



**St. Wilfrid's  
Church of England  
Primary Academy**

Executive Headteacher: Mr S. Colothan



# Attendance Policy

Updated September 2025

**'I can do all things through Christ who strengthens me.'**

**Phillippians 4:13**

## Our Christian Vision

*'I can do all things through Christ who strengthens me.'* Philippians 4:13

1. Our **children** will be rooted in strong faith and academic foundations to thrive and succeed, knowing that Jesus is with them, every step of their journey.
2. Our **staff** will have the highest expectations and aspirations for our children, knowing that together, we can achieve anything through Christ.
3. Our **school** will be a place where children can grow in strength, to be unique and flourish in the presence of God.



## Our Mission Statement



We will ensure that our children **achieve** exceptionally well.

We will nurture our children to **believe** in themselves and each other.

We will create a culture of love, **care** and respect for one another.

**At St. Wilfrid's, we can do all things through Christ who gives us strength.**

## Our Aims

1. To provide a distinctly Christian ethos, underpinned by our Christian Values and Scripture, where children can grow spiritually and become reflective decision-makers.
2. To provide a 'literacy-rich' curriculum of the highest quality, that engages and challenges all children in our school community.
3. To provide an environment that excites and stimulates learning, fosters personal growth and responds to the individual needs of all children.
4. To provide a rich and broad education, with enrichment and extra-curricular opportunities, and unique experiences, that prepare our children socially and mentally for their future.

## Our Christian Values

Our Christian Values, which are rooted in scripture, are threaded through our school, our decision making and everything that we do.

Love is at the heart of our Christian Values and all members of our school community aim to 'live out' our Christian Values in our actions and choices.



## **Rationale**

St Wilfrid's Church of England Primary Academy is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Wigan attendance figures.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it, the procedures that the school will follow to meet the attendance targets.

## Why is Attendance so Important?

We are committed to ensuring that children attend school as often as possible to ensure they maximise their opportunities to learn and progress. At St Wilfrid's, we consider attendance above 96% as excellent and strive to ensure that all children have attendance in line or above this figure.

Table 1 & 2 show the impact that absence from school can have on a child's overall percentage figures and the learning time they lose as a result.

**Table 1: Attendance over one whole school year for each pupil**

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

**Table 2: Learning time lost over a year against overall attendance percentage figure**

Attendance during one school year	Equivalent Days Missed	Equivalent Sessions Missed	Equivalent Weeks missed	Equivalent Lessons Missed
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

Therefore, it is vital that we work together to ensure that all children attend school as often as possible.

## School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Executive Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unexplained, if the absence is still unexplained after a 2-week period, this will be changed to unauthorised.

### Late After Registration

The classroom doors open at **8.45am** and the class teacher is responsible for manually documenting the morning registration, which closes at **9.00am**

If a child is absent, the class teacher will leave the register blank and the appropriate authorised absence code will be entered by the administration officer.

Pupils arriving after the close of registration **must** report to the admin block. Pupils arriving before **9.30am** will be treated, for statistical purposes, as present, but will be coded as Late (before registers close).

Pupils arriving late after **9.30am** will be marked as U (after registration closes), unauthorised absence.

Pupils arriving from a medical appointment will be given a 'medical mark' using the code M. A medical mark is an authorised absence but does affect the pupils' overall attendance percentage.

The afternoon registration will be at **1.00pm** and will close five minutes later, **1.05pm**. The class teacher is responsible for manually recording the correct mark.

Continuous lateness is monitored by the Attendance Team regularly. A letter (Appendix 1a) will be sent to all parents and carers, whose child has a high number of late sessions (five or more). If the number of occasions a child is late decreases, no further action will be taken. If the number of late sessions stays the same or increases, the Pastoral Lead will request a meeting with parents or carers to establish the reason for lateness, and to offer support. In some cases, parents/carers may be referred to Wigan Council who could pursue legal proceedings.

### Absence Reporting

Parents and carers should keep children at home if they are acutely unwell. School should be notified, either in person, by telephone or by email, as soon as practical, on the first day of absence. Parents and carers should continue to notify school **every day** the child is absent using the communication methods set out above.

If the school has not been informed of a child's absence on the first day, a telephone call to the child's parents/carers will be made by the administration officer before 10.30 am, to ensure they are absent with their permission, and to establish the reason for absence.

