



Stivichall School Attendance Policy (Taken from Coventry Local Authority Model Policy)

Date Reviewed	September 2025
Date next due for renewal	September 2026
Approved by Governors	

Learning at Stivichall is a passport for life

Whole School Attendance Policy

Stivichall Primary School

Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in October 2025. It is due for review September 2026.

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1. Introduction/Aim

At Stivichall Primary School we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all 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.
- and act early to address patterns of absence.

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

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

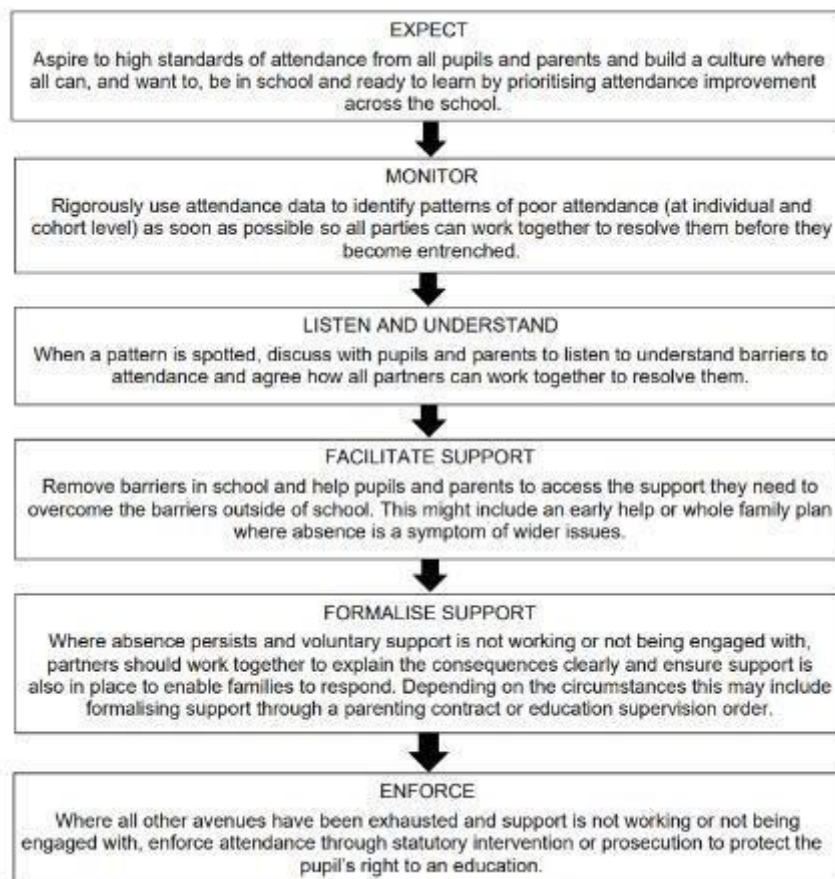
A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although 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

3. Attendance Objectives

Our school attendance policy:

- Is easily understood by pupils, parents and staff.
- Is clear and consistently applied, transparent and fair.
- Considers the individual needs of pupils and their families.
- Is easy to find so that the whole school community is aware of our attendance expectations.
- Includes the contact details of key staff to make it easy for parents to get in touch.
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone.
- Is followed in accordance with the procedures in the flowchart below.



4. Roles and Responsibilities

At Stivichall Primary School we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Richard Gould	02476 419555 school@stivichall.coventry.sch.uk
Attendance Officer	Jenny Adams-White	02476 419555 school@stivichall.coventry.sch.uk
Learning Mentor	Alison Perkins	02476 419555 school@stivichall.coventry.sch.uk
Named Governor for Attendance	Pauline Parkes	02476 419555 school@stivichall.coventry.sch.uk

The Governing Board of Stivichall Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.

Stivichall Primary School will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified.
- Take an active part in the multi-agency effort with the local authority and other partners and where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.

- Ensure joining up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Inform the pupil's social worker, where there is one, if there are any unexplained absences and if the child's name is to be deleted from the register.

Stivichall Primary School requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible, and before 9.30am when their child must be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher/tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5. Recording Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The headteacher can only authorise leave of absence in exceptional circumstances. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school. All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

If parents wish to take their child out of school during term time, a request for leave of absence must be made on the appropriate form (see appendix 1) at least **4 weeks** before the exceptional leave is due to begin, except in an emergency, in which case the application will be considered on an individual basis. Leave of Absence forms can be obtained from the School Office or downloaded from the school website as Appendix 1 of this policy.

If a child is absent from school without a form being submitted, the absence will be unauthorised and may result in a penalty notice. Every attempt will be made to contact parents to ascertain the reason for the absence and international dialling codes will be noted and queried.

