

DONINGTON COWLEY ENDOWED PRIMARY SCHOOL

Attendance Policy

INTRODUCTION

This policy has the full agreement of the Governing Body and was agreed at their meeting on 24th March 2022. Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives efficient full-time education suitable to the child's age, ability and any special educational needs he or she may have. Donington Cowley Endowed Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the School will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore the school's aim that each of our pupils should have an attendance rate as high as possible; this being in excess of 95% each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If this is the case, the school will support the child and their family to ensure their attendance rate is as high as it can possible be.

AIMS

It is recognised that

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupils should be deprived of their opportunities, by either their own non-attendance or that of other pupils, to receive an education that meets their needs and personal development.

- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations may exist beyond the control of pupils and/or parents, which schools need to address in partnership with external agencies.
- The vast majority of pupils want to attend school to learn, to socialise with their peer groups and prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

EXPECTATIONS

We expect the following from our pupils

- That they will attend school regularly – our target is 100%
- That they will arrive on time and appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school regularly and punctually (8:55 a.m.)
- To contact the 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 and to check that they have done any homework set.
- To contact the school in confidence whenever any problem occurs that may keep them away from school.

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- first day absence contact with parents/carers, when a pupil fails to attend school without providing good reason
- first day absence contact with parents/carers from a Senior Leader where attendance is causing a concern or the child is Persistently Absent
- a telephone call home to inform you that your child's attendance has dropped below 92% or is in danger of dropping below this
- a telephone call home to inform you that your child has received two late sessions (code L) in a week
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent/carer).
- We will take steps through rewards (attendance stickers and certificates) to encourage good attendance.
- it is government policy not to authorise holidays during term time; leave of absence during term time will only be authorised in exceptional circumstances
- A quality education that allows every child to fulfil their maximum potential.

The Headteacher will make termly reports to the school's governing body on the issues of attendance and punctuality. Senior Leaders with responsibility for Attendance will also attend meetings, where appropriate, to formally report on attendance.

SCHOOL PROCEDURES FOR MANAGING ATTENDANCE

Punctuality

- Parents/carers have a legal duty to ensure that their child attends school punctually. Lateness to registration (after 9:05 a.m.) is indicated by **code L** in the register. If a child fails to arrive in school after registers close (after 9:25am), this is indicated by **code U** and is an unauthorised mark for that session. This may mean that parents/carers could face the possibility of a referral being made to the Children's Services Inclusion and Attendance Team for legal proceedings to be considered if the problem persists. Punctuality is a requirement of the Education Act and legal proceedings may be taken to ensure that this is complied with.
- The school gate will be closed promptly at 8:55. Any child arriving after this time needs to be accompanied by their parent to the school office where they will be signed in.
- In the event that punctuality does not improve, parents/carers will receive a letter requesting that they attend a meeting in school to discuss the matter and to offer support as necessary.
- Failure to improve punctuality could lead to further action being taken with the school issuing a fixed penalty warning and/or notice.

Illness

- At the start of each new school year, parents will be informed of the NHS guidance explaining when their child should be fit to return to school following illness (Appendix 1)
- Where illness continues for longer than five days, there may be a meeting of senior leaders to discuss next steps e.g. requesting medical evidence for the absence.
- Failure to contact school during the absence will result in a Safe and Well visit from Senior Leaders or referral to the Police or Children's Services
- Where children have high level of regular absence (including illness) which causes the school serious concern, a letter will be sent to parents/carers informing them that the Headteacher will no longer authorise any absence for medical reasons unless supported by medical evidence. This will be recorded on the School's Children Protection System - CPOMS

Medical Appointments

- Medical appointments during school hours will not be authorised unless an appointment card, hospital letter or text from the GP/Hospital/Dentist is forwarded to school. Providing these retrospectively is acceptable. Absence will only be authorised for the duration of the appointment plus any reasonable travel time.

Holidays

- Holidays during term time are actively discouraged. Due to the link between attendance and attainment, the government has put a priority on reducing all forms of absence.
- The Education (Pupil Registration) Regulations 2006 which came into force from 1st September 2013 remove references to 'holiday' from school and 'extended leave of absence' as well as the statutory threshold of ten school days (i.e. the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence).
- As a result, a request for leave of absence **will not** be granted for the purpose of a holiday unless deemed exceptional **circumstances**.