The telephone call will only be made once further clarification has been sought from the appropriate class teacher. This is to ensure that a child arriving after registration has not entered into class without first reporting to the admin block. The class teachers will ask children who are late if they have reported to the admin block, and if not, arrange for the office staff to be informed.



If there is no answer on either parent's contact numbers, a message will be left for them by the administration officer, stating why they are calling and asking them to contact the school as soon as possible.

If the child does not attend school the following day, and parents/carers have not contacted school, the administration officer will contact **all** of the named contacts for the child and send an email requesting an urgent telephone conversation.

For safeguarding reasons, if the child does not attend school on the third day of the absence and parents/carers have not contacted school, a home visit will be arranged. If, after a home visit, no reason for the absence has been established, school may request a police welfare check.

If, after five school days, the child does not attend school and there has been no communication with parents/carers, school will complete and submit a 'Child Missing in Education' Form to Wigan Local Authority.

If, at any point during a child's absence, the school has any concerns, they may choose to complete additional phonecalls, a home visit or request a police welfare check, regardless of the time the child has been absent.

### **Routine Monitoring of Attendance**

The Pastoral Lead, Senior Admin Officer and Learning Together Trust Attendance Champion will meet regularly to undertake monitoring of whole school attendance and persistent absence.

This monitoring will include:

- Attendance code analysis
- Analysis of persistent absence
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker, children with SEND, Disadvantaged children
- Monitoring patterns of absence

### **Persistent Absence (defined in legislation as 10% or more absences; either authorised or unauthorised)**

A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. Any pupil with attendance below 90% will be closely monitored and appropriate interventions will be implemented to raise attendance above the Persistent Absence threshold.

When a child's attendance falls below 90%, an **'Initial Concern Letter'** will be sent to parents/carers informing them of their child's current attendance and that school will continue to monitor this closely and review on a regular basis. (See Appendix 2a for template letter)

If, after receiving an initial concern letter, a child's attendance improves so it rises above 90% and they are no longer deemed to be persistently absent, parents/carers will be informed of this with a **'Recognition of Improvement Letter'** (See Appendix 2b for template letter).

If a child's attendance does not show a significant improvement and remains below 90%, parents/carers will receive a letter inviting them to a meeting to discuss their child's attendance by the Pastoral Lead. (See Appendix 2c for template letter).

Should support offered by school not have a positive impact on a child's attendance, a member of the St Wilfrid's Senior Leadership Team and/or Learning Together Trust Central Team may request a further meeting with parents.

Should attendance not improve, the school may refer the matter to Wigan Local Authority who may issue an Education Penalty Notice (EPN) or begin legal proceedings.

The St. Wilfrid's attendance team will always consider the individual circumstances surrounding each child's absence and apply this approach with common sense and sensitivity.

### **Welcome Back**

It is important that on return from an absence, that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Absence Notes/Emails**

Notes and emails received from parents explaining absence will be kept for the remainder of the academic year. If there are attendance concerns about a specific pupil, then the notes will need to be retained for a longer period in case they are required further investigation.

### **Medical Appointments**

Parents/carers may request to take children out of school for medical appointments. Routine appointments such as GP, dentist and optician appointments should be made out outside of school hours, where possible. Although medical appointments are authorised absences, they do impact a child's overall attendance figure.

### **Holidays in Term Time**

Term time holidays are not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. St Wilfrid's also follow guidance published in the document, 'Working Together to Improve Attendance'. August 2024

The school will only grant a leave of absence/term time holiday in **exceptional circumstances** and this is at the discretion of the Executive Headteacher or a person authorised by them to do so.

Parents/carers must complete a **'Leave of Absence in Term Time Request Form'** (Appendix 3a), which is available on the school website or from the School Office, to the Executive Headteacher in good time (at least 6 weeks before a planned absence) to request permission to take their child out of school during term time. The 6-week time period is necessary in order for the school to give due consideration to the request.

If the request is denied, school will inform the parent/carer of the reason by letter (Appendix 3b). If the parent/carer chooses to continue with the planned absence, it will be recorded as an **unauthorised**

**absence** and could result in an Education Penalty Notice (see EPN section in policy for further information).

In the rare circumstances when the Executive Headteacher is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school and the leave will be granted as **authorised** (Appendix 3c). There may be circumstances where the Executive Headteacher will authorise part of the Leave of Absence requested should they feel there are exceptional circumstances.

