

# **COPPULL PARISH CHURCH OF ENGLAND PRIMARY SCHOOL**



## **Attendance Policy**

| <b>Date Approved</b>  | <b>Next Review</b>    | <b>Responsible Person</b> |
|-----------------------|-----------------------|---------------------------|
| <b>September 2026</b> | <b>September 2027</b> | <b>L Davison</b>          |

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## **1. Introduction**

At **Coppull Parish Church of England Primary School**, we are committed to providing every child with the best possible opportunity to learn, flourish and achieve.

As a Church of England school, our approach to attendance reflects our Christian ethos and our commitment to nurturing every child academically, socially, emotionally and spiritually. We believe that every child is valued and that regular attendance at school enables children to benefit fully from the opportunities available to them.

For our children to gain the greatest benefit from their education, it is vital that they attend school regularly. Every child should be at school, on time, every day that school is open unless there is an unavoidable reason for absence.

Any absence affects the pattern of a child's schooling. Regular absence can seriously affect learning and progress. Absence and late arrival can also disrupt teaching routines and affect the learning of others within the class.

Regular attendance also supports children's social development, relationships with others and preparation for the next stages of their education.

Our attendance target is **97%**, although all pupils should strive to achieve the highest possible attendance.

The school and parents/carers share responsibility for establishing good patterns of attendance and punctuality. The source policy similarly places responsibility on parents, pupils, staff and governors.

## **Promoting Regular Attendance**

Coppull Parish Church of England Primary School will:

- promote a culture in which regular and punctual attendance is understood to be important;
- communicate clearly with families about attendance and punctuality;
- keep parents and carers informed about their child's attendance;
- provide support where a child's attendance falls below the expected level;
- recognise and celebrate good and improving attendance in appropriate ways;
- work with pupils and families to identify and overcome barriers to attendance;
- develop positive and consistent communication between home and school;
- make attendance and punctuality a priority for pupils, parents, staff and governors;

- monitor attendance carefully and set appropriate targets for improvement.

Parents and carers are expected to:

- ensure their child attends school regularly and on time;
- only keep their child away from school when there is an appropriate reason for absence;
- inform school promptly when their child is absent;
- avoid taking their child out of school during term time;
- arrange routine medical and dental appointments outside school hours wherever possible;
- give school advance notice when an appointment must take place during school hours;
- contact school promptly if there are circumstances affecting their child's attendance or school experience.

## **2. Responsibilities and Expectations**

### **2.1 Families**

Parents and carers have a legal responsibility to ensure that children of compulsory school age who are registered at school attend regularly.

Parents/carers should know:

- the times at which the school day begins and ends;
- when the attendance registers close;
- how to request leave of absence;
- how to report an unexpected absence.

If a child is going to be absent, parents/carers must inform school as soon as possible and no later than **8:45** on the first day of absence.

Absences should be reported using **telephone via the school office - 01257 791669**.

Dojo messages, or other forms of communication, are not an accepted form of reporting an absence.

Parents/carers must provide the reason for the absence.

Parents/carers must also ensure that school has up-to-date contact information for themselves and the child's emergency contacts.

Pupils' responsibilities will depend upon their age, maturity and individual needs, but all children will be encouraged and supported to attend school regularly and punctually.

### **2.2 School**

#### **Headteacher**

The Headteacher will:

- give attendance a high profile throughout school;
- ensure designated members of staff have day-to-day responsibility for attendance;
- ensure sufficient time and resources are available to fulfil attendance responsibilities;
- take overall responsibility for ensuring that the school complies with statutory attendance requirements;
- consider requests for leave of absence;
- decide whether leave should be authorised in accordance with the relevant requirements;
- make decisions about the authorisation of absence where there is uncertainty;
- request further evidence where appropriate;
- provide regular attendance reports to the Governing Body, including information about persistent absence and vulnerable groups.

