS

St Michael's C of E Primary:

a) Seeks to ensure that all pupils receive a full-time education which maximises opportunities for achieving their potential;

b) Aims for attendance to be 96% as a minimum expectation for all children.

c) Strives to provide a welcoming, caring environment, so that each member of our community feels safe and valued;

d) Requires staff to work with pupils and their families to ensure each pupil attends regularly and punctually;

e) Will establish an effective and efficient system of communication with pupils, parents and appropriate external agencies to provide information, advice and support. Support offered to families may include informal work with our Pastoral Lead, an Early Help Assessment (EHA), or a Team Around the Child meeting (TAC).

f) Will challenge those parents and pupils who give low priority to attendance and punctuality.

g) Will work with other agencies and professional bodies as appropriate to support parents, including (but not restricted to) Education Welfare Officers, Educational Psychologists, Children's Services, Pupil Re-Integration Team, Healthy Minds School Refusal Pathway.

3.Expectations:

a) Securing a high level of attendance requires **Parents/Carers** to work closely with the school. It is essential parents/carers:

- Ensure their child arrives on time for school; gates open at 8:45am and registration is at 8:55am.
- Notify the school before 9.15am on the first day that their child is absent and every following day of absence, including an estimation of the likely length of absence wherever possible.
- Contact the school at an early stage about any concerns they have about their child's attendance.
- Recognise that the school will be concerned when any child fails to meet the attendance target and work with us to improve their child's attendance.

b) If parents request leave of absence due to exceptional circumstances, this request must be made well in advance on the form available from the office. Parents can request a meeting as well. Further information regarding requests for absence can be found at point 6. (f).

4. School organisation

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition, there may be specific responsibilities allocated to individual staff such as the following:

Governors:

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies.
- Governors can play a valuable role through representation at school attendance panels, parents evenings etc.
- Request regular attendance progress reports for Governors' Meetings.

Head Teacher to (in collaboration with the SMT and Pastoral Lead):

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to governors, pupils and parents.
- Set challenging but achievable targets to reduce levels of absence.
- Liaise with the EWO.
- Monitor pupil attendance <90% on a weekly basis and all pupils' attendance on a half termly basis.

- Respond to concerns raised by staff.
- Initiate phone calls to parents and arrange School Attendance Panel meetings.
- Ensure staff are kept up to date with the latest DFE Attendance guidance as set out in the publication 'School Attendance'.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Class Teacher to:

- Complete registers accurately (indicating all authorised/unauthorised absence) and on time. Registers are then to be saved by 9:05am (AM session) and within 10 minutes of the start of the PM session to enable the office to ascertain any absences.
- Challenge suspicious or inappropriate reasons for absence and inform the SMT Attendance Lead / Head teacher/DSL immediately of any serious concerns.
- Keep all evidence of absence on the register system and pass any written evidence/messages to the office to be filed in the child's personal file.

Administration Staff to:

- Input attendance data onto the Integris system using the correct codes as recommended by the DFE in their publication '*School Attendance*'.
www.gov.uk/government/publications/school-attendance
- Produce updates from weekly registers and weekly percentage information for the HT/SLT/Pastoral Lead.
- Keep all evidence of absence on the register system and written evidence to be filed in the child's personal file.
- Follow up immediately any unexplained absence by contacting parents/carers. Staff to ring or text if the pupil has not arrived by 9.15am, after the register has been completed.
- Challenge suspicious or inappropriate reasons for absence and inform the SMT/ Head teacher/DSL immediately of any serious concerns.
- Inform the SLT if there is no response to attempted contact.
- Send letters out to request that reasons for absence are provided.
- Send out letters to parents / carers at the request of the Head Teacher.

5. Administration: '*School Attendance*'

www.gov.uk/government/publications/school-attendance

Schools must ensure that the policy complies with the Race Relations Amendment Act (2000) and the Human Rights Act (1998). This means providing information that is accessible and understanding to parents, including translation and interpretation. This is particularly important for parents new to the country that may not be aware of the importance of school attendance and of the law relating to school attendance. Lack of knowledge or understanding may result in lower school attendance rates for some ethnic groups. Schools should analyse their data, and that provided by the Local Authority, to determine whether particular groups may be disadvantaged and require specifically targeted support.