In instances where school believe a child is on holiday, but neither a 'Leave of Absence in Term Time Request Form' has been completed or school has been unable to contact parents or carers, we may request further evidence or request a meeting with parents/carers to clarify the absence. If the school suspects a child has been on a term time holiday, and there is no evidence to prove otherwise, the absence will be recorded as unauthorised. If the number of absences meets a threshold with the EPN guidance, school will refer parents to Wigan Local Authority who may start legal proceedings.

### **Education Penalty Notices**

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education Penalty Notices (England) Regulations 2004 came in to force on 27 February 2004) and were amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued if a child falls within one or more of these categories within a 10-week rolling period:

- 10 sessions (5 days) of unauthorised absence
- persistently arrives late for school after the close of registration

Wigan LA are informed of unauthorised absences by school and will take appropriate action, which may include issuing Education Penalty Notices to parents/carers or court action. Parents/carers are informed of the criteria for Education Penalty Notices at the beginning of each school term (See Appendix 4).

If the school should refer a parent/carer to Wigan Local Authority for an EPN, each parent/carer will receive a letter notifying them of this.

### **Attendance Awards**

Individual attendance awards are given for 100% attendance each term and children receive a reward (book voucher) for 100% attendance during the full academic year.

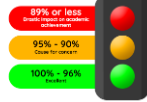
Attendance is celebrated weekly within our Friday 'Celebration and Aspirations Worship'. The previous week's class attendance is shared with points awarded to the classes with the highest attendance 1<sup>st</sup> place (3 points), 2<sup>nd</sup> place (2 points) and 3<sup>rd</sup> place (1 point). There is an attendance leaderboard for each Key Stage, with half termly attendance rewards for the winning classes e.g. extra playtime, non-uniform day etc.



# Attendance

## Weekly Percentages

Week commencing Monday 24<sup>th</sup> June 2024



Class	Attendance
3S	99%
4CP	99%
5BM	97%
4Bu	97%
5M	97%
6B	95%
3W	95%
6PC	95%
6C	93%
5B	93%
3LW	89%
4Be	89%

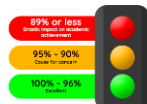
Class	Attendance
1M	99%
2C	98%
2H	96%
RM	96%
RMK	95%
2B	94%
1R	90%
RH	89%
1FM	87%



# Attendance

## Leaderboard

Summer Term 2



Class	Attendance
5M	10
6B	9
5BM	7
4CP	7
4Bu	6
6PC	6
3S	6
4Be	3
3W	3
5B	2
6C	0
3LW	0

Class	Attendance
1M	8
2C	7
RMK	5
2B	4
RM	4
1R	3
RH	3
2H	3
1FM	1



## The Registration System

The School will use manual paper registers and a computerised system for keeping the school attendance records.

