



# **Bowden Primary School**

## **Primary Attendance and Absence Policy**

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Date policy last reviewed: 21 June 2022

Signed by:

\_\_\_\_\_ Head of School      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors      Date: \_\_\_\_\_

Review date: June 2025

## Statement of Intent

Bowden Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with our pupils and their parents/ carers.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support and the effective use of resources such as Pupil Premium can have on improving pupil attendance.

We are committed to:

- promoting and modelling high attendance and its benefits
- ensuring equality and fairness for all
- ensuring this attendance policy is clear and easily understood by staff, pupils and parents/carers
- intervening early and working with other agencies to ensure the health and safety of our pupils
- building strong relationships with families to overcome barriers to attendance
- working collaboratively with other schools in the area, as well as other agencies
- ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parents/carers of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude and to any SEND they may have, either by regular attendance at school or otherwise
- ensuring our attendance policy is clear and easily understood by all staff, parents/carers and pupils
- regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Alexandra Tytgat, Head of School, is responsible for monitoring attendance and she can be contacted via [atytgat@bowdenhouse.towerhamlets.sch.uk](mailto:atytgat@bowdenhouse.towerhamlets.sch.uk) Staff, parents/carers and pupils will be expected to contact the her for queries or concerns about attendance.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE 'Working together to improve school attendance, 2022'
- DfE 'Keeping Children Safe in Education, 2022'
- DfE 'Children missing education, 2016'

This policy operates in conjunction with the following school policies:

- Safeguarding & the Protection of Children Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Health & Well-being including First Aid & the Administration of Medicines Policy

## 2. Roles and responsibilities

The Governing Body has overall responsibility for:

- monitoring the implementation of this policy and all relevant procedures across the school
- promoting the importance of good attendance through the school's ethos and policies
- working with the SLT members of Bowden Primary & Bowden House School to set goals for attendance and providing support and challenge around delivery against those goals
- regularly reviewing attendance data
- ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy
- having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children
- ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Head of School is responsible for:

- the day-to-day implementation and management of this policy and all relevant procedures across the school
- the Head of School is a member of the SLT and for the purposes of this policy, is nominated as the attendance officer
- ensuring all parents/carers are aware of the school's attendance expectations and procedures
- ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- following this policy and ensuring pupils do so, too
- ensuring this policy is implemented fairly and consistently
- modelling good attendance behaviour
- using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated

The Head of School (attendance officer) is responsible for:

- the overall strategic approach to attendance in school
- developing a clear vision for improving attendance
- monitoring attendance and the impact of interventions
- analysing attendance data and identifying areas of intervention and improvement
- communicating with pupils and parents/carers with regard to attendance
- following up on incidents of persistent, poor attendance and contacting the LA's Attendance & Welfare Officer for support
- informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- attending their lessons and any agreed activities when at school
- arriving punctually to lessons when at school.

Parents/carers are responsible for:

- providing accurate and up-to-date contact details
- providing the school with more than one emergency contact number
- updating the school if their details change
- the attendance of their children at school
- promoting good attendance of their children.

### **3. Definitions**

The following definitions apply for the purposes of this policy:

**Absence:**

- arrival at school after the register has closed

- not attending school for any reason

**Authorised absence:**

- an absence for sickness for which the school has granted leave
- medical or dental appointments which unavoidably fall during school time for which the school has granted leave
- religious or cultural observances for which the school has granted leave
- an absence due to a family emergency

**Unauthorised absence:**

- parents/carers keeping children off school unnecessarily or without reason
- truancy before or during the school day
- absences which have never been properly explained
- arrival at school after the register has closed
- absence due to shopping, looking after other children or birthdays
- absence due to day trips and holidays in term-time which have not been agreed
- leaving school for no reason during the day

**Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

## **4. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents/carers and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **9:15am** and ends at **2.45pm**.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## **5. Absence procedures**

Parents/carers will be required to contact the school via telephone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimate of how long the absence will last, e.g. one school day.

Where a pupil is absent and their parent/carer has not contacted the school by **9.30am** to report the absence, the Head of School will contact them by as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- ascertain the reason for the absence

- ensure the proper safeguarding action is being taken, if appropriate
- identify whether the absence is authorised or not
- identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than **3** school days in a row or more than **10** school days in **one term**, the pupil's parents/carers will be expected to provide a signed letter with an explanation for the absence(s).

Bowden Primary School will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absence (PA), parents/carers will be expected to discuss the absences with the Head of School. The school will inform the Attendance & Welfare Officer of the LA, on a **termly** basis, giving details of pupils who fail to attend regularly or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **90%**, the AWA will be informed and a formal meeting will be arranged with the pupil's parent/carer.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for **20** consecutive school days, Bowden Primary School will discuss with the LA if it has failed to establish the whereabouts of the pupil after making reasonable enquiries. At Bowden Primary School, the Head of School works closely with the AWA in all cases where there are irregular or prolonged absences.

## **6. Attendance register**

Bowden Primary School uses **SIMs** to record attendances to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

The Head of School or designated staff members, will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- present
- absent
- attending an approved educational visit
- unable to attend due to exceptional circumstances.

