



### **All Saints CEVA School**

Mill Road, Winfarthing,  
Diss, Norfolk. IP22 2DZ  
01379 642767  
office@allsaints-diss.norfolk.sch.uk

### **Hapton CEVA School**

The Street, Hapton,  
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### **St. Andrew's CEVA School**

The Street, North Lopham,  
Diss, Norfolk. IP22 2LR  
01379 687253  
office@st-andrews-pri.norfolk.sch.uk

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**5<sup>th</sup> September 2022**

Dear Parents

### **Attendance at school and legal intervention**

**Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.**

[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. At The Saints Federation our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should 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, it is for the headteacher to determine the length of the time the pupil can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during 6 school weeks.**

The intervention could be in the form of a fixed penalty notice. Any pupil at The Saints Federation who meets the criteria, will be referred to the Local Authority for action to be considered.

**Executive Headteacher:** Miss R. Price

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rhiannon Price'.

**Rhiannon Price**  
**Interim Executive Headteacher | The Saints Federation**



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**Appendix 2: Example leave of absence request form**

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Important Information for Parents – please read before completing this form**

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

**I have read the above information and wish to apply for Leave of Absence from school for:**

Child's Full Name:	Date of Birth:	Class:

**Parent/Carer Details (please list all parents)**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			

<b>Siblings: Please provide the name of any siblings and the school that they attend</b>		
<b>Child's Full Name:</b>	<b>Date of Birth:</b>	<b>School:</b>

<b>Details of the absence</b>			
<b>Date of First day of absence:</b>		<b>Date of last day of absence:</b>	
<b>Total Number of days absent:</b>		<b>Expected date of return to school:</b>	

**Please provide the reason for this request including supporting evidence:**

**Please read the following statement and sign to indicate you understand the this:**  
 I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	

<b>To be completed by the school:</b>			
<b>Date request received by the school:</b>		<b>Total number of days requested:</b>	
<b>Child's Name:</b>	<b>Current % Attendance</b>	<b>Application Authorised or Declined?</b>	
<b>Reason for school's decision:</b>			
<b>Headteacher:</b>			
<b>Signed:</b>		<b>Date:</b>	



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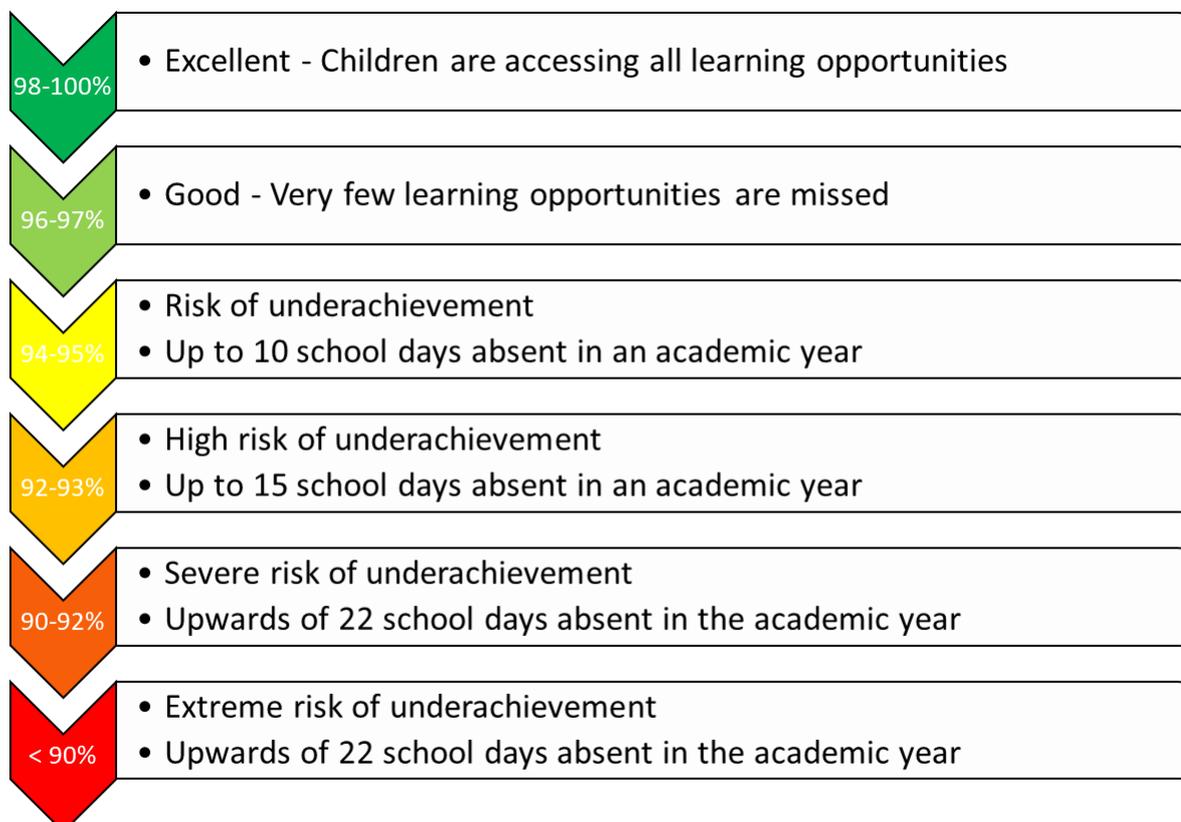
## Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

**You can support your child to have excellent attendance by taking these steps:**

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8:50 am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



### **'On the day' absences: what should I do if my child is not 'fit' to go into school?**

On each day your child is unfit to come to school, please report this absence by telephoning the school office or emailing your child's class teacher/school office by 8:20am to let us know. In the message you must leave your child's full name, year and class and give the specific reason for absence. The information you give will be recorded on our official register.

### **Leave of Absence**

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via **the school office by hand or by email to your child's school office email address**. You will receive a letter in response, to advise if the request has been granted or declined.

### **Punctuality**

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in class at 8:50am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact **your child's class teacher** if you require any support with ensuring your child's regular school attendance.