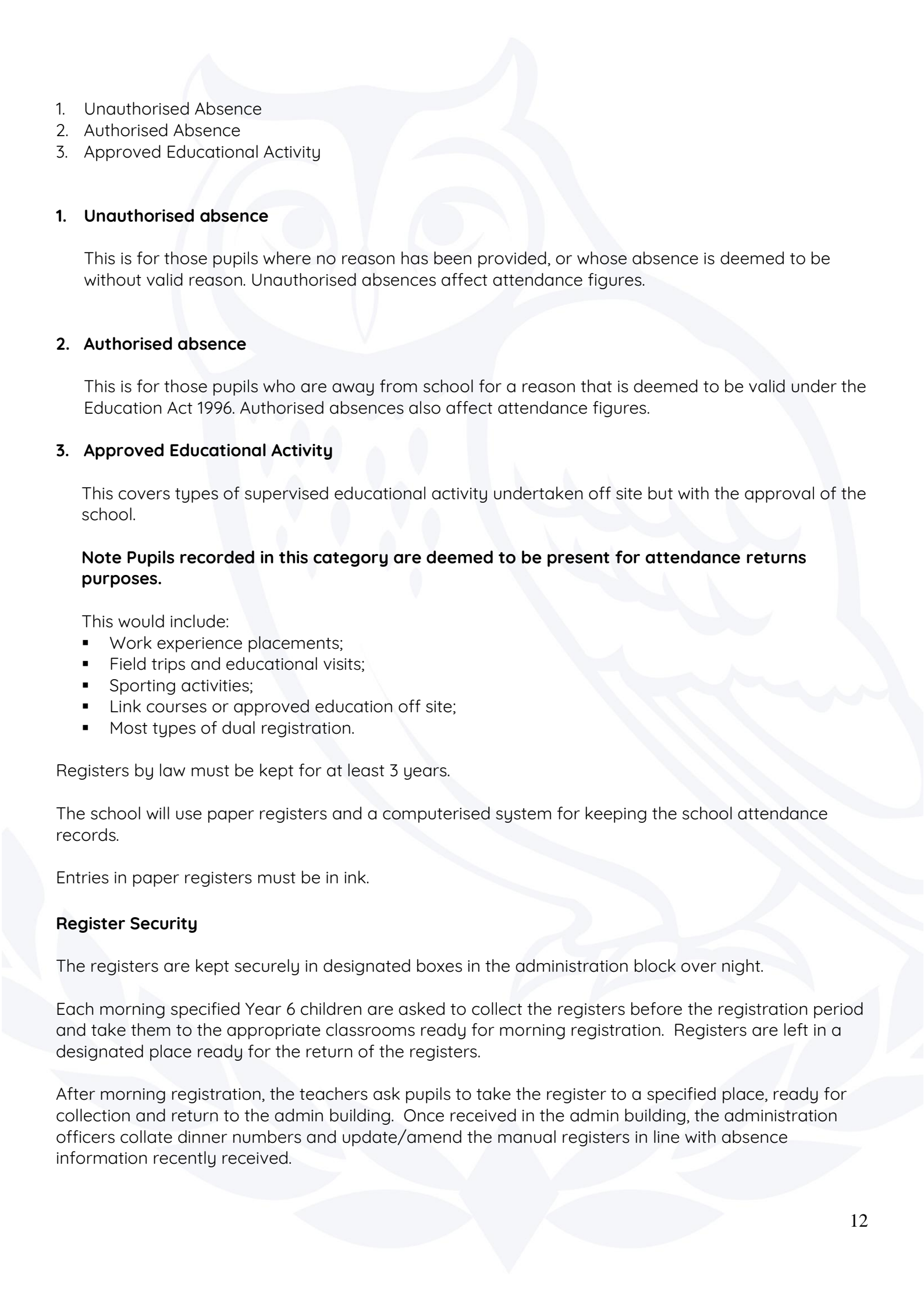
The school will use the following codes to record attendance.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>/</b>	<b>Present (AM)</b>	<b>Present</b>
<b>\</b>	<b>Present (PM)</b>	<b>Present</b>
<b>B</b>	<b>Educated off site (NOT Dual registration)</b>	<b>Approved Education Activity</b>
<b>C</b>	<b>Leave of absence for exceptional circumstance</b>	<b>Authorised absence</b>
<b>C1</b>	<b>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</b>	<b>Authorised absence</b>
<b>C2</b>	<b>Leave of absence for a compulsory school age pupil subject to part time timetable</b>	<b>Authorised absence</b>
<b>D</b>	<b>Dual registration (i.e. pupil attending other establishment)</b>	<b>Approved Education Activity</b>
<b>E</b>	<b>Excluded/Suspended (no alternative provision made)</b>	<b>Authorised absence</b>
<b>G</b>	<b>Family holiday (NOT agreed or days in excess of agreement)</b>	<b>Unauthorised absence</b>
<b>H</b>	<b>Family holiday (agreed)</b>	<b>Authorised absence</b>
<b>I</b>	<b>Illness (NOT medical or dental etc. appointments)</b>	<b>Authorised absence</b>
<b>J</b>	<b>Interview</b>	<b>Approved Education Activity</b>
<b>L</b>	<b>Late (before registers closed)</b>	<b>Present</b>
<b>M</b>	<b>Medical/Dental appointments</b>	<b>Authorised absence</b>
<b>N</b>	<b>No reason yet provided for absence</b>	<b>Unauthorised absence</b>
<b>O</b>	<b>Unauthorised absence (not covered by any other code/description)</b>	<b>Unauthorised absence</b>