Bowden Primary School will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday

- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When Bowden Primary School has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **3 years**.

## **7. Authorising parents/carers absence requests**

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the Head of School – the decision to grant or refuse the request will be at the sole discretion of the Head of School in discussion with the Executive Headteacher, Bowden House School, taking the best interests of the pupil and the impact on his/her education, into account. The Head of School's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the Head of School in writing at least **2 weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Head of School will determine the length of time that the pupil can be away from school. Bowden Primary School is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:



- immediately before and during statutory assessment periods
- when a pupil's attendance record shows any unauthorised absence
- where a pupil's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. Bowden Primary School cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents/carers will be expected to make medical or dental appointments outside of school hours, wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. They will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

Should there be occasions when the pupils of Bowden Primary School are involved in entertainment/performance activities, these will be managed by the LBTH Education Safeguarding Team.

### **Religious observance**

Parents/carers will be expected to request absence for religious observance at least 2 weeks advance.

Bowden Primary School will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parents/carers will be expected to request a leave of absence for their child at least 2 weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **8. SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, Bowden Primary School will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance, where appropriate.

Where Bowden Primary School has concerns that a pupil's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding & Protection of Children Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, Bowden Primary School will:

- inform the AWA of the LA if a pupil is likely to be away from the school for more than 15 school days
- provide the AWA of the LA with information about the pupil's needs
- help the pupil reintegrate at school when they return
- make sure the pupil is kept informed about school events and clubs
- encourage the pupil to stay in contact with other pupils during their absence, if appropriate

Bowden Primary School will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there have been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, Bowden Primary School will consider:

- holding termly meetings to evaluate any implemented reasonable adjustments
- incorporating a pastoral support plan
- identifying pupils' unmet needs through the Early Help Assessment
- using an internal or external specialist
- enabling a pupil to have a reduced timetable
- ensuring a pupil can have somewhere quiet to spend lunch and break-times, if required
- implementing a system whereby pupils can request to leave a classroom if they feel they need time out
- temporary late starts or early finishes
- phased return to school where there has been a long absence
- small group work or 1:1 lessons
- tailored support to meet their individual needs.

## **9. Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such an absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **9:15am**, where a record will be made of their attendance

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Head of School is notified and they will contact the parents/carers in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- in the first instance, a letter of warning will be sent to the parents/carers of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken
- if any further truancy occurs, then the school will consider issuing a penalty notice
- a penalty notice will be issued where there is overt truancy, inappropriate condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Safeguarding & the Protection of Children Policy.

## **10. Missing children**

Pupils will not be permitted to leave the school premises during the school day . The following procedures will be taken in the event of a pupil going missing whilst at school:

- the member of staff who has noticed the missing pupil will inform the Head of School immediately
- a member of staff will stay with the rest of the class and all other available members of staff will conduct a thorough search of the school premises as directed by the Head of School.
- The following areas will be systematically searched:
  - all rooms in Bowden Primary and accessible areas in Ben Jonson School
  - all toilets
  - school grounds and immediate areas outside the school buildings
- available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted
- if the pupil has not been found after **10 minutes**, then the parents/carers of the pupil will be notified
- the school will attempt to contact parents/carers using the emergency contact numbers provided
- if the parents/carers have had no contact from the pupil and the emergency contacts list has been exhausted, the police will be contacted

- the missing pupil's teacher will fill in an incident form on BehaviourWatch, describing all circumstances leading up to the pupil going missing
- if the missing pupil has an allocated social worker, is a looked-after child or has any SEND, then the appropriate personnel will be informed
- when the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- parents/carers and any other agencies will be informed immediately the pupil has been located.

The Head of School will take the appropriate action to ensure that pupils understand they must not leave the premises and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy, if appropriate.

The Head of School will carry out a full investigation and will draw a conclusion as to how the incident occurred and record this on BehaviourWatch

## 11. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the Head of School (attendance officer), supported by members of the SLT of Bowden House, will:

- establish a range of evidence-based interventions to address barriers to attendance
- monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- attend or lead attendance reviews in line with escalation procedures
- establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - sending letters to parents/carers
  - having a weekly tutor review
  - engaging with LA's AWA
  - using fixed penalty notices
  - working with other relevant agencies

Bowden Primary School will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- [Extra Dojo points](#)
- [Phone calls home](#)
- [Postcards home](#)

School trips and events will be considered a privilege. Where attendance drops below [90%](#), these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## **12. Working with parents/carers to improve attendance**

Bowden Primary School will work to cultivate strong, respectful relationships with parents/carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Bowden Primary School will ensure that there are 2 sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

Bowden Primary School will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents/carers will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Head of School in advance. The school will regularly inform parents/carers about their child's levels of attendance, absence and punctuality and will ensure that parents/carers are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Head of School will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. Bowden Primary School will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Head of School will work with other staff to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Head of School will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA and will encourage parents/carers to access any support that they may need.

