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Attendance & Punctuality Policy 2024/2025 *(in conjunction with Keeping Children Safe in Education)*

1. Aims & Introduction

Morden Primary School recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE). Legislation sets out the legal powers and duties that govern school attendance:

- [The Education Acts 1996 and 2002](#)
 - [The Children Act 1989](#)
 - [The Crime and Disorder Act 1998](#)
 - [The Anti-Social Behaviour Act 2003](#)
 - [The Education and Inspections Act 2006](#)
 - [The Sentencing Act 2020](#)
 - [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
 - [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#) [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)
 - [The Education \(Information about Individual Pupils\) \(England\) Regulations 2013](#)
 - [The Children and Young Persons Acts 1933 and 1963](#)
 - [The Equality Act 2010](#)
- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
 - Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence".

Therefore, regular and punctual attendance at school is a legal requirement.

Additionally, regular attendance is essential to enable children to maximise their educational attainment, social development, future opportunities and further development.

- Under Section 576 of the Education Act 1996, for the purposes of Education Law, the definition of a 'parent' and who is responsible for ensuring regular attendance to school is:
 - all biological parents, whether they are married or not - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative - any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

Part-time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. ([Working Together to Improve School Attendance](#)).

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution.

Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised and code in the register as a C, which is an authorised absence.

Ensuring a good education for children who cannot attend school because of health needs

The school attendance officer will work together with the local authority and other relevant professionals to ensure any child who is going to be absent for longer than 15 days due to medical reasons either consecutively or accumulatively, will have access to relevant and appropriate education. This includes Public Exam provision and the education of siblings where the family have had to travel and stay away from the home for medical reasons. Please see Supporting Children with Medical Needs policy for further information. Please see additional information you should consider including below:

Suspension from School

With effect from the 1st September 2022, any pupil who has been suspended from school, and provision arranged, if the student does not attend the provision this shall be recorded as an unauthorised absence. This may result in further action taken by the school, please see also penalty notice section.

3. Roles and Responsibilities

Appendix 1 details the roles & responsibilities of the following stakeholders:

- The Governing board
- The Headteacher
- The Senior Teacher responsible for attendance
- The Attendance Officer
- Class teachers
- School Admin Team
- Parents/Carers
- Pupils

4. Recording attendance

4.1 Attendance register

We keep an attendance register and place all pupils onto this register. Registers provide the daily record of attendance of all pupils. They are legal documents and the register may be required in a court of law, for example as evidence in prosecutions for non-attendance in school.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. **The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 1.20pm and will be kept open until 1.30pm.**

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

The school will follow up any absences to:

- Ascertain the reason for the absence;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive in school by 8.50am on each school day.

The register is marked using the codes as advised by the Department for Education (DfE) 'School Attendance Guidance for maintained schools, academies, independent schools and local authorities). **(See Appendix 2 for the DfE attendance codes)**

4.2 Absence Monitoring

a. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office. An answer machine facility is available to leave a message. Please ensure that you speak clearly, stating your child's name and class and providing the reason for your child's absence avoiding using words like "sick" or "unwell." Please be specific with the reason for the absence to ensure that we can complete our registers accurately.

- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

b. Planned absence

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Evidence of appointments (e.g. letter/appointment card) may be requested.

Other types of term-time absences should be requested as far in advance as possible by the pupil's parent/carer. Section 5 details which term-time absences the school can authorise.

c. Lateness and punctuality

School officially begins at 8.50am (although we operate a 'rolling' start from 8.40am). **Pupils must arrive in school by 8.50am on each school day** for registration at that time.

- o **Register taken at 8.50am**
- o **Registers close 9.20am**

Any child who arrives after the gates are closed at 8.50am must enter the school by the main gate entrance and report to the school office for parents to sign in. If pupils are not in class when the register is taken, they will be coded as 'L'. Any late arrivals after 9.20am will be coded as 'U' which is an unauthorised absence for that session.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will **not count** as a present mark and it **will mean they have an unauthorised absence**. This may mean that you could face the possibility of a Penalty Notice or other legal action if the problem persists.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

d. Late Collection of children after school

School ends at 3.10pm for Reception-Year 6 children.

Please see the following information which has been taken from Merton's "LBM Children not collected from school policy."