### **Attendance Lead and other designated staff**

The Attendance Lead and designated staff will:

- carry out first-day absence procedures;
- contact parents/carers when no reason for absence has been provided;
- contact emergency contacts where necessary;
- maintain accurate attendance records;
- monitor and analyse attendance and punctuality;
- identify individual pupils and groups whose attendance causes concern;
- communicate attendance and punctuality information to parents/carers;
- work with pupils and families to identify and remove barriers to attendance;
- agree attendance support arrangements where appropriate;
- involve external agencies where additional support is necessary;
- promote regular attendance through school communications;
- ensure the Attendance Policy is readily available to parents/carers.

### **All school staff**

All members of staff will:

- provide a welcoming and safe environment for pupils;
- understand the importance of good attendance;
- be alert to factors that may contribute to poor attendance or punctuality;
- follow the school's attendance procedures consistently;
- develop positive relationships with pupils and families;
- promote the link between regular attendance and educational achievement;
- complete attendance registers accurately and promptly;
- discuss emerging attendance concerns at an early stage;
- report concerns to the Attendance Lead or appropriate senior leader.

### **Governing Body**

The Governing Body will:

- ensure that the school meets its statutory responsibilities relating to attendance;
- approve and regularly review the school's Attendance Policy;
- monitor school attendance;
- support school leaders in establishing an effective approach to attendance;
- monitor persistent absence and attendance among vulnerable groups;
- ensure that attendance procedures are applied fairly and consistently;
- support the Headteacher with complex attendance matters where appropriate.

## **School Attendance Contacts**

**Attendance Lead:** Marie Connolly

**Senior Attendance Champion:** Liz Davison

**Headteacher:** James Cooper

**School telephone:** 01257 791669

**Attendance email:** [bursar@coppullparish.lancs.sch.uk](mailto:bursar@coppullparish.lancs.sch.uk)

## **2.3 Lancashire County Council**

Coppull Parish Church of England Primary School will work with **Lancashire County Council** and its attendance services as appropriate.

This may include the **School Attendance Support Team**, which can advise and support schools in relation to attendance concerns.

Where a pupil fails to attend school regularly and appropriate support has not secured sufficient improvement, legal intervention may be required. The local authority's attendance legal services may undertake enforcement processes.

The school will also work with the **Children Missing Education (CME) Team** where appropriate. The source policy describes the CME team's role as supporting the local authority's statutory duty to identify children who are not registered at school and are not otherwise receiving suitable education.

## **3. Types of Absence**

Every half-day absence from school will be classified using the appropriate attendance or absence code.

It is therefore essential that parents/carers tell school why their child is absent.

Coppull Parish Church of England Primary School will work with families and, where appropriate, other agencies to understand the reasons underlying absence.

### **3.1 Authorised Absence**

Authorised absence is an absence that falls within an authorised category.

Examples may include:

- illness;
- unavoidable medical or dental appointments;
- emergencies;
- other unavoidable circumstances.

The school may request reasonable supporting evidence where necessary to establish the reason for absence and determine the appropriate registration code.

### 3.2 Unauthorised Absence

Unauthorised absences are those that the school does not consider to fall within an authorised category.

Examples may include:

- parents/carers keeping children away from school unnecessarily;
- truancy;
- absences that have not been satisfactorily explained;
- arriving after the register has closed without an authorised reason;
- days off for shopping or birthdays;
- staying home to look after other children;
- day trips or holidays during term time that have not been authorised;
- taking more leave than has been authorised by the Headteacher.

These examples reflect the categories identified in the source policy.

The Headteacher, or an appropriately delegated member of staff, is responsible for determining whether an absence should be recorded as authorised or unauthorised.

Where there is uncertainty, the school may request additional information or evidence.

### 3.3 Persistent Absence

A pupil is considered **persistently absent (PA)** when they miss **10% or more of their schooling**, regardless of whether those absences are authorised or unauthorised.

Coppull Parish Church of England Primary School will monitor attendance carefully so that pupils approaching the persistent absence threshold can be identified at an early stage.

Parents/carers will be informed when concerns arise.

Pupils who are persistently absent will be carefully monitored and appropriate support and interventions will be put in place.

### 3.4 Leave During Term Time

Leave of absence during term time will only be authorised where the Headteacher considers that the circumstances are **exceptional**.