<b>P</b>	<b>Approved sporting activity</b>	<b>Approved Education Activity</b>
<b>Q</b>	<b>Unable to attend school because of lack of access arrangements</b>	<b>Authorised absence</b>
<b>R</b>	<b>Religious observance</b>	<b>Authorised absence</b>
<b>S</b>	<b>Study leave</b>	<b>Authorised absence</b>
<b>T</b>	<b>Parent travelling for occupational purposes</b>	<b>Authorised absence</b>
<b>U</b>	<b>Late (after registers closed)</b>	<b>Unauthorised absence</b>
<b>V</b>	<b>Educational visit or trip</b>	<b>Approved Education Activity</b>
<b>W</b>	<b>Work experience</b>	<b>Approved Education Activity</b>
<b>X</b>	<b>Untimetabled sessions for non-compulsory school-age pupils</b>	<b>Not counted in possible attendances</b>
<b>Y1</b>	<b>Unable to attend due to transport normally provided not been available</b>	<b>Authorised absence</b>
<b>Y2</b>	<b>Unable to attend due to widespread travel disruption</b>	<b>Authorised absence</b>
<b>Y3</b>	<b>Unable to attend due to part of the school premises being closed</b>	<b>Authorised absence</b>
<b>Y4</b>	<b>Unable to attend due to the whole school site being closed unexpectedly</b>	<b>Authorised absence</b>
<b>Y5</b>	<b>Unable to attend as pupil is in criminal justice detention</b>	<b>Authorised absence</b>
<b>Y6</b>	<b>Unable to attend in accordance with public health guidance or law</b>	<b>Authorised absence</b>
<b>Y7</b>	<b>Unable to attend because of any other unavoidable cause</b>	<b>Authorised absence</b>
<b>Z</b>	<b>Pupil not yet on roll</b>	<b>Not counted in possible attendances</b>
<b>#</b>	<b>Planned whole or partial school closure</b>	<b>Not counted in possible attendances</b>

### Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

- 
1. Unauthorised Absence
  2. Authorised Absence
  3. Approved Educational Activity

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Unauthorised absences affect attendance figures.

### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. Authorised absences also affect attendance figures.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements;
- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Registers by law must be kept for at least 3 years.

The school will use paper registers and a computerised system for keeping the school attendance records.

Entries in paper registers must be in ink.

### **Register Security**

The registers are kept securely in designated boxes in the administration block over night.

Each morning specified Year 6 children are asked to collect the registers before the registration period and take them to the appropriate classrooms ready for morning registration. Registers are left in a designated place ready for the return of the registers.

After morning registration, the teachers ask pupils to take the register to a specified place, ready for collection and return to the admin building. Once received in the admin building, the administration officers collate dinner numbers and update/amend the manual registers in line with absence information recently received.

Before the afternoon registration period, Year 6 pupils re-distribute the registers to the appropriate classrooms for manual completion. Once completed, pupils are chosen by the teachers to return them to the appropriate place.

After the afternoon registration period, the registers are brought back up to the admin building for the input of attendance data onto the computerised system, and for safe keeping.

## **The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

- [a] To his/her age, ability and aptitude and
  - [b] To any special needs he/she may have.
- Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:  
The Education [Pupil Registration] (England) Regulations 2006

## **Links with other policies**

This policy links to the following school policies:

- Safeguarding policy
- Behaviour policy

Other guidance/policies can be found at the following links:

- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- [Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupil-s-attendance-guidance-for-schools)
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/working-together-to-improve-school-attendance)
- [Children missing education \(wigan.gov.uk\)](https://www.wigan.gov.uk/children-missing-education)
- [Consequences of not attending school \(wigan.gov.uk\)](https://www.wigan.gov.uk/consequences-of-not-attending-school)



## **Appendix 1 – Concern about Late Marks**

Date

**Re: Attendance of (insert child's name)**

Dear Parents and Carers,

During the last half term, your child arrived at school after 9.00am and received a late mark on **x occasions.**

When a child is late for school, they will miss valuable learning time, which could have a detrimental impact on your child's progress and attainment. They may also miss key information and messages from their class teacher. Arriving late for school can affect a child's routine and wellbeing.

Your child's attendance and punctuality will be closely monitored.

We have enclosed your child's attendance record for your information.

Yours sincerely,

**Mr. S. Colothan**  
**Executive Headteacher**

**Mrs. J. Saggerson**  
**Pastoral Lead**

## **Appendix 2a – Initial Attendance Concern Letter**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we work towards a goal of 100% attendance for every child. Attendance below 90% is classed as 'Persistent Absence'. We strive to ensure that all children have attendance of 96% or better.