<https://www.merton.gov.uk/education-and-learning/schools/school-attendance-welfare-and-support/overview>

All pupils - where after school childcare provision is available – The pupil will be sent to the after school provision and admin staff will try to contact parent/carer/emergency contact. **Parents or carers should expect to pay a charge to use this facility. The charge for this adhoc service is currently £17.50.** If contact has not been made 30 minutes after the end of the school day (i.e. 3.40pm), police will be alerted via 101 and the Children and Families Hub 020-8545-4226 or 020- 8545-4227 will be phoned if the child is a Merton resident, or the children's social care department for their home Local Authority.

All pupils - who usually attend after school childcare provision – Staff will attempt to contact the parent/carer/emergency contact up to 30 minutes after the official closing time of

the provision (i.e. 6.30pm) After 30 minutes, following alerting police on 101, if the child is a Merton resident call the Children and Families Hub 020-8545-4226 or 020-8545-4227. If the child is not a Merton resident staff will contact the children's social care department for their home Local Authority.

e. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may make a referral to support services or social care to ensure the child is safe.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it in the register as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer, early help, the school nurse, social services or to other agencies.

4.3 Reporting to parents/carers formally

The school will inform parents about their child's attendance and absence levels in the end of year reports and verbally in parents' meetings each term.

5. Authorised and unauthorised absence

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given
- the reason given for absence by the parent is not acceptable and the school do not agree that the child should be absent.
- medical evidence is not received when requested
- a request for a leave of absence has been unauthorised
- a pupil arrives at school after registration has closed at 9.20am

Parents/carers should be aware that Morden Primary School may contact the Local Authority if a pupil has 10 or more unauthorised absences in a rolling 10 week period with a view to issuing a Penalty Notice or other legal action. The Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The 1st Penalty fine is £160 per parent/carer per child payable in 28 days reduced to £80 if paid within 21 days. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court under s4441 or 4441A Education Act 1966. Any second fine will automatically be charged at higher rate of £160 with no option to make a reduced payment. Further enforcement action will be via prosecution under s4441 or 4441A Education Act 1996.

5.1 Approval for term-time absence – Application for Exceptional Circumstances (See Appendix

Amendments to The School Attendance (Pupil Regulations) (England) Regulations 2024 made it clear that Head Teachers may not grant any Leave of Absence during term time unless there are “**exceptional circumstances**”. **See Appendix 3 Absence and Exceptional Leave Policy**

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to you within 7 days. It should be noted that if any application is declined and an absence occurs of 5 or more unauthorised days, (or 10 sessions) in a rolling 10-week period, then school may apply to the Local Authority for a Penalty Notice to be issued to each parent/carer.

The following will not usually be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments - *if a parent provides evidence that they cannot take LOA in school holiday periods consideration of this evidence will be given.*
- Holiday pre-booked by another family member
- Study leave for grammar school exams
- Birthday treat.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see section 4.2)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

The Governing Body is responsible for ensuring any attendance issues are dealt with in line with school policy.

5.2 Legal sanctions

The Local authority can fine/prosecute parents for the unauthorised absence of their child from school, where the child is of compulsory school age. After 2 fines, the next option is prosecution.

If issued with a fine, the Penalty is £160 per parent/carer per child if paid within 28 days reduced to £80 if paid within 21 days. Any subsequent fine will be £160 with no option to pay

a reduced figure and any further enforcement action will be via prosecution under s4441/4441a Education Act 1996.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling 10-week period
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a pupil is suspended or excluded and is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6.Working in partnership with Parents/ Carers

Building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children. We require all parents to actively support the work of the school, including promoting attendance and engagement. The school is committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

It is pertinent that school and parents / carers work together with a shared plan and outcomes when supporting a child's attendance and wellbeing. If despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance.

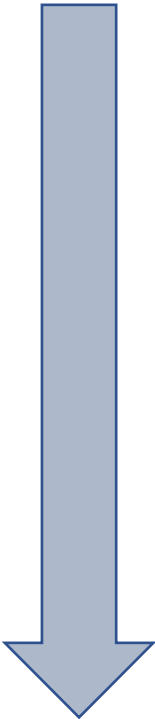
6.1 Attendance Contracts

An Attendance Contract is a formal written agreement with the School, Parent(s), Pupil(s), and School's Education Welfare Officer (EWO).

The aim is to offer support by listening to the reasons for absence and difficulties that prevent regular school attendance during a meeting with the Parents, Child, School staff and EWO.

The purpose of the meeting is to set out an action plan to address the poor school attendance of the pupil with realistic achievable targets to be made within a reasonable time scale. (**See Appendix 4** for a sample Attendance Contract)

The table below sets out the attendance targets and at what stage parents/carers will be contacted about their child's attendance.