A penalty notice request may be submitted to the Local Authority by the headteacher when:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school in advance of the appointment wherever possible, and a copy of the appointment letter/confirmation sent to the school office. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must attend school prior to and following the appointment where possible and be signed out and in by a parent/ carer. No pupil will be allowed to leave the school site without parental confirmation and collection by a responsible adult. Where possible, the appointment letter or text confirmation should be sent to school prior to or on the day of the absence.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness or frequency of illness absences, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Stivichall Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognized as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to, a pupil's/family member's birthday, closure of a sibling's school for INSET (or other) purposes, refusal to attend school on health grounds but where the pupil is considered well enough to attend, parent work commitments, holidays.

6. Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Attending an approved educational activity or
- Unable to attend due to exceptional circumstances.

6.2 Late Arrival at School

At Stivichall Primary School all pupils are expected to arrive on time for every day of the school year. The gates open at 8.45am for children to access their classrooms. The school day begins at 9am for Year 1 to 6 and at 9.05am for Reception. We advise all parents to ensure their child is in class prior to this as classroom doors are locked promptly ready for learning to begin. The school register will be taken at 9am for Year 1 -6 and at 9.05am for Reception. All pupils arriving after this time are required to report to the main office with their parent or accompanying adult, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 9.30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly and on time. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is no contact made from the pupil's parents, in the first instance a text will be sent. A follow up telephone call will be made home that morning if no update is received. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies with the Local Authority Attendance officer.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.

- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

6.4 Rewards and Interventions

Regular attendance at school is rewarded through access to a wide range of school activities and learning opportunities and results in good habits for the future. Good attendance and punctuality are important life skills. Stivichall Primary School is proud of our high attendance and we will continue to share attendance outcomes at the end of each term in the weekly newsletter.

Where there are concerns about attendance, incidental conversations with the child's class teacher may be able to provide appropriate support leading to improvement. Should attendance continue to be a concern, a letter will be sent by the school attendance officer outlining the current absence rate and need for improvement. Parents may be invited to meet with a member of school staff to address concerns and agree next steps.

The same approach will be applied for concerns about lateness and need for improved punctuality.

Stage 1: Prevention

Criteria: Attendance is between 91% and 100%

Pupils who have attendance between 91% and 100% may receive support from school and other universal services they may be accessing i.e., GP

Stage 2: Early Intervention

Criteria: Attendance is between 81% and 90%

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

Stage 3: Targeted Support

Criteria: Attendance is below 80%

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

7. Tailored Support

At Stivichall Primary School, we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Meeting with parents and pupils to identify potential barriers
- Supporting children at the beginning of each day to ease transition into school
- Short term support in transporting children where needed
- Addressing potential in school barriers such as friendship issues
- Home visits
- Devising a targeted plan to support and celebrate improvements

To plan the correct support, we will always invite parents and pupils, where appropriate, to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centered and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

8. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine, and/or a community order or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Fixed Penalty Notices

Changes to Penalty Notices were introduced by the Department of Education, and brought into effect from 19th August 2024.

Fixed penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school for the following reasons:

- Holiday / leave of absence during term time
- Irregular attendance including persistent late arrival to school (after registration has closed) which equates to 10 or more sessions within a current 10-week period

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days
- £160 if paid in full after 21 days but within 28 days.

The new guidelines stipulate that if a second period of leave is taken within a three year period, the penalty is

- £160 for each of your children if paid in full within 28 days. Any non-payment of the Penalty Notice may result in a prosecution.

The third time an offence is committed (within 3 years) a Penalty Notice will not be issued, and parents may be prosecuted under section 444 (1A) of the Act. Fines could be up to £2500 per parent, per child.

9. Staged Reintegration/Reduced timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a reduced timetable to manage a pupil's behavior. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family

We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed.

10. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- special educational needs
- teaching and learning
- behaviour and rewards
- exclusion

11. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(August 2024\)](#)
- [School attendance parental responsibility measures, DfE \(August 2024\)](#)
- [Children missing education, DfE \(September 2025\)](#)
- [Keeping children safe in education, DfE \(September 2025\)](#)
- [Working together to safeguard children, DfE \(June 2025\)](#)

12. Appendices

The following pages contain appendices relevant to this policy.



APPENDIX 1
STIVICHALL PRIMARY SCHOOL
 tel: 024 7641 9555
 email: school@stivichall.coventry.sch.uk
 website: www.stivichallprimary.org
LEAVE IN TERM TIME REQUEST



Dear Parent

We follow Local Authority guidance on parents taking children out of school for leave during term time, which is **not** to authorise, and absence for this purpose will be treated as unauthorised absence. Consequently, parents may receive a Fixed Penalty Notice from the Children and Families First Service (see school's Attendance Policy). Any leave of absence will only be authorised in very exceptional circumstances.

Child/ren who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return

Karen Ferguson, Headteacher

Name of Child 1		Class
Name of Child 2		Class
Name of Child 3		Class
Name of Child 4		Class
Address		
Dates of leave requested	From	To
Signature of parent(s)/carer(s)		Print full name
Reason for leave request		

**Continue overleaf
If necessary**

School Office Use.

