



Pupil Attendance Policy – Policy Ref: TYYPAP

This policy provides parents with guidance on school attendance and includes information regarding various circumstances when children do not attend school, including family holidays. The policy has been agreed by Ton Yr Ywen School Governors and will take effect immediately.

Equalities statement:

Attendance at school and punctuality applies to all children aged five and above, irrespective of the 9 protected characteristics as described in the Equality Act 2010. Excellent attendance and punctuality are important to all. In Ton Yr Ywen it is our aim to support all members of our school community. In doing this we recognise that there are extraordinary reasons why a family may need to request Exceptional Leave, and as such we have agreed a universal form for parents to complete in advance of any requested absence. At the request of parents a member of the school's Attendance Team would also be happy to listen, guide and help a parent to complete the Exceptional Leave / Holiday form if needed.

With respect to families who may require additional support or adaptations made to ensure improved attendance and punctuality, we expect home and school to work closely together, utilising the support of the Local Authority Attendance and Educational Welfare Teams.

The Governing Body and all members of school staff at Ton Yr Ywen Primary School strongly believe in the positive encouragement of excellent punctuality and attendance of all. This will be achieved through a whole school approach to implementing this policy and the reinforcement of the benefits of regularly attending school.

1. Introduction and aims

1.1 Children have the right to an education, and once a child turns 5 they are expected to attend school regularly and punctually. Schools are required to take an attendance register twice a day, at the start of the morning and at the start of the afternoon. A child's absence from school must be authorised by the Headteacher. Examples of authorised absence include, but are not limited to: illness, medical and dental appointments (appointment cards are expected), religious observance days (as determined by the Welsh Government 'School attendance and religious festivals guidance'), and / or taking part in an approved educational activity off site.

Good attendance at school is necessary in order to ensure pupils can make the best possible progress in their learning. A child's success at school is likely to be affected negatively if their attendance is poor. Those who do not attend regularly may fall behind in their learning leading to feelings of frustration and unhappiness. It is our goal that each of our pupils attends school regularly and on time, making the most of the opportunities available to them.

1.2 Non-attendance is an important issue that is treated seriously. However, every case is different and we will always try to support families to improve the situation. This Attendance Policy is designed to help teachers, parents/carers and pupils understand their rights, responsibilities and roles when it comes to school attendance. By working in partnership, it is our expectation that every pupil achieves over 95% attendance. (Note: To achieve 95% or above a child cannot be absent for more than 9.5 days in a school year.)

1.3 This Attendance Policy is reviewed annually. The Attendance Policy reflects parent input and considerations given to the cost of living crisis affecting families across Wales. It is also in fitting with a Cardiff-wide approach to managing pupil attendance at school and has considered a local approach to the management of pupil attendance too.

1.4 At **Ton Yr Ywen** we aim to:

- Give attendance and punctuality a high priority; supporting good attendance.
- Clearly define roles and responsibilities to ensure consistency and rigour;
- Provide support, advice and guidance to our families;
- Use attendance data systematically to evaluate success and ways to improve;
- Use sanctions sensitively and only when necessary;
- Work in partnership with the Education Welfare Service to improve attendance; and
- Support pupils returning to school after significant periods of absence.
- Recognise and support the wellbeing of our school community

2. Rights, responsibilities and roles

2.1 The Attendance Policy has its basis in Article 28 of the United Nations Convention on the Rights of the Child (UNCRC). We believe that all young people have the right to education, based on equality of opportunity, and that the school, in partnership with parents and other parties, must take measures to encourage regular school attendance and reduce rates of absenteeism of all children aged 5 and above.

2.2 Schools are required under The Education (Pupil Registration) (Wales) Regulations 2010, to take attendance registers twice a day; at the start of the morning session and once during the afternoon session.

2.3 Parents are required under section 7 of the Education Act 1996, to ensure that their child receives effective full-time education.

2.4 Cardiff Local Authority is required under section 437 of the Education Act 1996, to ensure that a child for whom they are responsible is receiving suitable education by regular attendance at school or otherwise.