- Exceptional circumstances include
 - Service personnel and other employees who are prevented from taking holidays during term time
 - When a family needs to spend time together to support each other during or after a crisis
 - Parents who are subject to a strict and un-negotiable holiday rota
- If parents/carers wish to seek approval for any request of absence from school for their child, then they must apply in writing to the Headteacher, at least TWO weeks in advance of the period of absence. They should only then remove their child if the absence has been authorised, and once they have been notified in writing.
- Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case. Guidance from central government states that leave applied for because parents cannot afford the holiday at any other time will not be classed as exceptional circumstance.
- If parents/carers then choose to take their child out of school during term time and it is not deemed to be exceptional circumstances, and/or has not been approved by the school, then this will be coded as an unauthorised absence. An application to Lincolnshire County Council may then be made for a Fixed Penalty Notice to be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against them.

Fixed Penalty Notices –(fines)

- A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:
- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education by regular attendance at school
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.
- Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to a pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.

REGISTRATION

Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities.

The Importance of Registration:

- An attendance register, electronic or manual, must be kept on which, at the BEGINNING of each morning and afternoon session, pupils are marked present or absent.
- Manuscript registers must be kept in ink and corrections must be made in such a way that the original entry and the correction are both clearly distinguishable.
- 'Present' marks should be recorded in black ink; authorised absences should be entered in red initially with the symbol for categorising the absence in black.

- Where electronic registers are used, hard copy, current for each session, must be kept to observe the spirit of the law and for Health and Safety reasons.

Register Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the school Census system. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

- ✓ Registration Code / \: Present in school / = am \ = pm
- ✓ Code L: Late arrival before the register has closed
- ✓ Code U: A pupil arriving in school after the register has closed
- ✓ Code B: Present at an Off-site educational activity
- ✓ Code D: Dual Registered - at another educational establishment
- ✓ Code J: At an interview with prospective employers, or another educational establishment
- ✓ Code P: Participating in a supervised sporting activity
- ✓ Code V: Educational visit or trip
- ✓ Code W: Work experience
- ✓ Code C: Leave of absence authorised by the school
- ✓ Code E: Excluded but no alternative provision made
- ✓ Code H: Holiday authorised by the school
- ✓ Code I: Illness (not medical or dental appointments)
- ✓ Code M: Medical or dental appointments
- ✓ Code R: Religious observance
- ✓ Code S: Study leave
- ✓ Code T: Gypsy, Roma and Traveller absence
- ✓ Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.
- ✓ Code N: Reason for absence not yet provided
- ✓ Code O: Absent from school without authorisation
- ✓ Code X: Not required to be in school
- ✓ Code Y: Unable to attend due to exceptional circumstances
- ✓ Code Z: Pupil not on admission register
- ✓ Code #: Planned whole or partial school closure

Encouraging Attendance through Good Practice

Attendance will be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each morning and afternoon
- Recording of attendance on individual reports
- Sending parents/carers regular absence figures as termly
- The efficient use of a computerised registration system (RM Integris) to provide valuable year group, class, individual, vulnerable groups attendance data which can assist speedy analysis and timely response by the school

- Establishing a mechanism and offering support to those parents/carers who are concerned that their child may be experiencing difficulty in school
- Identifying (Early Help Assessment) and taking a team approach (TAC) towards supporting children and families who have attendance problems

Encouraging Attendance through rewards

Attendance will be encouraged through:

- Excellent Attendance certificates are awarded to children who have achieved 100% attendance at the end of each term. Children have the potential to receive up to 3 certificates each academic year.
- A certificate for 100% attendance achieved throughout their time in primary education. (For reward of this certificate attendance is 100% if there has been no unauthorised or authorised absence).
- The MIS system provides the school with easily accessible attendance records, which promote speedy evaluation of attendance levels and timely responses by the school.

Responding to Non-Attendance

When a child does not attend, the school needs to respond effectively.

- If a note or telephone call, email or ParentMail message is not received from parents, the parents will be contacted on the first day of absence by telephone. First day absence phone calls will be made by 9:30am in usual circumstances.
- Staff are to raise any concerns they have about a child's attendance with the Inclusion Lead in the first instance.
- This may be referred to the Deputy Designated Safeguarding Leads, (DDSLs) or Designated Safeguarding Lead (DSL).
- Attendance will be monitored by the school. If a pupil's attendance falls below 90% for any reason (including illness or holidays), they will be classed as Persistent Absentees (PA). A letter will be sent to parents/carers to make them aware of this. This will also be recorded on the school's Child Protection system CPOMS.
- If attendance does not improve, they will be invited to attend an Attendance Panel Meeting. This meeting will include Senior Leaders, parent/carer and if appropriate the child, and will aim to identify and solve any problems that are preventing the pupil from attending school. Parent/carers are obliged to attend. This will be recorded on CPOMS.
- Referral/Consultation with Emotion Based School Avoidance, (EBSA), where appropriate.
- Educational Neglect - Failure for a parent/carer to ensure that their child regularly attends school to achieve their full potential is categorised as Educational Neglect
- The case will continue to be monitored and if there is no improvement, a fixed penalty warning letter will be issued. Failure to improve attendance will result in a fixed penalty notice from the Local Authority under Section 444(b) of the Education Act 1996. At this point it may also be necessary to make a referral to Children's Services
- Since 31st October 2017, schools are expected to notify the Local Authority of all children missing education (CME) and pupils not attending regularly (PNAR).
- CME relates to pupils who are on the school roll but have not been attending and the school does not know the reason why. In Lincolnshire, all state schools must do a home visit to establish if the family are living at the known address within 5 working days. Once a visit has been undertaken:
 - ✓ If the family is living at the address then it is not a case of a child missing education but a pupil not attending school. Please follow the school's policy on attendance.