6). School Systems and Procedures

a) Registration

- Morning registration starts at 8:55-9:00am. The school gates open at 8:45am and are closed at 9.00am. A child arriving after the gates close will be marked as late into school (attendance code L, please see appendix 1), and we expect parents or carers to sign their children in at the main office after this point, giving reasons for lateness. Pupils arriving after 9.15am will be recorded as an unauthorised absence- late code (attendance code U).
- Afternoon registration is at 12:45pm for EYFS and KS1 and 1:15pm for KS2. These times differ due to staggered lunch times across school.

b). Recording attendance

- The accuracy of the attendance register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required.
- It is important that the data entered is accurate and that there is a mark for every pupil. Every pupil must fall into one of three categories of present, absent or late. We all have a duty of care and are responsible for safeguarding pupils; therefore, it is vital that the information is accurate.
- The office staff are responsible for maintaining the system of recording accurate reasons for non-attendance. They ensure a rigorous system of liaising with parents takes place to ensure the correct codes are used to record authorised or unauthorised absences. All reasons for absence are recorded on the Management Information System and overseen by the Senior Administrator. The Head Teacher is directly accountable to the Governing Body for the attendance at the School.
- Pupils leaving the School during the day must be collected by an adult and signed out at Reception. This includes lunchtimes.

If a child is persistently late to school, the Head Teacher or another member of staff may contact you to discuss these concerns.

c). Unexplained Absence

i) First Day of Absence

- If the School has not been notified about a reason for non-attendance, we will contact parents via text as soon as possible.
- If the Parents/Carers do not respond to the text message, then all contacts on the child's record will be contacted by telephone if necessary and messages will be left. The Management Information System will be completed. If parent/carer cannot be contacted by the end of the school day, then a letter will be sent (Ab1 Letter).

ii) Second day of Absence

- If the school has not been notified about a reason for an absence for a second day, school will continue to attempt to contact all those named on the child's contact list. If we are unable to ascertain a reason for the absence, school will request a welfare check is made by an Education Welfare Officer (EWO).

iii) Fifth Day of Unexplained Absence

- If we have not heard from parents/carers by the fifth day and the EWO visit was not responded to, a second letter will be sent (Ab2) and we may contact Lincolnshire Police to undertake a welfare check.

iv) Tenth Day of Unexplained Absence

- Any pupil who is absent without an explanation for ten consecutive days will be notified to the Local Authority through the ***Children Missing in Education*** reporting process. We will also continue to liaise with the School's appointed Education Welfare Officer and Pastoral Leader.

d) Unauthorised and Authorised Absence

- Unauthorised Absence- This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes Children at Risk of Missing Education and new pupils who have not arrived in school on the agreed admission date. These pupils are pursued through the School's procedures.
- Authorised Absence-This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. An authorised absence requires communication from the parent/carer. Any pupil whose parent does not provide a reason for absence will be deemed to have been absent without a proven reason and the absence recorded as unauthorised. Absences are only allowed for specific reasons. These reasons include your child being ill, having an unavoidable medical or dental appointment, taking part in a religious event or require absence due to exceptional circumstances. *

** Exceptional circumstances. School Attendance statutory guidance and departmental advice, September 2018 stipulates that: Head Teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head Teacher's discretion.*

e) Holidays during term time

Family holidays during term time cannot be authorised. Only exceptional circumstances will be considered.

f) Requests for Absence

- Each request for absence is considered separately. As the Head Teacher is required to consider each request as unique, any individual decision cannot be directly compared with decisions made by the School in the past, and nor does it set a precedent.
- Any request for absence due to exceptional circumstances must be received well in advance using a relevant absence form which can be obtained from the school office.
- Once you have completed the Request for Absence form, it will be passed to the Head Teacher for consideration. You will be notified in writing via email/text if the request has been authorised or not within 5 working days of the request.

- **The Governing Body has decided that the decision of the Head Teacher is final.** Parents can make a complaint to the Governing Body, if they feel their request has not been dealt with fairly. Parents should request a copy of the Complaints Policy for more information.

g) Medical Absence

The School recognises that a small number of pupils may be absent due to medical conditions. The School will work with parents to enable pupils to attend school. This may include an individual care plan, advice from external agencies and transition arrangements. Please ensure you contact the school as soon as you are aware that a child is too ill to attend, and continue to keep us updated.

h) Absence below 95%

The School continuously monitors attendance. The following procedures and actions will be adhered to depending on the level of absence.