2.5 The Attendance Policy is written to ensure compliance with statutory requirements.

2.6 At Ton Yr Ywen we aim to work in partnership with young people, parents and families so that pupils can benefit from the educational opportunities provided to them at school. Key members of staff who form the Attendance Team include:

- Head Teacher
- Deputy Head Teacher
- ALNCO
- School Bursar
- School Administrator

Governors and the Attendance Officer are also key to ensuring the implementation and review of this policy and each year a governor will be invited to join the Attendance Team. The Attendance Team will review the policy annually having considered attendance data from the previous academic year and following input from the Attendance Officer assigned to support Ton Yr Ywen Primary School. This approach ensures this policy operates in conjunction with Cardiff Local Authority's approach to improving pupil attendance.

3. Procedures

3.1 Registration procedures

3.1.1 To ensure accuracy and consistency, all pupils are registered electronically via the Capita School Information Management System (SIMS). Note: These are checked daily and inputted onto SIMS on the last working day of each school week by administration staff.

3.1.2 Pupils are registered each morning and afternoon session. Pupils' attendance is therefore recorded on two occasions during the school day. Each day in school = 2 sessions.

3.1.3 Teachers are each provided with direct access to SIMS in order to enter pupil registration twice a day. Registers are taken within 10 minutes of both the start of the morning and afternoon sessions. Teachers must save the register on SIMS after completion.

Supply teachers are provided with a paper copy of the register which they then must send down to the office immediately upon completion.

The teacher / HLTA / Cover Supervisor / Supply Teacher taking the register must record Blanks are filled in by administration staff who then transfer reasons for absence onto SIMS (no pupil may be left with a missing mark). Any absences brought to the attention of the school office will be shared with teaching staff via SIMS. A note will also be included here around the reasons given for absence. Teachers who receive absence information from parents must forward it immediately upon receipt to the school office. School Office staff will then be able to update SIMS accordingly.

3.1.4 Children of statutory age are expected to arrive to Ton Yr Ywen by 8.55. Staff are legally required to take a register immediately. In Ton Yr Ywen this is by 9.05 am. In instances of lateness (children arriving between 9.05 – 9.25) staff are required to alter the absent (N) mark to a (L) mark. Registers must be with uploaded and saved by staff by 9.25. Administration staff will alter the (N) mark to (L) if under 30 minutes late or to a (U) mark if over 30 minutes. The Attendance Officer works in conjunction with the Attendance Team to monitor lateness as well as absence. FPN's may be issued where a child has more than 10 U's recorded in a current term.

3.2 Categorisation of absence

3.2.1 Teachers, HLTA's, Cover Supervisors and Supply Teachers are permitted to use the following registration codes only: Present (/), absent (N) and late (L).

3.2.2 Administration staff and teachers/supply teachers use the following codes:

Code:	Reason:	Additional clarification notes:
B	Educated off site	Education provided at an alternative educational provision approved by Cardiff Local Authority.
D	Dual-registered	Approved attendance and registration at 2 schools.
P	Approved sporting activity	Written / emailed evidence requesting absence from school for a specific sporting opportunity must be provided by the external sporting organisation as part of the request. Note: Each school year a new approval needs to be applied for and if at any time the absence appears to be impacting negatively on the pupil's educational progress concerns will be shared with the family and consideration given as to whether the activity should continue in school time.
V	Educational visit	
J	Interview	
W	Work experience	
C	Other authorised circumstance	Supporting evidence may be required dependent upon the circumstances.
F	Extended family holiday (agreed)	Any requests for an extended holiday of over 1 week will need to go to the Attendance Team for consideration and as such should be submitted (where possible) at least 4 weeks before the holiday/exceptional leave request is to begin. For the Attendance Team to approve an extended leave/ holiday of over 1 week they will need to be satisfied that this request is exceptional in nature.*
H	Family holiday (agreed)	Requests need to be made in advance of any intended holidays. The policy allows up to 5 approved days (10 sessions) in one academic year.
I	Illness	
M	Medical appointment	A copy of the appointment card/letter, email or other evidence such as a copy of the text message reminder should be shared with the school.
S	Study leave	
E	Excluded	
R	Religious observance	Code R will only be given where parents have informed the school in advance that they will be undertaking religious observance. Only the specific days of the year set aside to celebrate a religious holiday may be approved as code R, days either side will not be approved as code R. Holiday/ Exceptional Leave requests will be needed for any additional days that parents would like the school to consider to enable an extended Religious Observance / Holiday at these times.