- ✓ If the family is not living at the address please follow the procedure for Reporting a Child Missing Education.

REINTEGRATION

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfE Social Inclusion: Pupil Support Guidance (Circular 10/99).
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the SEN Co-ordinator may be required

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the staff notices/daily briefings.

SCHOOL ORGANISATION

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition, there will be specific responsibilities allocated to individual staff such as the following:

Headteacher:

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence.
- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To produce the attendance profile for the whole school.

Class Teacher

- To complete registers accurately and on time.
- To record all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.

Inclusion Lead

- To monitor attendance regularly
- To arrange attendance panels
- To issue Fixed Penalty Notices in certain circumstances/holidays
- To lead family support through TAC

Office Staff

- To follow-up immediately any unexplained absence by contacting parents.
- To challenge suspicious or inappropriate reasons for absence
- To record all reasons for absence clearly in the register
- To collate weekly attendance of targeted pupils
- To collate termly attendance of all pupils
- Maintain the central reporting of attendance on the MIS system
- To maintain late records
- To identify children and classes for good attendance awards
- Inform Inclusion Lead of a Child Missing Education (CME) in the event a child being absent for 5 days and no contact being made with parents/carers
- Notify Inclusion Lead when a child has missed 10 consecutive days of unauthorised education via the PNAR

Governors:

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies.
- Governors can play a valuable role though representation at school attendance panels, parents evenings etc.
- Request regular attendance progress reports for Governors' Meetings.

Parents:

- Contact with school on first day of absence.
- Provide signed and dated absence notes, email notification or ParentMail contact for all absences.
- Support their child and the school in achieving maximum attendance

SCHOOL ATTENDANCE SUMMARY

The information below demonstrates a summary of how school attendance may affect a child's future progress and we would ask that you bear this in mind before considering to allow your child to remain absent from school for any avoidable reason including holidays during term-time.

Above 97% Fewer than 6 days' absence in an academic year

Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.

95% Fewer than 10 days' absence in a year

Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.

90% 19 days absent from school Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their **best**.

85% **29 days absent from school – DFE classify this level as persistently absent These pupils are missing six weeks of their education and will find it extremely difficult to keep up and achieve of their best.**

