**Appendix 3a**

**School Letter Leave Not Agreed**

(Parents name and address)

Date

Dear (Parents name)

(Child’s Name and Date of Birth)

Thank you for your letter dated (date) requesting permission for (pupil’s name) to be absent from school for (number of days), (dates).

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance. **Therefore, if the absence occurs the dates will be unauthorised.**

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil’s name) attendance for this academic year.

***The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.***

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

(Name)

**(Job Title)**

**Appendix 3b**

**School Letter Leave Agreed**

(Parents name and address)

Date

Dear (Parents name)

(Child’s Name and Date of Birth)

Thank you for your letter dated (date) requesting permission for (pupil’s name) to be absent from school for (number of days), (dates).

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take holidays in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, in the future you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil’s name) attendance for this academic year.

***The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.***

I hope this letter explains the reason for the decision that has been made.

Yours sincerely

(Name)

**(Job Title)**

**Appendix 4**

**HOME SCHOOL CONTRACT**

**FOR EXTENDED ABSENCE IN TERM TIME**

**This contract is an agreement between the parents/guardians of the child and ………………………………………….School**

Name of child: ………………………………………………. Class: ……………….. Year: …………………

Name of parent/guardian:

………………………………………………………………………………………………………………………

We have agreed that: ………………………………………..……………………..will be absent from school from ………………………and to……………………….. to go on a visit to …………………………………

The visit needs to take place at this time because

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

He/she will return to school on or before ………………………………………………………………………

My child has/has not had an extended visit before. If so, please state when, how long and the reason for the visit. ……………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

We understand that if he/she does not return by the agreed date, there may no longer be a place for him/her at the school and he/she may be taken off the school register, in accordance with the Telford & Wrekin Council LA policy.

Signed: ………………………………………(Parent/Carer) Date: …………………………………………

Signed: ………………………………………(Headteacher) Date: …………………………………………

**Appendix 5a**

**Chart 2 - Absence in Term Time**

**Pupil does not Return Procedure**

* Absence has been authorised and pupil does not return on the agreed date.
* School send letter 1 appendix 6a to home or agreed contact address. Copy of letter to AST.
* Any further absences should be recorded as unauthorised unless parent/carer informs school of the reason for the delayed return. Absences then recorded appropriately. This could be illness or disrupted travel arrangements. Appropriate attendance code should be used.

**No contact from parent/carer resulting in deletion from the school register.**

* School and LA should make enquires to locate the pupil.
* If the pupil fails to return to school within 20 days of the agreed return date school may delete the child from the register.
* School must notify AST
* If after making enquiries school are unable to contact parent/carer or have any concerns about pupil’s welfare they should contact Family Connect & Attendance Support.
* School should then delete child from the register and transfer pupil information to the Lost Pupil Database via the s2s website.

**Contact from Parent/Carer to say return is delayed**

**Pupil has not returned to UK**

* Register absence as unauthorised or ‘O’ irrespective of reasons provided for the delay
* Take pupil off roll 20 days after letter 1.
* If this action is taken school should inform AST, Attendance & Pupil Tracking Officer & Admission Team.
* School send letter 3 appendix 6c to the home address.
* School should then delete child from the register and transfer pupil information to the Lost Pupil Database via the s2s website.

**Pupil has returned to UK**

* Normal procedures for non attendance apply.
* Register absence as authorised if sickness or unavoidable cause is established. In all other cases register absence as unauthorised.
* School to complete AST Referral (ASTR) to request HPN if criteria met.

**Appendix 5b**

**Chart 3. Absence in Term Time**

**No Contract Agreed – Procedure**

**Absence occurs no contract has been agreed between school and parents/carers**

* School register absence as unauthorised ‘O’ if reason for absence is unknown or ‘G’ code if reason is leave not agreed.
* School makes all reasonable enquiries to establish whereabouts of child.

**School unable to confirm whereabouts of child.**

* School liaises with AST, follow s2s procedure and refers case to Attendance & Pupil Tracking Officer
* AST undertakes further enquiries and ensures procedure for Children Missing Education (CME) is followed
* AST informs school of outcome of enquiries.

**Pupil returns to school within 4 weeks**

* School complete ASTR & send to [attendancesupportteam@telford.gov.uk](mailto:attendancesupportteam@telford.gov.uk)
* AST liaise with school and issue Holiday Penalty Notice or follow non attendance procedures.
* Attendance to be monitored by school

**School able to confirm that pupil has taken extended leave outside UK**

* School inform AST
* School send letter 2 appendix 6b to home or agreed contact address.

**Pupil has not returned to school after 4 weeks**

* School send letter 3, either appendix 6a/b or c to home or agreed contact address to inform parent of date they will remove the child from roll unless further communication from parent establishes a return date.
* School inform AST, Attendance & Pupil Tracking Officer and Admissions Team
* After confirming with AST, School should then delete child from the register and transfer pupil information to the Lost Pupil Database via the s2s website.
* School to liaise with AST to ensure CME procedure is followed.

**Appendix 6a**

**Letter 1**

(Parents name and address)

Date

Dear (Parents name)

(Child’s Name and Date of Birth)

Your child ....................................................has now been absent from school for ............... school days.

Before your child left England, you agreed that he/she would return to school on ..............................................

As this date has now passed and your child has not returned, I need to let you know that, if your child has not returned to school before ...................................................(i.e 20 days after the agreed return date) we will take him/her off the school register.

**This means that your child can only be re-admitted if there is a place available at this school.**

This is in line with the Telford & Wrekin Local Authority policy .

Please contact me as soon as you return.

Yours sincerely

(Name)

**(Headteacher)**

**Appendix 6b**

**Letter 2**

(Parents name and address)

Date

Dear (Parents name)

(Child’s Name and Date of Birth)

It is our understanding that your child ....................................................is absent from school in order to take an extended visit.

This absence has not been authorised and no home/school contract has been agreed.

In line with the Telford & Wrekin Local Authority policy, unless your child has returned to school by ..........................................................(i.e 4 weeks after the date of first absence) **he/she will be deleted from the school register and will no longer have a place at this school.**

**This means that if you wish your child to return to this school he/she can only be re-admitted if there is a place available at this school. You will need to check with the School Admissions team or seek further advice from Family Connect on 01952 385385.**

Please contact me as soon as you return.

Yours sincerely

(Name)

**(Headteacher)**

**Appendix 6c**

**Letter 3**

(Parents name and address)

Date

Dear (Parents name)

(Child’s Name and Date of Birth)

Your child ............................................................. has now been absent from school for ........ weeks and there is no agreed date for their return to school.

Following my previous letter dated.................................. and in line with the Telford & Wrekin Local Authority policy, I have now removed your child from the school register.

**This means that your child no longer has a place at this school.**

**To arrange provision for the future education of your child you now need to contact the School Admissions team or seek further advice from Family Connect on 01952 385385.**

Please contact me as soon as you return.

Yours sincerely

(Name)

**(Headteacher)**