T	Traveller absence	Where there is no fixed abode, parents required to travel for business or trade must inform the school in advance of their travelling plans and inform the school when they are likely to return.
O	Other unauthorised circumstance	
G	Family holiday (not agreed)	Where a pupil has 10 sessions or more of not agreed family holiday recorded during one academic year a referral to the Attendance Officer will be made. A Fixed Penalty Notice may be issued.
U	Late (after registration closed)	Where pupils are recorded as having arrived at school 30 minutes late on 10 or more occasions during the school year this will be referred onto the Attendance Officer.

*At least 3 members of the Attendance Team will need to consider together each Extended Holiday / Exceptional Leave request. A decision will be made based on information provided by the family, as well as historical attendance patterns for the child. Reasons for their decision will be documented. The decision is final. There is no right to appeal. If agreed the holiday will be marked as authorised and if not agreed it will be marked as unauthorised and as such may be referred onto the Attendance Officer.

Note 1: Once a child has been away from school for 6 weeks, Cardiff Local Authority Policy is that Ton Yr Ywen may remove the pupil from the school roll.

Where pupils are not required to attend school the additional codes X, Y, Z and # may be used.

Note 2: As per Welsh Government legislation codes relating to COVID absences are no longer to be applied from September 2022. This will include ceasing the use of the ; and [codes as well as the use of the Y code for whole cohort Covid-19 absences. The Y code is still valid for other partial and forced school closures in line with the Welsh Government Guidance on school attendance codes (June 2010).

3.3 Procedures for absence and lateness

3.3.1 Procedures for absence and lateness

Parents are asked to contact the school by telephone on the first day of their child's absence. This should be undertaken no later than 9.30am.

3.3.2

Should a pupil be absent from school without explanation, a text message will be sent to parents asking them to contact the school. If the parents don't respond to the text message the administration team will telephone all emergency contacts in order to try and ascertain why the child is absent.

3.3.3

Should the school be unable to ascertain the reason for absence; a code O will be used to mark the register. Should the administration staff be unable to make contact, a senior staff member will also try to make contact by phone. If no contact is made by day 2 of an absence, the Attendance Officer will be contacted by the Administration Team. This may result in a telephone call and /or home visit by the Attendance Officer.

If the Attendance Officer is unable to contact a family the Police will be contacted as this will be considered a serious welfare matter. This may result in a referral to Cardiff Safeguarding.

3.4 Authorisation of absence (including holidays and Child Performances / sporting activities)

3.4.1 Absences may only be approved by the Head teacher or Deputy Head Teacher (in their absence). It is expected that both will exercise caution in the authorisation of any absence and parents must seek to provide the school with a full picture of the reasons leading to their child's absence.

3.4.2 The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of a family holiday during term time, but parents do not have an automatic right to withdraw their child from school for a holiday and, in law, have to apply for permission from the school in advance. All requests must be on the school "Exceptional Leave/Holiday Request Form" (available from the school office or via the school webpage) and in advance of any planned holidays.

3.4.3 Holidays will *not* be approved during the following times of the school year:

- i. The first school week in September. (Not attending school during the first week of the academic year often negatively impacts on a child's ability to settle into new routines).
- ii. Where a child's attendance is below 92% at the time of application. (Note this may mean that in the case of a family with a number of children some of the children may have an authorised absence and some not, if their attendance has been affected due to other circumstances such as illness).
- iii. When a holiday has been taken without prior approval from the Headteacher.

3.4.4 Parents/carers can also only apply for Exceptional (inc. holiday) Leave once an academic year has begun. No Exceptional Leave requests will be approved in advance of the start of a new academic year. This is because the Pupil Attendance Policy is subject to change at the start of each academic year, in response to Welsh Government and Local Authority guidance and directives and in response to analysis of attendance data relating to Ton Yr Ywen Primary School.

3.4.5 The Cardiff wide approach is to not approve any holidays in school time. However, from 13th September 2023, in response to Governor consideration of parental feedback around Attendance, it was agreed that **a maximum of 5 days Exceptional Leave/Holiday leave** may be approved in one academic year dependent upon the reasons given on the Exceptional leave / Holiday Request Form. (See appendix).

The request will only be considered if a pupil's attendance is greater than **92%** at the time that the request is made. Any absence taken in excess of this will be unauthorised. (Note prior to 13th September 2023 the Attendance Policy of Ton Yr Ywen Primary School did not permit any approved holiday. Leniency is being offered in light of the continuing cost of living crisis currently faced by our families. However, this decision will continue to be reviewed annually, in response to Local Authority

information and direction along with consideration of the overall school attendance percentage of Ton Yr Ywen Primary School).