Attendance (Year to Date)	Rating	Possible Courses of Action
96% or greater Attendance	Green Satisfactory to Good	Continued monitoring Green letter
90-95%	Amber Cause for Concern	-Letter of concern Amber - If no improvement (weekly monitoring),Invited to meet with the Head Teacher or discussed as part of TAC -Involvement of Education
Below 90%	Red Children with attendance below 90% are considered to be persistent absentees	-Letter of concern Red -Invited to meet with the Head Teacher -School Attendance Plan with Head Teacher or as part of TAC -Involvement of Education Welfare Officer -Persistent Absence Formal warning notice letter if weekly monitoring shows no improvement -Persistent Absence Final warning letter if no improvement as part of monitoring and plan- fixed penalty notice issued through LCC application.

7. Use of Data

a) The efficient and speedy collection of data is essential to the development of effective strategies for action. At St Michael's School we use attendance data to monitor:

- Individual absence and lateness.
- Patterns of lateness and absence and the identification of trends by: Year groups, seasonal patterns, patterns and nature of unauthorised absence.
- Vulnerable groups e.g. SEND, EAL, and Disadvantaged Pupils.

b) All staff members need to be alert to changes in attendance patterns and raise any concerns with the Head Teacher.

8. Procedure for Issuing Fixed Penalty Notices

a) Penalty Notices will only be issued within the terms of the Code of Conduct. Lincolnshire County Council is responsible for the administration and issue of penalty notices in Lincolnshire. The Local Authority will ensure that penalty notices are properly issued and will only issue them for offences where the Local Authority is satisfied that the matter meets the threshold for a prosecution.

Further information including copies of the code of conduct can be found on Lincolnshire County Council's website, <http://www.lincolnshire.gov.uk/parents/schools/welfare>

When requesting a FPN it is important to include the details of those parents/carers who have day-to-day care of the child (meaning those who reside with the child). Equally it is important that warning letters go separately to each parent, this is so that if the case does go to prosecution we can clearly evidence that both parents have been clearly informed (templates of these letters are available from the Inclusion & Attendance Team).

b) The use of Fixed Penalty Notices:

- Regulations allow both the Local Authority and schools to issue fixed penalty notices. Payment is always made to the Local Authority.
- Fixed penalties are only one of the tools available to the Local Authority in tackling school attendance and anti-social behaviour issues and, where thought appropriate, alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the Local Authority.
- If a penalty notice is issued, whether paid or not, it may be used in evidence in subsequent criminal proceedings in relation to either non-school attendance or being in a public place during school hours whilst excluded from school.

c) Fixed term penalties will only be issued in circumstances where the Local Authority is satisfied that the criteria for prosecution would be met if the option of a fixed penalty notice is not taken up by the parent. The circumstances in which a notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 15% or above over a six-week period.
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion.

d) There is no right of appeal against a penalty notice and a parent can either accept and pay the same or decline payment subject to them being aware that further action as set out below may be taken by the Local Authority if the penalty notice remains unpaid.

However, the Local Authority has the discretion to withdraw the notice if they are satisfied that:

- The fixed penalty notice has been sent to the wrong person.
- It contains a material error (in these circumstances a fresh amended penalty notice could still be issued).
- If for any other reason the Local Authority are of the opinion that it should not have been issued.

9) Elective Home Education (EHE)

a) As soon as a school is informed that a child is to be withdrawn to be electively home educated they need to phone 01522 782111 and liaise with the EHE Co-ordinator.

b) Schools are reminded that a child should not be assumed to be electively home educated until a letter has been received from the parents informing them of this decision. This letter must be sent to the Inclusion and Attendance team via EHE@lincolnshire.gov.uk.

c) Schools should ensure that parents/carers are fully aware of their responsibilities to home educate their child if they choose this route.

TEMPLATE LETTERS (1)

ATTENDANCE LETTER

GREEN

NAME:

Well done!

Your child has achieved over 95% attendance this term which is at or above our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Thank- you for your support and well-done for achieving GOOD attendance this term!

TEMPLATE LETTER (2) AMBER

ATTENDANCE LETTER

NAME:

Your child has achieved **less than 95% attendance** this term which is below our minimum expectation with attendance of . . . %

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness and we appreciate that COVID-19 restrictions and periods of isolation may have contributed to these absences, however, we feel you should be aware that future attendance needs to improve over the coming term.

We thank-you for your support in this and hope to see an improvement in your child's attendance next term.

TEMPLATE LETTER (3) RED

ATTENDANCE LETTER

NAME:

Your child has achieved **less than 90% attendance** this term which is a cause for concern – your child is at risk of underachieving as a result. Your child's current attendance is . . %

We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis and we may invite you into school to discuss this further. It may be that these absences have been due to illness and we appreciate that COVID-19 restrictions and periods of isolation may have contributed to these absences, however, we feel you should be aware that future attendance needs to improve over the coming term.