Parents/carers wishing to request leave must:

- make the request in advance;
- complete the school's Leave of Absence Request Form;
- provide information explaining the exceptional circumstances;
- provide relevant supporting information where appropriate;
- wait for the school's decision before making bookings wherever possible.

When considering a request, the Headteacher may take into account:

- the individual circumstances surrounding the request;
- the timing of the proposed leave;
- whether it falls during important assessment periods;
- the child's existing attendance record;
- previous periods of leave;
- whether attendance is already a concern;
- the likely impact upon the child's education;
- any relevant safeguarding considerations.

The source policy makes clear that leave taken without the school's agreement, or beyond an agreed period, is recorded as unauthorised and may lead to legal sanctions such as a penalty notice.

### **3.5 Religious Absence**

The school will authorise absence on a day exclusively set apart for religious observance by the religious body to which the parent belongs, in accordance with statutory requirements.

Parents/carers should notify school in advance wherever possible.

Any additional leave requested in connection with a religious festival will be considered in accordance with the relevant attendance requirements.

### **3.6 Participation in Sporting Events**

Parents/carers may request leave of absence for a child to participate in regional, national or international sporting events.

The Headteacher will consider each request individually, including:

- the length of the proposed absence;
- the frequency of absence;
- the child's overall attendance;
- the educational impact;

- arrangements for the child's education during the period concerned.

### 3.7 Participation in Performances

Parents/carers of a child performer may request leave for their child to participate in performances such as theatre, television or modelling.

Where required, the appropriate local authority licence must be obtained.

The school will consider the educational impact of any proposed absence and will record authorised participation using the appropriate attendance code.

## 4. Registration

### 4.1 Attendance Registration

**School starts:** 8:45

**Morning registration:** 8:45

**Morning register closes:** 9:00

**Afternoon registration:** 13:15

**Afternoon register closes:** 13:30

**School finishes:** 15:15

Pupils are expected to be on the school premises and ready to learn by the official start of the school day.

### 4.2 Late Arrival

Pupils who arrive after the normal registration time must report to **the school office**.

A reason for lateness must be provided.

A pupil arriving after the register has been taken but before it closes will be recorded as **late but present** using the appropriate registration code.

A pupil arriving after the register has closed without an authorised reason will be recorded as an **unauthorised absence for that session**, using the appropriate registration code.

### 4.3 Punctuality

Good punctuality is an important part of good attendance.

Arriving late means that children can miss important teaching, information and opportunities at the beginning of the school day. It can also disrupt learning for other pupils.

Where a pupil is frequently late, parents/carers will be contacted and may be invited to meet with the Attendance Lead or another appropriate member of staff.

The school will work with families to understand and address barriers to punctuality.

Persistent late arrival after the register has closed may result in further attendance action.

## **5. School Attendance Procedures**

### **5.1 First Day of Absence**

Parents/carers are responsible for informing school when their child is absent.

If a child is absent and school has not received a reason, school will attempt to establish the reason for absence and ensure that the child is safe.

This may include:

1. telephoning parents/carers;
2. sending a text message or email;
3. contacting registered emergency contacts if parents/carers cannot be reached;
4. carrying out a home visit where necessary.

Where there are safeguarding concerns, further action may be taken immediately.

The original policy uses a graduated first-day response involving telephone calls, texts, emergency contacts and, where necessary, home visits.

### **5.2 Further Absence**

If school has still not made contact with a parent/carer, reasonable enquiries will continue.

These may include:

- further telephone calls, messages and emails;
- contacting emergency contacts;
- a home visit;
- contacting a child's social worker where applicable;
- contacting relevant local authority services;
- contacting Children's Social Care;
- contacting Children Missing Education;
- requesting a police welfare check where there are significant welfare concerns.

All safeguarding concerns arising from absence will be managed in accordance with the school's safeguarding and child protection procedures.

Where a pupil continues to be absent for an extended period but the reason is known, school will maintain appropriate contact with the family, check on the child's welfare and offer support.

The school will make any notifications to the local authority required by law or local procedures.

### **5.3 Attendance Concerns**

Parents/carers are encouraged to contact school at an early stage if they are experiencing difficulties with their child's attendance.

Our first response will be to seek to understand the barriers affecting attendance and work with the family to address them.

