



Attendance Policy 2025

Knowle CE Primary Academy



Approved by: Governing Body (Scrutiny and Standards)

Date: May 2025

Last reviewed in:

May 2024

Next review due by:

May 2026

Our Academy Vision

Growing in God's Love; Flourishing Together

At Knowle CE Primary Academy, we provide a nurturing environment for all children and adults to grow in mind, body and spirit, enabling everyone to fulfil their potential. Individuals are celebrated for their unique gifts and flourish together through living out our school values, as we make a positive impact on each other, our local community and the wider world. As a result, children are well prepared for a future in which they will bear lasting fruit and make the world a better place.

Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress. At Knowle CE Primary Academy, we believe that regular school attendance is the key to enabling children to maximise their educational opportunities and become emotionally resilient, confident and competent adults, who are able to make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how academy staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

Aims

- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality
- To improve children's attainment through good attendance
- To make attendance a priority for everyone
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance

To achieve these aims for our pupils, we are committed to the following:

- A welcoming, stimulating and safe learning environment
- Listening to parents and pupils to understand barriers to attendance

- Building trusted relationships with parents and pupils where attendance concerns can be discussed, understood
- Having high expectations of our pupils and all staff
- Providing a broad, balanced and relevant curriculum
- Recognising and celebrating achievements in all areas of school life
- Ensuring equal access to all aspects of the curriculum and school life
- Providing high quality teaching, using a variety of teaching strategies
- Providing a range of resources that are effectively used to support and challenge learning
- Providing experiences which will develop our pupils' spiritual, moral and cultural understanding
- Supporting, guiding and training all those who teach and work with our children
- Fostering and maintaining links with our wider community

Academy expectations from parents and carers:

- To ensure their children attend school regularly and punctually
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast
- To talk to a member of school staff about any problem or reason that may prevent them from attending school

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance
- Follow up support if needed

Roles and Responsibilities for Attendance

Knowle Primary Academy have an Attendance Officer who oversees attendance issues. This person is Emma Mcgahey. The attendance officer is supported by the Senior Leadership Team.

Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

If you have a concern about your child's attendance your first point of contact is Emma McGahey.

Attendance matters are reviewed by the Principal and members of the Senior Leadership Team.

Attendance data is reported on a half termly basis to the Governing Body.

Role	Responsibilities
Schools Governors	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Principal	<ul style="list-style-type: none"> • Compliance with relevant legislation • Data analysis and Strategic Plan for attendance • Implementing school policy and leading on whole school approach • Authorising/unauthorising absences • Responding to leave of absence request • Ensuring there are clearly defined roles and responsibilities for attendance • Ensuring all staff have appropriate training • Overview of clear and escalating interventions • Evaluation of interventions • Promoting school attendance • Responsibility for links with the LA Statutory Team
Class Teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school's attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently • Point of contact for parents to discuss concerns • Creating a welcoming environment
School Office	<ul style="list-style-type: none"> • Maintaining registers • First day calling and chasing SZAPP messages • Identifying children whose absence needs further follow up action in line with the school absence procedure • Late arrivals • Administration of school attendance reports, leave of absence letters etc • Producing attendance reports • Carry out the legal monitoring, with support by the LA, to maintain high whole school attendance and minimise persistent absentees. • Processing the information for further action by the LA

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success. At Knowle Primary Academy we categorise levels of attendance as follows:

98-100%	Excellent Accessing all learning opportunities
96-97%	Good Very few learning opportunities missed
94-95%	Risk of under achievement Up to 50 missed lessons Up to 10 school days absent in an academic year
92-93%	Risk of under achievement Up to 75 missed lessons Up to 15 school days absent in an academic year
90-92	Severe risk of under achievement Up to 100 missed lessons Up to 19 school days absent in an academic year
90% and below	Extreme risk of underachievement Over 100 missed lessons Pupil is persistently absent upwards of 22 school days absent in an academic year

Support

Our school procedures follow expectations set out by the Department for Education in the guidance 'Working Together To Improve School Attendance' (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and early help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agreeing individual plans for children with specific needs
- Formal Statutory Interventions where support has not been effective or engaged with

- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils, signposting to the right voluntary support
- Some students find it harder than others to attend school and will need targeted or specialist support
- Attendance plans will consider individual needs
- Attendance plans will be reviewed and where improvements have not been made and barriers to attendance continue, plans will be reviewed to understand the reasons
- Records will be kept of attendance interventions and action plans

Poor Attendance and Persistent Absentees

Children whose attendance falls below 95% will be closely monitored by Knowle Primary Academy and further action may be considered.

All registers will be checked and absences monitored on a regular basis.

We will analyse individual pupil data to identify quickly patterns of absence and parents will be informed by the school where their child's attendance causes concern.

Pupils whose attendance is less than 90% are referred to as Persistent Absentees by the DFE. There is an expectation that when pupils' attendance falls below 90%, an action plan will be put in place by the school and parents to address the underlying reasons and to improve attendance.

The school will attempt to address attendance issues with parents, and if there is no improvement, additional support will be signposted from the Local Authority.