If, following this letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the Education Welfare Officer for assistance in this matter.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Template: FORMAL WARNING (Persistent Absence)

Ref:

06 May 2022

Dear

IRREGULAR ATTENDANCE AT SCHOOL: FORMAL WARNING

NAME OF YOUNG PERSON:

DATE OF BIRTH:

REGISTERED PUPIL AT:

I need to draw your attention to the fact that parents have a duty in law to ensure their child attends school regularly, unless they are unable to do so by reason of ill-health or other legally acceptable reason.

During the period , was absent from school on out of a possible half-day sessions and no valid reasons have been provided. This is an unacceptable rate of attendance and I attach for your information, a copy of the Pupil Absence Record Sheet.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Please contact the school to discuss this matter.

Yours sincerely

Template: FINAL WARNING (Persistent Absence)

Ref:

06 May 2022

Dear

IRREGULAR ATTENDANCE AT SCHOOL: FINAL WARNING TO PARENTS

NAME OF YOUNG PERSON:

DATE OF BIRTH:

REGISTERED PUPIL AT:

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly thereat, the parent of the child shall be guilty of an offence against that Section.

TAKE NOTICE that the Local Education Authority considers that you have been guilty of a breach of the law in that you have failed, despite this matter having been previously brought to your attention, to send regularly and punctually to school in accordance with the requirements of the Education Act 1996. In view of this you have made yourself liable to be summoned before a Magistrates Court for each alleged offence.

This warning is issued in the hope that there may be no necessity to take further steps to enforce the law. However, you are warned that if you do not cause to attend school regularly, proceedings will be taken against you. You do not have to answer this letter and may well wish to seek the advice of a solicitor.

Yours sincerely

INCLUSION & ATTENDANCE TEAM LEGAL PROCEEDINGS
EVIDENCE CHECKLIST

(There must be a minimum of 15% unauthorised absence)

LEGAL REPORT			
Pupils Full Name:			CASE REF NO:
		Yes	No
1	Signed by EWO/School Contact	☐	☐
2	Signed by Supervisor/Line Manager	☐	☐
3	All sections of report completed in full	☐	☐
PACK OF SCHOOL BASED INTERVENTIONS			
		Yes	No
4	Letters (copies)	☐	☐
5	Telephone calls (log)	☐	☐
6	Meetings in school /home visits (log/details/notes)	☐	☐
7	Evidence of late arrival (log/details)	☐	☐
8	Pastoral support/action plans from SAPs	☐	☐
OTHER SUPPORTING DOCUMENTS			
		Yes	No
9	Up to date PAR (printout)	☐	☐
10	Copies of all letters referred to in report	☐	☐
11	Reports from medical professionals	☐	☐
12	First warning letter	☐	☐
13	Final warning letter	☐	☐
14	PACE interviews	☐	☐
15	Most recent TAC minutes & Action plan	☐	☐
16	Attendance record of siblings have been scrutinised prior to case being referred to Legal Panel	☐	☐
17	Copy of 12 month Plan for ESO	☐	☐
18	Copy of response from Social Care re. ESO	☐	☐
Name of Supervisor/School Contact: _____ Signed: _____ Date: _____			
ORIGINAL TO BE SUBMITTED WITH LEGAL REPORT. COPY TO REMAIN ON FILE			

INCLUSION & ATTENDANCE TEAM

legalpanel@lincolnshire.gov.uk



NON-SCHOOL ATTENDANCE LEGAL REPORT FOR CONSIDERATION FOR PROSECUTION

*(NOTE: This report MUST be completed in compliance with the
LA guidance notes provided)*



NAME OF SCHOOL:			
SCHOOL STATUS:			
OFFICER COMPLETING REPORT:			
CONTACT DETAILS: TEL:			
E-MAIL:			
1 ST PROSECUTION:	*YES	*NO	
2 ND PROSECUTION (AGGRAVATED)	*YES	*NO	
PROSECUTION FOLLOWING ISSUE OF FPN:	*YES	*NO	

(*Please delete) ☐

1. FAMILY DETAILS

PARENTS/CARERS

1 ST PARENT'S FULL NAME:	
ADDRESS:	
DATE OF BIRTH:	
RELATIONSHIP TO PUPIL:	
2 ND PARENT'S FULL NAME:	
ADDRESS:	

DATE OF BIRTH:	
RELATIONSHIP TO PUPIL:	

PUPIL

PUPIL'S FULL NAME:	
ADDRESS:	
DATE OF BIRTH:	
SCHOOL YEAR:	
DATE ADMITTED TO ROLL:	