Current attendance _____% (see attached reports)

Agreement reached

- In this instance I am able to authorise this leave request for the above period
- I am unable to authorise this leave
- Further information/meeting required, please contact school

This leave is not authorised because: -

- Your child's attendance record is below the recommended government guidelines
- Your child has already taken time for an annual leave
- Of the age and stage of your child's education
- The leave falls within an examination period
- The new school year has only just begun
- Leave will cause a detrimental gap in your child's learning
- Leave will disrupt the continuity of learning for your child
- The reason for your request is not acceptable

Continuation sheet

APPENDIX 2

Date:

Dear Parents

Re: Term time leave request for (Child's/Children's name)

Following your recent request for (child's/children's name) to be allowed term time leave, I am writing to confirm that I have authorised this planned absence from to

However, I must point out that the school strongly discourages leave in term time because of the impact on education and social progress.

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

The Penalty Notice is for £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Yours sincerely

**K Ferguson
Headteacher**

APPENDIX 3

Date:

Dear Parent

Re: Term time leave request for (child's/children's name)

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

-
-
-

Should you however choose to take the leave, the school's attendance policy makes it clear that if a leave is taken in term time which has not been authorised, a Penalty Notice will be issued. From September 2022 the government's guidance for maintained schools, academies and independent schools make it clear that schools are no longer allowed to authorise leave of absence taken in term time, apart from where there are exceptional circumstances.

The Penalty Notice is for £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

If any further Leave of Absence is requested and/or taken (which has not been authorised by the school), I would like to draw your attention to the below:

- **Second Offence (within 3 years)** - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may result in a prosecution.

Yours sincerely

K Ferguson
Headteacher

APPENDIX 4

Date:

Dear Parent

Re: Term time leave request for (child's/children's name)

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

-
-
-

Should you however choose to take the leave, the school's attendance policy makes it clear that if a leave is taken in term time which has not been authorised, a Penalty Notice will be issued. From September 2022 the government's guidance for maintained schools, academies and independent schools make it clear that schools are no longer allowed to authorise leave of absence taken in term time, apart from where there are exceptional circumstances.

- **Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days.**

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

If any further Leave of Absence is requested and/or taken (which has not been authorised by the school), I would like to draw your attention to the below:

- **Third Offence and Any Further Offences (within 3 years) - the third time an Offence is committed a Penalty Notice will not be issued, and the parent(s) may be prosecuted under section 444(1).**

Yours sincerely

**K Ferguson
Headteacher**

APPENDIX 5

Date:

Dear Parent

Re: Penalty Notice for Term Time Leaves

It has come to my attention that (child's name) did not return from the authorised leave by the agreed date. This means that (no of days) of this absence have been treated as unauthorised.

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 leave and that if a leave, or part of a leave, is taken in term time which has not been authorised, a Penalty Notice will be issued.

As you did not request permission for the excessive leave, the school will request a Penalty Notice to be issued against you. You will receive notification in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £80 if it is paid within 21 days. It will increase to £160 if paid after 21 days but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

**K Ferguson
Headteacher**

APPENDIX 6

Date:

Dear Parent

Re: Penalty Notice for Term Time Leaves

It has come to my attention that (child's name) has taken (no of days) leave in order to go on leave from,... to..... This leave 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 leave and that if a leave, or part of a leave, is taken in term time which has not been authorised, a Penalty Notice will be issued.

As you did not request permission for this leave/ Although you requested permission for this leave it was not granted (*delete as appropriate*), therefore the school will request a Penalty Notice to be issued against you. You will receive notification from Coventry City Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £80 per parent, per child if it is paid within 21 days. It will increase to £160 per parent, per child if paid after 21 days but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

**K Ferguson
Headteacher**

APPENDIX 7

Date:

Dear Parent

RE – Leave in Term Time request for

Following your recent request for (Childs name) to be allowed term time leave for (Date of Leave), I regret that I am unable to authorise the leave in term time for the following reasons

-

-

The school's attendance policy makes it clear that if a leave is taken in term time which has not been authorised, a Penalty Notice may be issued.

For this absence a penalty notice will not be applied. We ask that all future holidays are taken during the 12 weeks when schools are not in session.

However, where a penalty notice is issued, the charge is £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Many thanks for your ongoing support and understanding.

Yours sincerely

Mrs K Ferguson
Headteacher

APPENDIX 8

Date:

Dear Parent

Re: School attendance concern for

I am writing to you in relation to (NAME)'s irregular school attendance.

A Leave of Absence has been taken which is exempt from a Penalty Notice (i.e. less than 5 consecutive days), but other unauthorised absences have occurred during a ten-week period.

Therefore, the Local Authority will now issue either a Penalty Notice or a 20-school day Notice to Improve period.

I have enclosed a copy of (NAME)'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on children's academic progress, friendships, social skills and life skills. The well-being and progress of our pupils is our priority.

If there are any circumstances that the school may not be aware of which are having an influence on (NAME) attending school regularly or if you are concerned about your child's attendance, support can be offered from us or through an Early Help Assessment (EHA).

Please do not hesitate to contact me if you would like to discuss this matter further.

Yours sincerely

**Mrs K Ferguson
Headteacher**