Where attendance has deteriorated rapidly, there are concerning patterns of absence, a number of unauthorised absences, or parents have not responded to concerns, the school will contact the Local Authority for further support and guidance. Where pupils have 10 or more unauthorised absences in a rolling 10-week period, a referral will be made to the Local Authority Attendance Enforcement Team for the issue of a penalty notice.

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of Act 1999.

Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

If school considers that the trigger has been met and a penalty notice is appropriate, they will refer to the Local Authority.

If the Local authority issues a penalty notice it is per parent per child. The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a second time in three years and a second penalty notice is issued to the same parent in relation to the same child – this will be a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Promoting Attendance and Preventing Absence

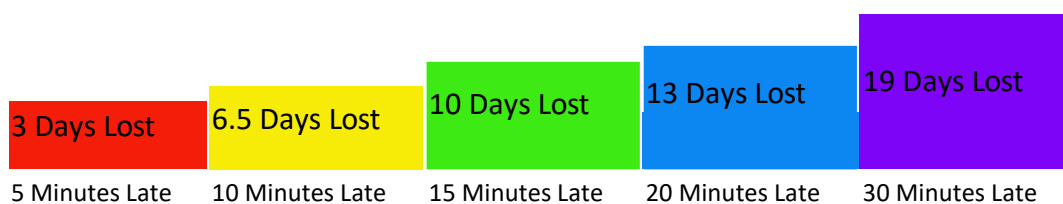
Good levels of attendance are communicated and promoted to parents and carers during Induction Meetings, at the start of the year and through Parent Consultations (discussed where appropriate). The importance of good attendance is included in safeguarding training for all staff.

At the end of the Academic Year, children who have achieved 100% attendance will be presented with a celebratory certificate from the Principal.

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

To access the most from the school day we ask parents to ensure that their children arrive at school between 8:45am and 8:55am, this includes Nursery.

Children arriving after 8:55am must be accompanied to the school office to sign in as Late.

Class registers are completed between 8:55am and 9:15am. Any child arriving after 8:55am will be marked late.

Where a pupil arrives after the register closes at 9:15am, this will be classed as an unauthorised late absence.

School registration will close at 9:15am. (This must be no more than 30 minutes after the register opens, 8:45am, as per Working Together to Improve Attendance, 2024).

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be supported or challenged by school leaders. If pupils consistently arrive after 9:15am a referral to Local Authority Statutory Team will be considered.

Absence

If a child is absent from school, parents must contact the school on the first day of absence by 8.30am to inform the school of the reason for absence. The School communication app, currently SZAPP, should be used to send a message regarding the absence. The specific details of the absence need to be included. Parents are expected to maintain contact with the school throughout the absence and send a daily message into school providing an update.

At 9.15am school registers are checked for any absences where there has been no contact by parents and reasons given.

School staff will contact parents to ascertain a reason for the child's absence from school. If no contact is made with the primary contact, the remaining contacts will be contacted to ascertain the reason for the absence.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024). This may also include home visits and school contacting the police to carry out a self and well check.

If the pupil has a social worker or a youth offending worker, they will be notified of any absences with no reason provided.

It is imperative that up-to-date contact numbers and details are provided to school.

It is good practice for schools, as stated in KCSIE 2024, to hold more than one more emergency contact per child. Emergency contact numbers should be provided and updated by the parent/carer with whom the pupil normally resides.

Illness

Not all illnesses require an absence from school. For minor childhood ailments such as coughs, colds or ear aches, we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the above absence process.

If a child has symptoms of a respiratory infections and has a temperature, or is too unwell to attend school, they should stay at home and avoid contact with others until they are well enough to attend school.

School will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. School can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If parents/carers are unsure if a child should attend school, they should contact the school who will offer advice and guidance or signpost to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

Where there are high levels of absence, an agreement may be put in place which will include access arrangements to access further support (this may include signposting to Local Authority Services).

The types of scenarios when medical evidence may be requested include:

- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Pupils are expected to return to school for the remainder of the day or attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter, text, email or card prior to the day of the appointment. These can be shown to the office staff or sent into school.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of students learning and positive strategies should be employed to minimise such effects.

School staff will keep in touch with a family during a prolonged absence.

When a pupil is ready to return to school following a long term absence, the Principal may consider a phased return where appropriate. Consideration needs to be given to any special needs / disabilities the pupil may have and appropriate support identified.

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences

Other reasons for absence must be discussed with the school on each occasion. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Religious Observance

The Academy 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 this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions; where a day is exclusively set apart for religious observance, one day's absence will be authorised.

Mobile Children

The School Attendance Regulations 2024 and the Working Together to Improve School Attendance guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then the absence will be authorised.

Requests for Leave of Absence (exceptional circumstances)

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

A leave of absence is granted entirely at the school's discretion. Permission for a leave of absence from a school may only be given by the Principal.

Each application will be judged individually considering the specific facts and circumstances and relevant background context behind each request.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for a leave of absence, parents/carers are advised to give sufficient information and time to allow the Principal the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider applications for leave of absence which are made by the resident parent. i.e. the parent with whom the child normally resides.

Where applications for leave of absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.