Depending upon the circumstances, the school may use:

- telephone calls, messages, emails and letters;
- meetings with parents/carers;
- meetings with the Attendance Lead or senior leaders;
- attendance support plans or attendance contracts;
- agreed attendance targets;
- pastoral support;
- Early Help;
- referrals to appropriate external services;
- reasonable adjustments and individual support;
- support from Lancashire County Council attendance services;
- legal intervention where persistent unauthorised absence meets the appropriate criteria.

The supplied policy similarly uses communication, meetings, attendance contracts, early help/external services and, where appropriate, legal interventions as part of its graduated response.

### **5.4 Pupils with Medical Needs Who Have Difficulty Attending School**

Coppull Parish Church of England Primary School recognises its responsibility to support pupils with medical conditions to access education.

The school will work with:

- the pupil;
- parents/carers;
- healthcare professionals;
- the local authority;
- other relevant services

to minimise the amount of education missed because of ill health.

Where appropriate, support may include:

- reasonable adjustments;
- individual healthcare plans;
- pastoral support;
- reintegration arrangements following a period of absence;
- appropriate alternative educational provision.

Where a pupil has a diagnosed medical condition or care plan, this will be taken into consideration when reviewing attendance and determining appropriate support.

### **5.5 Pupils Reluctant or Unable to Attend School**

There may be occasions when a pupil finds attending school particularly difficult.

Coppull Parish Church of England Primary School will work sensitively with the child and family to understand the reasons behind the difficulty and identify appropriate support.

Depending upon individual circumstances, this may involve:

- pastoral support;
- reasonable adjustments;
- meetings with parents/carers;
- an individual attendance support plan;
- Early Help;
- advice from the local authority;
- involvement of health or other specialist professionals.

Our aim will be to understand and reduce barriers to attendance while supporting the pupil to access their education.

### **5.6 Promotion of Good Attendance**

Coppull Parish Church of England Primary School will promote good attendance through a positive and supportive approach.

This may include:

- celebrating good attendance;
- recognising improved attendance;
- positive communication with pupils and families;
- class or whole-school initiatives;
- certificates or other forms of recognition;
- targeted support for pupils experiencing barriers to attendance.

Any recognition or reward arrangements will be inclusive and sensitive to children whose attendance is affected by disability, medical needs or circumstances outside their control.

## **5.7 Use of Penalty Notices**

Where appropriate, the school may request that Lancashire County Council issue a penalty notice in relation to unauthorised absence.

This may include:

- leave taken without a prior request;
- leave taken after a request has been declined;
- leave taken beyond an authorised period;
- other unauthorised absence that meets the relevant threshold;
- sessions recorded as unauthorised because a pupil arrived after the register had closed.

The supplied policy states that penalty notices are requested in accordance with Lancashire's code of conduct.

## **5.8 Attendance Data Analysis**

Coppull Parish Church of England Primary School will regularly analyse attendance and punctuality information.

This will enable school to:

- identify attendance trends and patterns;
- monitor individual pupils;
- identify persistent absence;
- identify vulnerable groups;
- recognise improvement and success;
- identify barriers affecting attendance;
- provide targeted support;
- evaluate the impact of attendance interventions;
- report appropriately to governors.

Attendance information will be handled in accordance with the school's data protection responsibilities.

### **Our attendance monitoring process**

At Coppull Parish Church School we have an Attendance Action Team. The remit of this team is to promote good attendance at Coppull Parish and to monitor pupil attendance and punctuality. The team consists of the attendance lead, the senior attendance champion and the headteacher. The attendance team meets every half term to monitor attendance and to discuss actions which need to be taken as a result. We also celebrate and reward successes such as 'most improved attendance'.

### **The agenda for these meetings will take the following format:**

- Discuss the attendance of pupils in each class individually using attendance and punctuality data.