SIBLINGS LIVING WITH PUPIL

NON-COMPULSORY SCHOOL AGE (Provide names/ages/DOB if known)				
NAME	AGE		DOB	
COMPULSORY SCHOOL AGE (Provide names/ages/DOB/school attending & Year group)				
NAME	AGE	DOB	SCHOOL	YEAR
Information related to school attendance of siblings:				
<i>*Attendance history of siblings:</i>				

2.PUPIL'S ATTENDANCE HISTORY

ATTENDANCE	
LAST ACADEMIC YEAR	
YEAR	
ATTENDANCE (%)	
AUTHORISED ABSENCE (%)	
UNAUTHORISED ABSENCE (%)	
THIS ACADEMIC YEAR	
YEAR	
ATTENDANCE (%)	
AUTHORISED ABSENCE (%)	
UNAUTHORISED ABSENCE (%)	

Brief outline of attendance history:
Reasons given for non-school attendance – <i>please provide voice of the child, as well as reasons your school feels this child is not attending.</i>

Pupil's travel arrangements:
Pupil's behaviour in school:
SEND details - This includes not only special education needs but social and emotional. Are there any recognised needs in school for this young person?
SEND : What have school done to address any of the above needs: (Part time timetable (less than 25hrs), peer mentoring, PSP/IEP, school based actions etc.

****PLEASE NOTE: AN ASSESSMENT MUST HAVE BEEN CARRIED OUT TO ASSESS NEEDS OF THE CHILD BEFORE CONSIDERING A CASE FOR PROSECUTION - unless it is a prosecution for repeat holidays****

Please use the Early Help Assessment to inform your assessment
We want to see what you are worried about, what is working well, what needs to happen.

What assessments have been conducted to identify and respond to the needs of the child (for example, Early Help Assessment):

Mandatory question - please attach a copy of your Early Help Assessment or last TAC/CIN minutes.
Attached YES/NO if not, why not?

--

3. INVOLVEMENT OF OTHER AGENCIES

CASE STATUS (TAC/CIN/CP) please state :
Agencies involved through the school: CAMH's/Healthy minds/Autism Outreach/BOSS Please name lead workers involved:
Agencies involved independent of the school: YOS/Diversionary Panel/LIAISE/ESCO Panel/Police/GP/Pediatrician
If YOS (Youth Offending Service) are currently involved have they been contacted and made aware of the non-attendance? If so please give details:

4. CONSIDERATION OF AN EDUCATION SUPERVISION ORDER

****THIS IS A MANDATORY QUESTION****

I have considered the suitability of applying for an Education Supervision Order in relation to this pupil and I believe that such an order would not be appropriate or address the issue of regular school attendance because:
--

5.FORMAL WARNING LETTERS

First Formal Warning sent to each relevant parent	*YES	*NO
Final Formal Warning sent to each relevant parent	*YES	*NO
OR		
Request Aggravated PACE to be sent by Local Authority	*YES	*NO

(*Please delete)

6.PREVIOUS CONVICTIONS/FIXED PENALTY NOTICES

PREVIOUS CONVICTION		FIXED PENALTY NOTICE	
DATE		DATE	
DATE		DATE	
DATE		DATE	
DATE		DATE	

7.CHRONOLOGY OF EVENTS IN RESPECT OF NON-SCHOOL ATTENDANCE ISSUE

DATE	EVENT

SIGNATURE:	
DATE:	

*****Return this document to: legalpanel@lincolnshire.gov.uk*****
If you send your report to any other inbox we cannot guarantee it
will be reviewed. Thank you

Appendix 8

LETTER OF APPLICATION FOR ABSENCE FROM SCHOOL

Full school attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances.** If you feel your circumstances are exceptional please complete and return this form to the school **before making any travel arrangements**. Absences may only be authorised at the discretion of the school. The Head Teacher may wish to meet with you to discuss the exact circumstances of your application.

<u>PARENTS' SECTION</u>			
Name of child			
Date of Birth		Year Group / Class	
Name of parent/carer			
Address of child			
Post Code			
Contact telephone numbers		Name & Number	
		Name & Number	
<u>Reason for absence (Explain why these are exceptional circumstances?)</u>			
Start date of absence			
Date of return to school			
Number of school sessions missed (Morning = 1 & Whole day = 2)			
Signature of parent/carer		Date:	

SCHOOL SECTION

Current Attendance	%	Education Welfare Officer (EWO) Involvement		Yes / No
Absence from school	Authorised		Unauthorised	
Signature of Head Teacher	Date:			