Our recent monitoring of attendance has shown that [name of child] attendance is currently {??%} which means they are classed as persistently absent. We recognise that there are a number of circumstances why a child may be absent from school, with many of these genuine reasons. If you feel that school can offer support to ensure that [name of child] attendance improves, please do not hesitate to contact school and make an appointment.

We will continue to monitor [name of child] attendance regularly and expect to see an improvement.

We enclose a copy of the attendance certificate for your information.

Yours sincerely,

**Mr. S. Colothan**  
**Executive Headteacher**

**Mrs. J. Saggerson**  
**Pastoral Lead**

## **Appendix 2b – Recognition of Improvement Letter**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

We wrote to you on [insert date] informing you that [name of child] attendance had fallen below 90% and they were classed as being persistently absent from school.

Following an attendance review, we are pleased to inform you that there has been an improvement in [name of child] attendance and they are no longer persistently absent. [name of child] attendance is now [??%] and we are pleased to see this upward trend. We will continue to monitor [name of child] attendance as we strive to ensure that all children have excellent attendance of 96% or better.

Should you feel that you still require support to further improve attendance, please do not hesitate to contact the school office to arrange an appointment.

We enclose a copy of the attendance certificate for your information for your information.

Many thanks for your support.

Yours sincerely,

**Mr. S. Colothan**  
**Executive Headteacher**

**Mrs. J Saggerson**  
**Pastoral Lead**

## **Appendix 2c – Invitation to Attendance Support Meeting**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

We wrote to you on [insert date] informing you that [name of child] attendance had fallen below 90% and they were classed as being persistently absent from school.

Following a recent attendance review, we have identified that [name of child] attendance has [not improved/declined]. Our aim in school, is that all children have attendance of 96% or better in order for them to gain the best out of their school experience.

We would like to invite you to a meeting in school with Mrs Saggerson (Pastoral Lead) to talk about how we can work together to improve [name of child] attendance. This is a supportive meeting and your ideas and input will be very important as we strive to ensure [name of child] attends school as often as possible.

We enclose a copy of the attendance certificate for your information.

We look forward to meeting you to discuss this further. If you have any questions, please do not hesitate to contact me through the school office.

Yours sincerely,

**Mr. S. Colothan**  
**Executive Headteacher**

**Mrs. J. Saggerson**  
**Pastoral Lead**

## **Appendix 3a - Leave of Absence in Term Time Request Form**

Date

Dear Parents and Carers,

### **Re: Leave of Absence Requests**

As I am sure you appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only disrupts your child's education, it makes it harder to catch up on work missed, and it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if your child attends regularly.

From September 2013 amendments to the 2006 School Attendance Regulations make it clear that Headteachers may not grant any requests for holidays in term time.

### **Additionally**

- All requests for leave in term time must be in writing on the Leave of Absence Request Form (see reverse).
- Any granting of leave does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factors in any decisions.
- Requests will be considered by the Executive Headteacher.
- Any approved leave must be subject to a contract/agreement between parents and the school stating what leave has been granted and the pupil's date of return to school.
- School will not provide work for children for unauthorised absences.
- If a request for a Leave of Absence during term time is unauthorised, you may receive a fixed penalty notice.

Yours sincerely

**Mr. S. Colothan**  
**Executive Headteacher**



**St Wilfrid's Church of England Primary Academy**  
Rectory Lane, Standish, Wigan WN6 0XB  
Tel: 01257 423992

**LEAVE OF ABSENCE REQUEST FORM**

A request for absence **MUST** be made at least a minimum of six weeks before leave.

**PUPIL DETAILS**

**Name:** \_\_\_\_\_

**Class/Teacher:** \_\_\_\_\_

**DATES OF REQUESTED ABSENCE**

**From (first date of absence):** \_\_\_\_\_

**To (last date of absence):** \_\_\_\_\_

**Total number of school days:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that keeping my child/children off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

**Parent/Carer name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_

The Executive Headteacher will consider the following points before authorising leave:-

- The pupil's previous attendance history
  - The age of the pupil
  - the child's stage of education
  - time of the year (SATS/Exams)
- The nature/reasons for the absence

Office use only



Seen by: \_\_\_\_\_ % Attendance: TY: \_\_\_\_\_ LY: \_\_\_\_\_

TY No of days to date: \_\_\_\_\_ Total No TY: \_\_\_\_\_

Agreement: Yes/No

Date letter sent: \_\_\_\_\_ type \_\_\_\_\_

Entered on register \_\_\_\_\_

### **Appendix 3b - Leave of Absence in Term Time Outcome Letter: Unauthorised**

Date

Dear [insert name of parent/carer]

From September 2013, amendments to the 2006 School Attendance Regulations made it clear that Headteachers may not grant any requests for holidays in term time. The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in line with Local Authority's Policy on absence during term-time.