- Identify any pupil falling below 95% or pupils with high levels of lateness and discuss the reasons this may be (for example, has it been one long illness or lots of odd days off, is there a reason that the pupil may be regularly late).
- Discuss any pupils whose attendance is lower than 90% and therefore considered as persistently absent (PA).
- Consider each pupil individually and use our pastoral and safeguarding knowledge to identify support that may be required.
- Identify actions that need to be taken to address the situation. This may include;
  - **Letters** – we will use an ‘**Attendance Concern Letter**’ (**appendix 2**) to notify parents/carers that there is an attendance concern for their child/ren.
  - **Attendance Panel** - If there is no noticeable improvement in the pupils’ attendance, a meeting with the attendance panel (members of the attendance team to meet with parents to discuss reasons for the low/decline in attendance and/or punctuality) will be arranged. These panels will be held when required and parents/carers will be given a time slot to attend. Representatives from the Lancashire Education Attendance Team may also be in attendance. These meetings will be minuted and copies sent to the parents.
  - **Parenting Contracts** - Parenting contracts will be used for parents/carers. These will be discussed in the Attendance Panel meetings. Targets will be set for improvement. Parents, the pupil and the school are expected to sign the parenting contracts. The parenting contracts will usually be set over a six week period where the targets will then be reviewed with the parents/carers. If no improvement has been seen a pupil will be referred to the PAST team.
  - **Family Help**- At any point in this process (but particularly if a parenting contract has not been successful) support through the Family Help process may be provided.
  - **PAST** - Referral to the Pupil Attendance Support Team – this Lancashire County Council team work directly with parents/carers to improve the punctuality and/or attendance of individual pupils.
  - **Referral to other agencies** – if attendance concerns are accompanied by safeguarding concerns we will refer to the appropriate external agency
  - **Legal action** – Legal action may be taken if all other pathways have been unsuccessful

## Rewards and Promotions

It is important to promote and reward good attendance and punctuality in school. Coppull Parish has a number of initiatives in place to do this.

**Annual Attendance Prizes** – For pupils that have 100% attendance for the whole year there are three possible rewards;

- They will receive a certificate

- They will be presented with a raffle ticket which will allow them entry to a competition where they could win a chosen prize. One golden ticket will be drawn at random at the end of the school year.
- Children that have achieved 100% attendance will get to attend a special trip or reward afternoon.

## **6. Alternative Provision**

There may be circumstances in which a pupil is required to receive education somewhere other than their usual school setting.

This may include circumstances relating to:

- suspension or exclusion;
- medical needs;
- behaviour support;
- alternative provision;
- managed moves.

Where alternative provision is arranged, the school will ensure that the appropriate procedures are followed and that parents/carers receive the required information.

Where a written direction is legally required, this will be issued in accordance with the relevant requirements.

## **7. Notifications to the Local Authority**

### **7.1 Admissions**

The school will notify the local authority of pupils joining the school in accordance with statutory requirements and Lancashire County Council procedures.

### **7.2 Leavers**

The school will notify the local authority when a pupil is removed from the admission register where required.

The school will provide the prescribed information and make additional referrals, such as to Elective Home Education or Children Missing Education services, where appropriate.

### **7.3 Pupils Who Fail to Attend**

The school will notify the local authority where a pupil fails to attend regularly or where the relevant statutory criteria for reporting absence have been met.

The source policy specifically identifies pupils absent without permission for a continuous period of **10 days or more** among the circumstances requiring notification.

## 7.4 Pupils on a Part-Time Timetable

Where a pupil is placed on a temporary part-time timetable, this will only be used where appropriate and will be regularly reviewed.

The school will follow statutory guidance and Lancashire County Council notification procedures.

## 7.5 Children Missing Education

If a child stops attending school and their whereabouts are unknown, the school will make reasonable enquiries to establish their location and welfare.

The school will work jointly with Lancashire County Council and follow Children Missing Education procedures.

Safeguarding will remain central to all decisions and actions.

## 8. School Attendance and the Law

Parents and carers have a legal responsibility to ensure that children of compulsory school age receive a suitable full-time education.

Where a child is registered at a school, parents/carers are responsible for ensuring regular attendance.

The supplied policy identifies **Section 7 of the Education Act 1996** in relation to parents' duty to secure education and **Section 444** in relation to a registered pupil failing to attend regularly.

The legal definition of a parent for attendance purposes may include:

- a child's natural parent;
- a person with parental responsibility;
- a person who has care of the child.