## **13. Persistent Absence – the DfE's definition of PA**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in Need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

Bowden Primary School will use a number of methods to help support pupils at risk of PA to attend school. These include:

- offering catch-up support to build confidence and bridge gaps
- meeting with pupils to discuss patterns of absence, barriers to attendance and any other problems they may be having
- establishing plans to remove barriers and provide additional support
- leading **weekly** check-ins to review progress and the impact of support
- making regular contact with families to discuss progress
- assessing whether an EHC plan or IHP may be appropriate
- considering what support for re-engagement might be needed, including for vulnerable groups.

Bowden Primary School will focus particularly on pupils who have rates of absence over **50%**, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect and will escalate any concerns in this regard in line with the Safeguarding & the Protection Policy.

## **14. Legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the school's AWA will consider:

- holding a formal meeting with parents/carers and the Head of School
- working with the LA to put an education supervision order in place
- engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Head of School in discussion with the Executive Headteacher, Bowden House School and the AWA, will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

## **15. Monitoring and analysing absence**

The Head of School (attendance officer) will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

Bowden Primary School will collect data regarding punctuality, truancy and authorised and unauthorised absence, for:

- the school cohort as a whole
- individual year groups
- individual pupils
- demographic groups, e.g. pupils from different ethnic groups or economic backgrounds

- other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM
- pupils at risk of PA.

The Head of School (attendance officer) will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- patterns in uses of certain codes
- particular days of poor attendance
- historic trends of attendance and absence
- barriers to attendance.

The Head of School (attendance officer) will provide regular reports to the Executive Headteacher, Bowden House School so that they can jointly track the attendance of pupils and to implement attendance procedures. The Head of School (attendance officer) will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Governing Body will regularly review attendance data, including examinations of recent and historic trends and will support the Head of School and the Executive Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

## **16. Monitoring and review**

Attendance and punctuality will be monitored throughout the year.

This policy will be reviewed **3 years** by the Head of School, the Executive Headteacher and the Governing Body. The next scheduled review date for this policy is June 2025.

Any changes made to this policy will be communicated to all relevant stakeholders.

# Bowden Primary School

## HOLIDAYS AND LEAVE IN TERM TIME – ADVICE TO PARENTS/CARERS

The Department for Education's document on 'Working Together to Improve School Attendance, 2022' is aimed at schools, Local Authorities and parents/carers promoting good school attendance and reducing the incidents of school absence. The school defines absence as 'not attending school for any reason'.

**The parents/carers of the students of Bowden Primary School are responsible for their son/daughter's regular school attendance unless there is a very good reason why this may not be possible. If a pupil has been absent due to illness or a medical/dental appointment, parents/carers are responsible for the prompt return to school of their son/daughter and any delay to their return will be marked as unauthorised. The school will always consider assisting parents/carers in their son's return to school.**

**Any applications for holidays in term time will be refused by the Head of School/Executive Headteacher unless there is evidence of very exceptional circumstances as to why the leave must be taken in term time instead of in the school holidays.**

### **Holidays in Term Time**

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not be authorised. Parents/carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted.

### **Leave in Term Time for Other Reasons**

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The school's Governing Body expects applications for leave in term time for other reasons, to be generally refused particularly if the pupil is new and settling into school life or the time requested is before or during assessment/exam periods. However, in exceptional circumstances, e.g. bereavement or serious illness, discretion may be appropriate and no more than 10 days will be agreed.

**Non-attendance for birthdays, shopping, day trips or looking after other children, etc., are not good reasons for non-attendance.**

### **Applications for Leave in Term Time for other reasons:**

- must be submitted to the Head of School at least 10 days in advance



- all applications will be considered carefully including how the pupil's educational progress could be affected
- applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised

### **Taking of Unauthorised Holiday or Leave in Term Time**

Where parents/carers choose to take their child on an unauthorised holiday or leave in term time, the child will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address attendance-related concerns particularly if there is persistent absences.

A Penalty Notice and/or fine may be served on an individual parent/carer per individual pupil when the pupil has had 6 sessions (3 days) of unauthorised leave. There is no right of appeal.

The school defines **authorised absence** as inclusive of the following circumstances:

- sickness for which the school has granted leave
- medical or dental appointments which unavoidably fall during school time for which the school has granted leave
- religious or cultural observances for which the school has granted leave
- an absence due to a family emergency

The school defines **unauthorised absence** as inclusive of the following circumstances:

- parents/carers keeping their son/daughter away from school without sufficient reason
- truancy.

The school defines **persistent absence** as:

- missing 10% or more education for any reason, across the academic year
- 

**I have read and understood the above.**

**Name of pupil** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Signature of parent/carer or guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**BOWDEN PRIMARY SCHOOL**

**APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS**

Pupil's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parents/carers name(s) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Last day of expected attendance in school: \_\_\_\_\_

Date of expected return to school: \_\_\_\_\_

Please give details of the purpose and exceptional circumstances for this application for leave in term time and why the leave cannot be taken in school holiday time. Please attach any supporting evidence:

.....  
.....  
.....  
.....

Please provide the address of where you and your child will be staying:

.....  
.....  
.....

e-mail address for contact: .....