As a school, we are aware that there are, at times, exceptional circumstances where a family may require more than the authorised 5 days within an academic year. We encourage families to contact the school at the earliest convenience to discuss this, should the need arise.

In consultation with the Headteacher it may be possible for a further 5 days (10 sessions) to be taken and recorded as *unauthorised*. However, dependent on the individual circumstances of the child(ren) involved, the Attendance Officer may be informed and you may be at risk of receiving a Fixed Penalty Notice (see 4.10.2 and 4.10.3);

Note 1: This policy applies to families where parents are separated/divorced. In such circumstances it is expected that before applying for any Exceptional/Holiday Leave all parents with Parental Responsibility (PR) are aware of the request and are in support of the Exceptional Leave/Holiday request.

Note 2: Where it comes to the attention of the school that both parents are not in agreement around the taking of holidays Educational Welfare Officer/Legal advice may need to be sought. In such cases it may not be possible for the Headteacher/Deputy Headteacher to approve the Exceptional Leave/ Holiday request.

Note 3: Cardiff Council does not have a Heritage Visit Policy and as such their expectation is that any request for exceptional / holiday leave for reasons linked to heritage is treated in the same way as any other holiday request. For families in Ton Yr Ywen who are looking to have an extended holiday to visit relatives overseas, we therefore expect that, wherever possible holidays are tagged onto the already planned school holidays. This will help maximise school attendance and reduce the need to involve the Educational Welfare Service. No additional leave will be granted on grounds of Heritage reasons.

3.4.6 When assessing requests for leave for holidays, the Headteacher/Deputy Headteacher will consider:

- The time of year of the proposed trip;
- The length and purpose of the holiday;
- The duration of the holiday and its impact on continuity of learning;
- The circumstances of the family and wishes of the parents;
- The overall attendance pattern and percentage of the child; and
- Current Local Authority/EWO and Welsh Government advice.

3.4.7 Ton Yr Ywen is committed to establishing a culture for all pupils whereby absence from school becomes the exception and not the norm. Therefore, the school will reasonably expect parents to demonstrate that circumstances prevent the holiday from being taken outside of term time before granting permission to withdraw their child from school.

3.4.8 When assessing requests for leave for attendance for non-school based activities which involve participating in sporting events, film, TV, advert and performances in general, the Headteacher/Deputy Headteacher will consider:

- The time of year of the proposed activity; (Note: Absences will not normally be approved during the first school week in September and when National Tests are being administered throughout the school year. Year 6 pupils would also be discouraged from undertaking activities on the last day of the school year or when significant transition activities are being undertaken).
- The length and purpose of the activity;
- The duration of the activity and its impact on continuity of learning;
- Whether the company/organisation undertaking the activity have put their request formally in writing to the school in advance of the activity – using the Child Performance and Activities License form where applicable. (This will usually be given to the family by the organisation and then should be forwarded to the school once parents have completed any sections relevant to them / their child). In the case of Sporting Competitions we require information from the affiliated / representing organisation detailing the reason for an absence and the duration of the expected absence including any expected travel time. Any time exceeding what is stipulated as essential will need to be treated as a holiday request.
- Whether the company / organisation undertaking the activity are able to provide education as part of the absence from school. *
- The overall attendance pattern of the child. Current Local Authority / EWO and Welsh Government advice.

* Where an activity is supported by tuition, registers will be usually be marked as B (evidence of the tuition will be required and the activity approved by Cardiff Local Authority). Where education is not provided the absence will count towards the maximum 5 days of authorised absence that the Headteacher is allowed to authorise in one academic year and as such will be marked as C – if approved, or G if not agreed. Where the activity is linked to taking part in sporting activities the register will be marked as P.

4 Intervention

4.1 Ton Yr Ywen Primary School recognises the important role that parents play in promoting good school attendance. The school therefore seeks to provide professional, quality information and advice, communicated frequently by text message, parents' evenings, school reports and through school newsletters to parents relating to Attendance.

4.2 Ton Yr Ywen operates a 'same day contact' scheme in an attempt to prevent prolonged absence and encourage pupils to return to school promptly.

4.3 The Attendance Officer may make direct telephone or letter contact with families whose attendance and punctuality is of concern.

4.4 Class Teachers closely monitor attendance and report all concerns to a member of the Attendance Team. Class teachers will also support the Attendance Team by working with the child and family to consider ways of improving attendance.