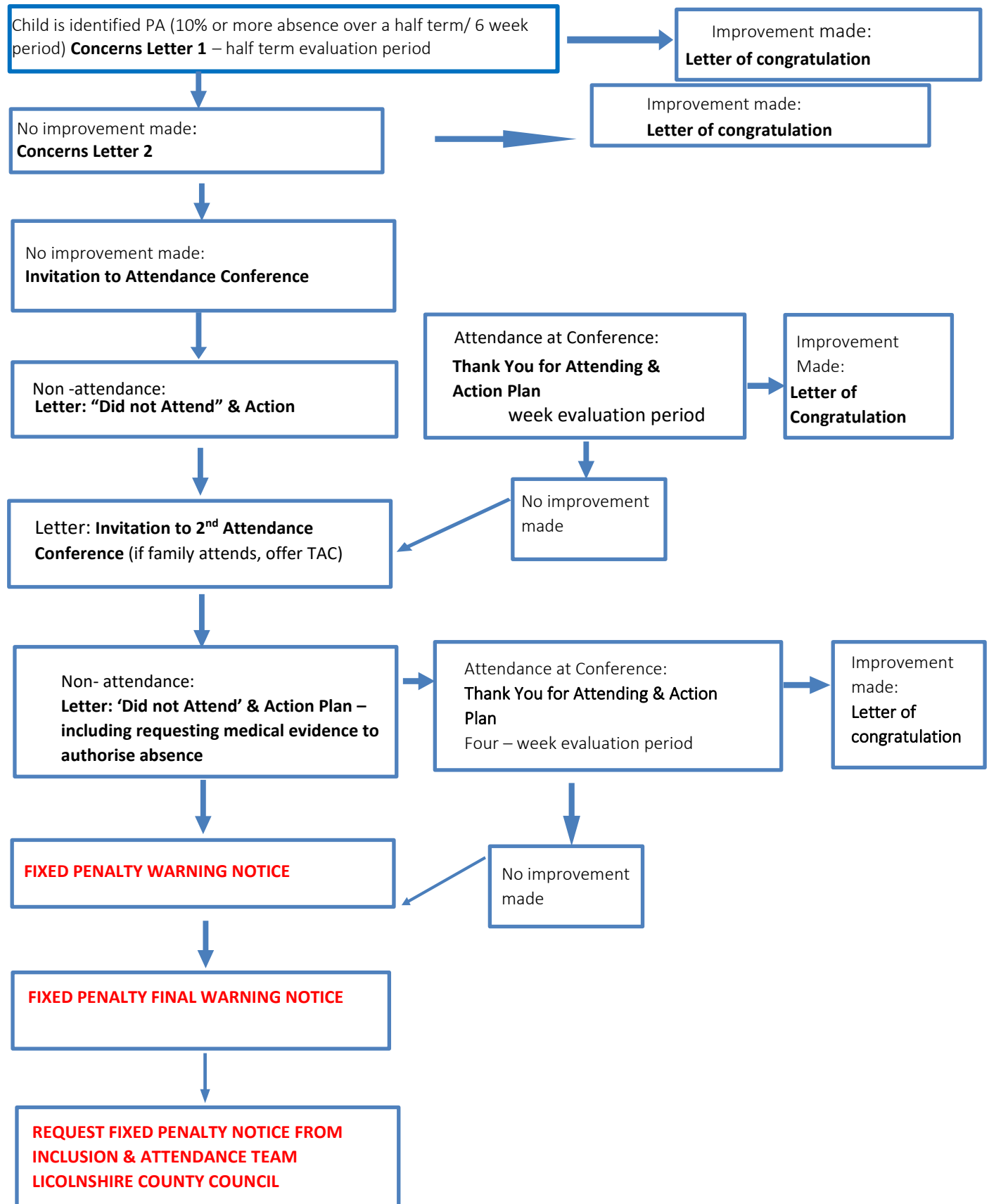
80% **Pupils with this level of attendance are missing a year of school over the five years that they attend School. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.**

Persistent Absence

The DFE's definition of Persistent Absence is:

“any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions regardless of whether or not any of it is authorised”. The DFE use the school census data to identify individual schools that have high rates of persistent absence. The Education Welfare Service can provide casework and strategic support to schools to address Persistent Absence.

PERSISTENT ABSENCE/NON-ATTENDANCE FLOW CHART



All details of non-attendance will be recorded on the school child protection system, CPOMS

Daily

Task	Responsibility
First day calling for Persistent Absent children before 9:30 (Rec – Y6)	
Coding late children before 9:25 (L) and after 9:25 (U) on Integris	
Entering full reason for absence on Integris	
Ensuring registers are accurate and correctly coded	
Liaising with the Headteacher where there has been no response from parents/carers to a child's absence by 10:30	
Headteacher/Administrative staff to undertake paired 'Safe and Well' check where deemed necessary	
Third day calling to parents/carers to gain an update on child's illness and potential return to school	
Requesting evidence for medical appointments from parents/carers to authorise absence	

Weekly

Task	Responsibility
Senior Leaders to discuss any child who has been absent for more than 5 days to discuss next steps	
Weekly monitoring of PA children, analysis absence and next steps	
Update of PA children's absence to HT and Designated Safeguarding Lead	
Identification of children whose attendance is falling to 92% and below	
Phone call home to children whose attendance is falling to 92% and below	

Half Termly

Task	Responsibility
Analysis of all children's attendance	
Letters for children who are Persistently Absent / Punctuality issues	
Letters posted to parents / filed in school records	
Attendance Conference invites organised as necessary	
FPN paperwork organised as necessary	
Regular updates on attendance in school newsletter	
Regular updates on attendance in governors meeting	

Termly

Task	Responsibility
Attendance reports sent out to parents with termly attendance letter	
Analysis of all children's attendance	
Letters for children who are Persistently Absent / Punctuality issues	
Letters posted to parents / filed in school records	
Attendance Conference invites organised as necessary	
FPN paperwork organised as necessary	
Termly 98%+ certificates and stickers announced in assembly.	
Attendance discussed with parents/carers at parents consultations	

At the end of the summer term, certificates and pin badges awarded to children who have completed 100% attendance for the school year.