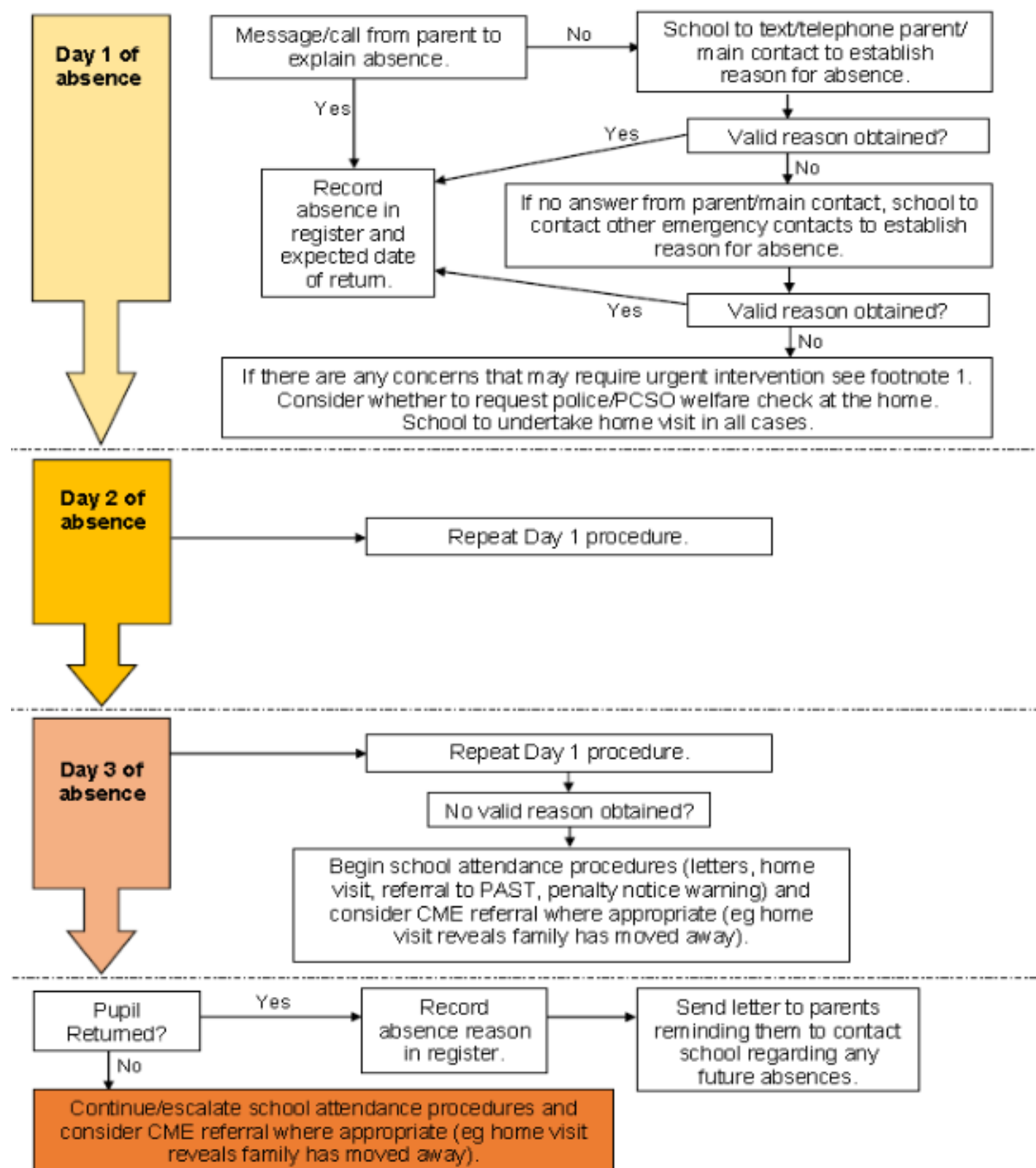
The school will fulfil its responsibilities under relevant legislation and statutory guidance relating to:

- school attendance;
- pupil registration;
- safeguarding;
- children missing education;
- data protection;
- equality;
- pupils with medical conditions;
- alternative provision;
- leave of absence;
- legal attendance interventions.