4.5 The Educational Welfare Service and South Wales Police conducts regular 'truancy sweeps' in Cardiff City Centre.

4.6 Where concerns are raised by parents or staff about a pupil's school attendance, an Attendance Officer will make a home visit to discuss the matter in an environment which many families find comforting. During the home visit the Attendance Officer provides information and advice and seeks to support the pupil in returning to school.

4.7 When a pupil has been absent for an extended period, they are welcomed positively on their return. Where children are absent for over a month due to illness, home learning opportunities may be offered. If parents feel these are appropriate, these will be provided by the class teacher via Google Classroom or email. Once a fortnight class teachers will also make telephone contact as part of their PPA time. As teaching staff are involved in direct teaching all day, home learning will not include live teaching.

4.8 The Attendance Officers work closely with all schools in the Cluster. The Attendance Officers also ensures that attendance and punctuality is given a high priority throughout the duration of pupils' compulsory education. As a result any concerns around a child's attendance in Ton Yr Ywen Primary School may be shared with the child's feeder high school. If a child leaves Ton Yr Ywen before the end of Year 6 and their attendance is of concern this will be shared with their next primary School.

4.9 It is our shared aim that all pupils will have good attendance (over 95%). Poor attendance and punctuality are addressed and will be raised on an ongoing basis and may be commented upon in the end of School Reports to Parents.

4.10 Hierarchy of sanctions – 5 stages

4.10.1 (Stage 1) Ton Yr Ywen is a caring school whose Vision is dedicated to helping every child to flourish and achieve all-round success. As such it is our shared priority to seek to resolve matters of poor attendance through effective partnership working with parents. On the rare occasion that the school is unable to elicit in parents the support deemed necessary to encourage pupils to attend school, sanctions may be used. In the first instance, parents may receive emails or letter contact from the school which:

- Requests reasons for their child's absence;
- Requests medical evidence for their child's absence;
- Expresses concern about their child's absence and offer advice and support;
- Advises them about their child's lateness and ask for their help in getting their child to school on time;
- Advises them that the school has taken the decision not to authorise an absence;
- Advises them that an Attendance Officer intends to visit their home;

- Advises them of their legal responsibilities to ensure their child attends school regularly;
- Advises them that they are at risk of receiving a Fixed Penalty Notice (see 4.10.2 and 4.10.3);
- Advises them that a referral has been made to the Educational Welfare Service (see 4.10.4).

4.10.2 (Stage 2) In line with Cardiff Local Authority's approach to improving attendance, the Attendance Team of Ton Yr Ywen may request that the Attendance Officer considers whether or not to issue a **Fixed Penalty Notice**. **The Attendance Officer will make their decision based on the following factors:**

- 1. Reasons provided by the parents for their absence/s;**
- 2. Pupil current and previous attendance %;**
- 3. The extent to which the family are engaging with the Educational Welfare Service.**

A decision on whether to move forward and issued a FPN will normally be made within 4 school weeks of the child / children returning to school. (Note: although the school refers all causes for concern to the Attendance Officer, the decision whether to move forward with a FPN is not made by the Headteacher, governors or any staff member from Ton Yr Ywen, it is made by the Educational Welfare Officer after considering all the available facts relating to point 1,2 and 3 written above.).

Cardiff Council consider that a FPN is an effective way to bring about change where a child has a relatively low level of unauthorised absence. I.e. For casually condoned absences, and not entrenched cases. FPN's are an alternative to prosecution and may be requested for the following reasons:

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in the current academic year (these do not need to be consecutive, and reasons could relate to unauthorised holiday or other reasons);
2. Pupils persistently arriving after the close of the registration period which is 30 minutes after the start of the school day. i.e. more than 10 sessions in the current term;
3. Where parent/carers have failed to engage with the school and/or the EWS in attempts to improve attendance but where court sanctions have not been instigated.

What happens in the case of persistent lateness?

Once a request has been received the Education Welfare Service will issue a warning notice to parents and attendance will be monitored for 15 school days, starting 2 working days after the letter is issued. (The Headteacher will be informed of which dates they are monitoring). If there are any further absences during the monitoring period, then the FPN will be issued.

Note: The Attendance Team, supported by the Governing Body and Attendance Officer of Ton Yr Ywen Primary School endeavour to avoid the need to issue a Fixed Penalty Notice. It is shared aim that through early intervention and communication

with parents and carers we will be able to avoid the need to request that the Local Authority look to issuing a Fixed Penalty Notice. No financial gain is made to the school should a Fixed Penalty Notice be served.