100%	Outstanding achievement is recognised once a term through a system of rewards.
96%+	Over 96% is recognised as good attendance and rewarded.
Less than 96%	Less than 96% requires improvement and the school will seek to provide support through a stage one letter.
Less than 90%	Less than 90% attendance is seen as a more serious cause for concern and a letter will initiate a meeting with senior staff at school.
Less than 85%	At less than 85% a meeting with the school and EWO will be convened with a view to discussing a parenting contract to improve attendance.

What does percentage attendance mean?

Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (P.A.).

Morden Primary will be specifically targeting this cohort of pupils, in an effort to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent days	Equivalent sessions	Equivalent Weeks	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

6.2 Supporting Pupils

We recognise that some pupils may have attendance problems that could be caused by a variety of factors which may include chronic illness; anxiety; family issues etc. We aim to support pupils in a variety of ways including:

- Interviews with parents or carers
- Pastoral Support Programmes
- Individual Support Programmes.
- Referral to a range of external agencies

6.3 Attendance Awards

- Weekly awards for highest attending class
- Weekly awards for the class with the best punctuality
- Half termly certificates & badges for 100% attendance
- Termly attendance raffle draw for all children achieving 97%+
- Annual prize draw for 100% attendance

See Appendix 1: Roles and Responsibilities of Stakeholders

See Appendix 2: DfE attendance codes

See Appendix 3: Absence and Exceptional Leave Policy + Application for Leave of Absence for Exceptional Circumstances

See Appendix 4: Sample Attendance Contract

Appendix 1: Roles and responsibilities

<p>The governing board is responsible for:</p> <ul style="list-style-type: none"> ➤ Promoting the importance of school attendance across the school's policies and ethos ➤ Making sure school leaders fulfil expectations and statutory duties ➤ Regularly reviewing and challenging attendance data ➤ Monitoring attendance figures for the whole school ➤ Making sure staff receive adequate training on attendance ➤ Holding the headteacher to account for the implementation of this policy <p>The Committee responsible for reviewing the Attendance and Punctuality policy and monitoring attendance is the Children, Families and Community Committee (CFC)</p>	<p>The headteacher is responsible for:</p> <ul style="list-style-type: none"> ➤ Leading attendance across the school ➤ Offering a clear vision for attendance improvement ➤ Evaluating and monitoring expectations and processes ➤ Having an oversight of data analysis ➤ Devising specific strategies to address areas of poor attendance identified through data ➤ Arranging calls and meetings with parents to discuss attendance issues ➤ Delivering targeted intervention and support to pupils and families ➤ Implementation of this policy at the school ➤ Monitoring school-level absence data and reporting it to governors ➤ Supporting staff with monitoring the attendance of individual pupils ➤ Monitoring the impact of any implemented attendance strategies ➤ Referral to the EWO (Education Welfare Officer) for issuing fixed-penalty notices, where necessary <p>Mrs Blow, Headteacher, is the senior leader responsible for attendance.</p>
<p>The attendance officer is responsible for:</p> <ul style="list-style-type: none"> ➤ Taking calls from parents about absence on a day-to-day basis and record it on the school system ➤ Monitoring and analysing attendance data ➤ Benchmarking attendance data to identify areas of focus for improvement ➤ Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher ➤ Working with education welfare officers to tackle persistent absence ➤ Advising the headteacher when to refer to the EWO to issue fixed-penalty notices <p>The attendance officer is Ms Hayley Cockett and can be contacted via 0208 648 4168 info@morden.merton.sch.uk</p>	<p>Class teachers are responsible for:</p> <ul style="list-style-type: none"> ➤ recording attendance on a daily basis, using the correct codes, and submitting this information to the school office ➤ Be aware of pupils who may have attendance issues that are linked to concerns over Child Protection and to be vigilant in reporting any unexplained absence to one of the Designated Safeguarding Officers (DSLs)
<p>Parents/carers are responsible for:</p> <ul style="list-style-type: none"> ➤ Make sure their child attends every day on time ➤ Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return 	<p>Pupils are expected to:</p> <ul style="list-style-type: none"> ➤ Attend school every day on time

- | | |
|---|--|
| <ul style="list-style-type: none">➤ Provide the school with more than 1 emergency contact number for their child➤ Ensure that, where possible, appointments for their child are made outside of the school day | |
|---|--|

Appendix 2

DfE Attendance Codes

DfE guidance states the following codes are to be used on the register. Further information relating to the application of codes can be found here: [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/121212/Working_together_to_improve_school_attendance.pdf)