The source policy also identifies the **Equality Act 2010**, the **Data Protection Act 2018**, safeguarding guidance and government guidance relating to medical and mental-health-related attendance difficulties among the relevant framework.

## Appendix 1 - PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES – DAYS 1-10

### PRIMARY SCHOOL PATHWAY FOR ABSENCE (First day response)



\*In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic, eg:

- Children Looked After – schools should notify the CLAS Service Manager.
- Children subject to a Child Protection plan – schools should notify the named social worker.
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.

## Appendix 2 - Application for Leave of Absence Form

### APPLICATION FOR LEAVE OF ABSENCE

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

This form should be fully completed **by the parent with whom the child normally resides** and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the headteacher (or delegated person) will decide whether to approve the request, bearing in mind the current regulations and government guidance.

|                            |                      |                         |                      |
|----------------------------|----------------------|-------------------------|----------------------|
| First name of child        | <input type="text"/> | Surname of child        | <input type="text"/> |
| Date of birth              | <input type="text"/> | Year group              | <input type="text"/> |
| First name of parent/carer | <input type="text"/> | Surname of parent/carer | <input type="text"/> |
| Relationship to child      | <input type="text"/> |                         |                      |
| Home address               | <input type="text"/> |                         |                      |
| Postcode                   | <input type="text"/> | Telephone number        | <input type="text"/> |

Provide details of any siblings at the school who you also wish to apply for leave for

| First name of child  | Surname of child     | Date of Birth        | Year Group           |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                                              |                      |                                |                      |
|----------------------------------------------|----------------------|--------------------------------|----------------------|
| Length of absence<br>(number of school days) | <input type="text"/> | Destination<br>(if applicable) | <input type="text"/> |
| Date of departure                            | <input type="text"/> | Date due back<br>in school     | <input type="text"/> |

UK emergency contact and  
telephone number

Other emergency contact details  
(if leave is outside the UK)

Provide information regarding the exceptional circumstances for leave.  
(additional documents may be attached)

I confirm I am the parent with whom the child normally resides (tick) ☐

I confirm I have included any relevant information for consideration (tick) ☐

Parent/carers signature  Date

#### SCHOOL SECTION

|               |                      |                       |                      |                                                |                      |
|---------------|----------------------|-----------------------|----------------------|------------------------------------------------|----------------------|
| Date Received | <input type="text"/> | Pupil<br>Attendance % | <input type="text"/> | Date discussed with<br>parents (if applicable) | <input type="text"/> |
|---------------|----------------------|-----------------------|----------------------|------------------------------------------------|----------------------|

**The headteacher/authorised person has considered this leave request.**

**The outcome of the request is: (circle)**

**Not Approved**  
Permission not granted

**Approved**  
Permission granted

**Partially Approved**  
Some days to be authorised

If only some of the leave is to be approved, number of days which will be authorised

Reason(s) for decision

Headteacher/appropriate person signature

A copy of this form should be provided to the parent(s).

**All parents should be individually notified in writing of the outcome of this request and must be notified in circumstances where a penalty notice will be requested.**

# Coppull Parish Church School

Light to the World 



## Attendance Concern Letter

Date:

Class teacher:

Re: **Pupil Name** DOB: **xx/xx/xxxx**

Dear Parent/Carer of **xxx**,

Going to school every day is the best way to make sure that **xxxx** gets the best possible education. The government's research shows that every day a child misses from school, even at primary school, reduces their chances of getting good GCSE results.

Our aim is for all children to be in school every day. This isn't always possible, but we ask parents to help us to do everything we can together to have children in school.

So far this school year, **xxxx** has attended **xx%** of sessions (a session is a half day). Therefore he has missed **xx** days of school.

This chart shows **xxxx's** attendance breakdown for each school week over the last 12 months:

### INSET GRAPH

If there is something we can do to help improve **xxxx's** attendance, please do speak to **his/her** class teacher, **xxxx**, or make an appointment to meet with me.

Yours faithfully

Mrs Davison|

Deputy Headteacher