Unfortunately, I am **unable** to grant your request for [insert name], to be absent from school during term-time on the [insert dates] as it does not meet the agreed criteria. I assure you that I have made this decision with the best interests of your child in mind and, therefore, the absence will be recorded as **unauthorised**.

Since 19<sup>th</sup> August 2024, the guidance on Education Penalty Notices (EPNs) changed. There is a new national threshold of 10 unauthorised sessions (equivalent to 5 school days) for any reason within a rolling 10 school week period for when a penalty notice must be considered. Please be aware that if your child's absence meets this threshold then you will be referred to the Local Authority, who may pursue legal intervention or issue an EPN.

It is essential that your child attends school regularly to benefit fully from their education.

Yours sincerely,

**Mr. S. Colothan**  
**Executive Headteacher**

**Mr. M. Rigby**  
**Learning Together Trust**  
**Attendance Champion**

**Appendix 3c Leave of Absence in Term Time Outcome Letter: Authorised**

Date

**This contract is an agreement between  
[Insert name of parent/carer] AND ST. WILFRID'S C OF E PRIMARY ACADEMY**

Dear [insert name of parent/carer],

We have agreed that [insert child's name] will be absent from school on the [insert dates] as per the Leave of Absence Request Form submitted recently.

The granting of this period of leave does not set any precedent for future applications.

It is also understood that if he/she does not return by the agreed date, any further absence will be unauthorised.

**Please sign and return this contract to school so we can authorise your child's leave in the school register.**

Parent/Carer signature: .....

Date: .....

Yours sincerely,

**Mr. S. Colothan**  
Executive Headteacher

OFFICE USE ONLY: Input on register:

☐

#### **Appendix 4 - EPN Information Sent to Parents Termly**

Dear Parents/Carers,

Attendance at school has been identified as a national priority by both the Department for Education (DFE) and OFSTED. Research in 2022 by the DFE found that pupils with higher attainment in end of Key Stage assessments had lower levels of absence than those with lower attainment.

At St Wilfrid's we provide a wide range of support to ensure that children attend school as often as possible and work with families to help address difficulties and challenges they may face.

In some circumstances, Local Authorities may issue parent/s with an Education Penalty Notice (EPN) if a child's absence record does not improve. This year, there has been new guidance issued from Local Authorities which came in to effect from 19th August 2024. The summary of the changes are included below:

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. *(The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.)*
2. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
3. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
4. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

On the reverse of this letter are some Frequently Asked Questions that you may have about EPN's. There is also information in our Attendance Policy which can be found on the website or requested from the school office.

If you have any further questions, please do not hesitate to contact the school office.

Yours sincerely

Mr. M. Rigby  
**Head of System Leadership**  
**The Learning Together Trust**

## **Frequently Asked Questions – Education Penalty Notices**

### **If I have already booked a holiday for next year, could I receive a penalty fine at the new higher rate?**

- Yes, if the absence has not been authorised by the Head Teacher of your child's school. Remember, only a Head Teacher can agree whether an absence can be authorised in exceptional circumstances.

### **How do I request for my child to have leave granted during term time?**

- You must submit an Absence Request form at least 20 days before the proposed absence. It will be for your child's Head Teacher to decide as to whether there are exceptional circumstances that will allow them to grant the time off. Do not assume that the absence will be granted until you have received confirmation from the school.

### **Do the 10 sessions of unauthorised absence have to be taken all at the same time before a penalty fine is issued to the parent/carer?**

- No, a penalty fine can be issued for any combination of absences over a 10-week rolling period. They can be consecutive or non-consecutive and can span over two terms.

### **What happens if I am issued with a penalty fine and I don't pay it?**

- Unauthorised absence from school is an offence under s444 of the Education Act 1996. A penalty fine is an opportunity for you to settle out of court. If you don't take this opportunity, you can be prosecuted for the offence of failing to ensure your child's regular attendance.

### **What should I do if I am worried about my child's attendance?**

- In the first instance you should contact your child's school and ask for advice on how they can support you to improve the situation.