Registration Code	Description	Physical meaning
Code / \	Present in attendance	Present at the school / = morning session \ = afternoon session
Code B	Attending any other approved educational activity	
Code D	Dual Registered	This code will be used if a pupil is registered at two schools.
Code G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. <i>If the parent did not apply in advance, leave of absence should not be granted.</i>
Code K	Attending education provision arranged by the local authority	
Code L	Late arrival before the register is closed	
Code N	Reason for absence not yet provided	
Code O	Absent in other or unknown circumstances	
Code P	Approved sporting activity	This code will be used in times of approved sporting activities in school times, i.e. — training sessions, trials and sporting events.
Code U	Arrived late to school after register closed. <i>(This is 9.20am for Morden Primary)</i>	
Code V	Educational visits and trips	
Code W	Work Experience	
Code Y2	Unable to attend due to widespread disruption to travel	
Code Y3	Unable to attend due to part of the school premises being closed	
Code Y4	Unable to attend due to the whole school site being unexpectedly closed	
Code Y5	Unable to attend as pupil is in criminal justice detention	
Code Y6	Unable to attend in accordance with public health guidance or law	
Code Z	Prospective pupil not on admission register	
Code #	Planned whole school closure	
Authorised Absences		
Code C	Leave of absence for exceptional circumstance	This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. — family funeral. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
Code C1	Participating in a regulated performance or undertaking regulated employment abroad.	
Code C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	
Code E	Suspended or permanently excluded and no alternative provision made	
Code I	Illness	Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.
Code J1	Interview	This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam
Code M	Medical or dental appointments	Parents/Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided.
Code R	Religious Observation	This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.
Code S	Leave of absence for the purpose of studying for a public examination	
Code X	Not required to be in school (not compulsory school age)	

Morden Primary School



ABSENCE AND EXCEPTIONAL LEAVE POLICY

The Governors of Morden Primary School believe that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The School Attendance (Pupil Regulations) (England) Regulations 2024 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form. (Available from the school office) Verbal requests will be recorded in writing.
3. This must include the reason why you feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers.

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to you within 7 days.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued and/or prosecution under s4441 Education Act 1996, by the London Borough of Merton. The Penalty Notice carries a fine of £160.

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

School Attendance (Pupil Regulations) (England) Regulations 2024

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.
- If the absence is approved by the Head Teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine/prosecution

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren).....

Form/Year-----

Home address:

.....
.....

Dates of absence: From..... To:.....

Reason for request (**additional evidence may be required**)/Who is travelling?

.....
.....

Signed: Parent/Guardian

Email address:..... Mobile phone number:.....

Date form submitted:.....

The above request for leave of absence in term time for
has/has not been authorised. If authorised, your child/ren should return to school on:.....

Signed..... Headteacher.....

School Data Checklist:

For School Office Use Only

<i>Pupil's name</i>	
Previous leave of absence requested/taken (last 2 years)	
Nature of exceptional circumstances and evidence provided	
No of days granted (if any)	

Appendix 4

**Morden Primary School
Attendance Contract**



Student's Name		DOB / Year group		Student's school	
Parent/carer 1 full name		Parent/Carer 2 full name		Address	
Contact number		Contact number			
Child's ethnicity		Any SEND		Date	
				Time (start/end)	
Attendance during last 12 weeks		Sessions of unauthorised absence		Number of late marks	
What are we worried about?		What's working well?		What needs to happen? What will it look like to not be worried anymore?	
0				10	
On a scale of 1 to 10 , where 10 means (pupils name) is attending school regularly on every day the school is open and only absent in exceptional circumstances and when authorised and 0 means that (pupil's name)'s attendance is not improving, where do we rate the situation?					

Targets for pupil, parent, school and agencies	Date to be achieved by	Review of targets	Date to be achieved by

Date of review:

This is a voluntary agreement where all parties agree to work together to follow the agreed plan to support the pupil attend school regularly and punctually.

I agree to work together with school and the local authority to follow the agreed plan

Signed: Date: Student's score
[child]

Signed: Date: Parent's score
[parent]

Signed: Date: Parent's score
[parent]

I agree to provide the above support to the parent(s) for the purpose of complying with the plan.

Signed: Date: School score
School

I agree to provide the above support to the parent(s) for the purpose of complying with the plan.

Signed: Date: EWO's score
Lead professional/ EWO

Signed: Date: Professional's score

Other professionals in attendance - List job title/role