Leave of absences which are not made in advance cannot be authorised in line with legislation. These absences will be recorded as unauthorised.

Procedure for requesting a planned absence:

All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete a "Leave of Absence Request" form (Appendix 2) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

DfE guidelines make clear that leave of absence during term-time should be regarded as exceptional.

If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the "Leave of Absence Request" request form which can be obtained from the school office or the school app (Appendix 2). There is a requirement that parents/carers provide evidence of the exceptional circumstance and may be required to meet with the Principal.

Where the Principal is satisfied that there are exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence or the pupil's attendance record, they may use the DfE absence leave calculator.

If the Principal deems that the reasons for the request are exceptional and authorises the absence, a letter confirming that the request has been authorised will be sent to the parent/carer (Appendix 3).

If the Principal deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (Appendix 4) must be used.

If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken, it will be marked as an unauthorised absence on the pupil's register. If the trigger of 10 unauthorised absences (sessions) during a rolling 10 weeks is met, then the absence may be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including child sexual exploitation and child criminal exploitation, and to help prevent the risks of them going missing in the future.

All schools are required to make the Local Authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days set out in regulation 13 of the Education Regulations 2024.

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. The School must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME (Children Missing in Education) officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

This Attendance Policy is part of a broader suite of safeguarding policies including the school's Safeguarding and Child Protection Policy and Procedures.

Truancy within school

Knowle CE Primary Academy monitors attendance to each lesson period of the school day in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Principal is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Knowle Primary Academy. Attendance to approved alternative providers is monitored. When a pupil is dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance or absence. For children who are educated off-site, but not dual registered, their attendance will be recorded in Knowle Primary Academy's register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Knowle Primary Academy.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non- compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder).

Absence can only be authorised by a person designated to do so by the Principal, see The Education Regulations 2024.

Unexplained absences are dealt with daily.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 1).

Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

We meet this requirement by sharing our school attendance data directly from our management information system.

We collect, use and store attendance information about our pupils and may receive information from the previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed daily in school and formally each half term during the Child Protection meetings and governing body meetings. The Principal / Attendance Officer will then follow up attendance concerns with parents/carers.

Information regarding attendance concerns may also be shared with the Local Authority as part of

statutory processes.

The Principal will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil Progress Meetings and Parent consultations.

Appendix 1 Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)
K	Attending Education provision arranged the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)
C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non–Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (not medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence
Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
#	Planned whole school closure	Not a possible attendance

Appendix 2 Leave of Absence Request form

Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull, B93 0JE

Telephone: 01564 776209
 Website: www.knowle.solihull.sch.uk
 Email: office@knowle.solihull.sch.uk

Principal: Mr M Stonehill
 Vice Principal: Mr B Bramhill
 Business & Facilities Manager: Mrs R Justice



Leave of Absence Request form

Please note that there is no automatic right for pupils to be granted leave of absence and requests will only be considered where there are exceptional circumstances

Name of Pupil Date of Birth	Class
Please detail below the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request with a member of the schools Senior Leadership Team. (Please attach any supporting evidence)	
Address	
Please enter below the dates of the requested absence. (first date of absence) (last date of absence) Number of school days that your child will be absent from school 	
Signature	Date
Name of Parent/Carer	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.

For School Use:

Date received?			
Previous requests for leave of absence	Yes / No		
Evidence provided for exceptional circumstance	Yes / No		
Arrange to meet with Parent/Carer	Yes / No		
Principal decision to authorise	Yes / No	Code	

Appendix 3 Authorised Exceptional Leave

Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull, B93 0JE

Telephone: 01564 776209
Website: www.knowle.solihull.sch.uk
Email: office@knowle.solihull.sch.uk



Principal: Mr M Stonehill
Vice Principal: Mr B Bramhill
Business & Facilities Manager: Mrs R Justice

Authorised Exceptional Leave of Absence

TO THE PARENTS / CARERS OF:

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence from:

..... to

(first day of absence from school) (last day of absence from school)

Request for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstances

Yours faithfully

Mr M Stonehill

Principal

Knowle CE Primary Academy

Tel: 01564 776209

Appendix 4 Unauthorised Exceptional Leave

Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull, B93 0JE

Telephone: 01564 776209

Website: www.knowle.solihull.sch.uk

Email: office@knowle.solihull.sch.uk

Principal: Mr M Stonehill

Vice Principal: Mr B Bramhill

Business & Facilities Manager: Mrs R Justice



Unauthorised Exceptional Leave of Absence

TO THE PARENTS / CARERS OF:

Dear Parent / Carer ,

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am unable to authorise your child's leave of absence.

I have carefully considered your request and do not accept that the absence is unavoidable.

Children are expected to attend school every day unless the reason for their absence is unavoidable.

If you decide to go ahead with the proposed leave of absence the sessions will be marked in the register as unauthorised. If the threshold of a cumulative of 10 sessions over a rolling 10 week period is reached these absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The level of fine is detailed within our Attendance Policy which is available via the website.

Yours faithfully,

Mr M Stonehill

Principal

Knowle CE Primary Academy

Tel: 01564 776209