4.10.3 (stage 3) If a Fixed Penalty Notice is issued a FPN fine of £60 will be payable if paid within 28 days. After day 28 it will then increase to £120. A fine must be paid before 42 days. This amount is per child. There is no flexibility or mitigation or right to appeal. If the FPN is not paid Cardiff Local Authority will instigate legal proceedings. A total of 3 FPN's can be issued in one academic year.

4.10.4 (Stage 4) When Ton Yr Ywen Primary School Attendance Team feels that, despite its best efforts to support the family, attendance is not improving, a referral will be made to the Education Welfare Service. A referral might be made when, for example:

4. A pattern of irregular attendance has developed;
5. A period of entrenched non-attendance has become established;
6. There is a lack of parental cooperation in ensuring a child's regular attendance;
- or
7. A pattern of truancy is persisting.

4.10.5 (Stage 5) Ton Yr Ywen Attendance Team will liaise with the Education Welfare Service to provide the evidence required to prosecute parents who fail, without reasonable justification, to cause their child to attend school regularly, under sections 444(1) and 444(1A) of the Education Act 1996.

5 Monitoring and evaluation

5.1 When a child/ren arrives late to school (later than 10 minutes after the start of the day) or collected late (10 minutes after the end of the day) child/children will need to be collected / dropped off via the school office. On each occasion a staff member will ask parents/carers to provide a reason for lateness which they will log in a book in order for the Attendance Team to monitor punctuality.

5.2 Class Teachers/HLTA's/Cover Supervisors are responsible for maintaining accurate attendance records for each pupil. Registration data is recorded using SIMS by the school administration team.

5.3. In the case of Children Looked After by the Local Authority, Class Teachers/HLTA's/Cover Supervisors are responsible for alerting the school office to all absences and any punctuality/collection concerns. A member of the Attendance Team will alert the linked Social Worker to each absence and any punctuality concerns.

5.4 Attendance Officers are required by the Headteacher to produce detailed accounts pertaining to the attendance of pupils upon request. This is achieved by publishing reports from both SIMS.

5.5 Attendance data is reviewed at the end of each term by the Senior Leadership Team and the Governing Body – as provided in the Head Teacher’s report to Governors. Data is also analysed annually and included in the Self Evaluation Report.

How does this policy apply to children under 5? The above Attendance Policy only applies once a child is aged 5. Parents and carers of children pre age 5 that attend our Nursery / Reception are kindly requested to inform a member of staff whenever their child is not going to be in school. To do this they can telephone the school office or Nursery directly, speak to a member of staff or write an email or letter. By informing staff in advance of any planned absences or by telephoning on the day a child is ill will help staff to safeguard your child and to plan for their return. Where parents communicate directly with the class teachers around a child’s absence the teacher will immediately provide the school office with the absence information that has been shared with them.

Approved by Governors: 24th September 2025

Reviewed annually.

Appendix:

Ton Yr Ywen Primary School

Exception Leave / Holiday Request form for academic year 2025 – 2026

Parent/Carer Form:

<u>Name of children this request applies to:</u>	<u>Class:</u>

Cardiff LA advise strongly against taking any holidays in term time. Governors have agreed that up to 5 days in 1 academic year may be authorised. Number of school days requested:	
Intended dates when the child / children will not be in school:	
Reason for absence:	

This request was made by:

Relationship to the child / children:

Date:

Ton Yr Ywen Primary School

Exception Leave / Holiday Request form for academic year 2025 – 2026

Attendance Team Form:

Does this request need to be considered by the Attendance Team? (1e 10 unauthorised sessions or more will have been undertaken this academic year.)

Yes

No

If Yes, on what date did the Attendance Team meet to discuss the request? / /'

If Yes, what was the decision of the Attendance Team?

To approve

days

To not approve

days

Name of child/ children:	Class:	Number of days previously taken this academic year?	Attendance % at the time of application:	Number of days approved:	Number of days not approved:

Does any of the above need referring onto the Attendance Officer?

Yes

No

If Yes, on what date was it referred: / /'

By whom:

Holiday / Exceptional Leave forms checked and read by the Headteacher/Deputy Headteacher:

_____ / /'2

Parents informed of the decision by office staff on: / /'2

By: Text Email Phone