SCHOOL ATTENDANCE AND THE LAW

Section 23 of the Anti-Social Behaviour Act 2003 gives powers to the Local Authority to issue penalty notices where a parent/carers is considered capable of but unwilling to secure an improvement in their child's school attendance.

Increasing school attendance is a key priority nationally and locally because missing school damages a pupil's achievement chances, disrupts school routines and the learning of others and can leave a pupil vulnerable to antisocial behaviour and youth crime.

Above all, missing school seriously affects children's longer- term life opportunities.

Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives efficient full-time education suitable to the child's age, ability and any special educational needs he or she may have.

Where a parent fails to ensure the regular school attendance of their child at a school at which they are a registered pupil then the parent may be guilty of an offence under Section 444 of the Education Act 1996. Where a child has not attended regularly at school the Local Authority has the options of issuing a fixed penalty notice in respect of the parents of the child, bringing proceedings before the family courts for an Education Supervision Order or prosecuting the parents under Section 444 of the Education Act 1996.

Non school attendance includes any day when a child should be in attendance at school and they are absent without the authorisation of the school and includes unauthorised holidays during term time and persistent late arrival at school beyond the registration period.

Lincolnshire considers that regular attendance at school is of such importance that penalty notices may be used in a range of situations where unauthorised absence occurs:

- Overt truancy (including pupils found during truancy sweeps).
- Inappropriate parentally condoned absence.
- Where a child is absent from school due to unauthorised absence of 15% or above over a six-week period.
- Failure to return to school on the agreed date (may also result in your child losing their school place).
- Persistent late arrival at school (after the register has closed)

The Authority never takes such action lightly and would far rather work with parents/ carers to improve attendance without having to resort to any enforcement actions. Attendance is of such importance to all of us however that the authority will use the powers if this is the only way of securing a child's schooling.

Penalty Notices will only be issued within the terms of the Code of Conduct published by Lincolnshire County Council in January 2014.

Parents will always be forewarned by the school of the possible issue of a Fixed Penalty Notice through a Fixed Penalty Notice Formal Warning Letter.

There is no right of appeal against a Penalty Notice. Full details of the procedures for issuing Penalty Notices are to be found in the Code of Conduct, Lincolnshire County Council, January 2014. All administrative functions in respect of the issue of Fixed Penalty Notices and the collection of payments for the same will be undertaken by the Local Authority. Please visit: www.lincolnshire.gov.uk/parents/schools/welfare

An Unwell Child

When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school.

Ask yourself the following questions.

Is your child well enough to do the activities of the school day? If not, keep your child at home.

Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.

Would you take a day off work if you had this condition? If so, keep your child at home.



COVID- 19 – please follow NHS Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

Common conditions

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This guidance can help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

Cough and cold. - A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.

Raised temperature. - If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.

Rash. - Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

Headache. - A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.

Vomiting and diarrhoea. - Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Sore throat. - A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

Conjunctivitis. - Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.

Impetigo. – Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.

Tell the school: - It is important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last. If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

This information was sourced from the NHS Website.

PUPIL LEAVE OF ABSENCE APPLICATION FORM

This form must be completed and forwarded to the school at least two weeks **before** the period of absence requested. Leave will NOT be granted unless there are **exceptional circumstances**. You will be notified once the Headteacher has reviewed the application for leave of absence.

Child's Name:	Year Group / Class	
Home Address:		
Post Code:	Preferred contact details:	
	Phone or email:	
Please state your reason for your request and any additional information		
Date from:	Date to:	Total No of School days:
Signature of Parent/Carer		Date:

The Headteacher will consider the following criteria on receipt of this application:

- ✓ Your child's current and previous attendance;
- ✓ The time of the year (permission **will not** be granted during Statutory Testing periods);
- ✓ Service personnel and other employees who are prevented from taking holidays during term time
- ✓ When a family needs to spend time together to support each other during or after a crisis
- ✓ Parents who are subject to a strict and un-negotiable holiday rota

OFFICE USE ONLY:

Date Received:	Current Authorised Absence	Current Unauthorised Absence	Integris Report attached
	%	%	YES/NO

☐

Your request for leave of absence **has not** been authorised and if the above leave is taken, it will be recorded as unauthorised absence. An application to Lincolnshire County Council may then be made for a Fixed Penalty Notice to be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

☐

Your request for leave of absence has been authorised.

Signed: _____

Date: _____

REVIEW

The policy will be updated to reflect changes to national and local guidance and/or regulations as necessary.

Signed _____ *Rob Cole* _____

Chair of Governors

Date: Sept 2023