



ATTENDANCE POLICY

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Introduction

Oasis Academy Long Cross is committed to developing the character and competence of all its pupils in the context of the communities in which they live. Oasis Academy Long Cross believes that these are the essential components for an excellent education and that, in order for pupils to develop their character and competence, they must regularly attend school.

Oasis Academy Long Cross recognises that attendance is a safeguarding matter and that poor attendance may indicate that a pupil's welfare is at risk.

Oasis Academy Long Cross also recognises that parents and carers have a legal duty to ensure that children of compulsory school age attend school regularly.

1. Aims of this policy

Oasis Academy Long Cross aims to

- Ensure that all pupils attend school for the maximum time possible and at least to the level of national average attendance so that every pupil can be the best they can be.
- Ensure that effective attendance practice is understood and implemented by all staff and is closely linked to safeguarding practice
- Promote punctuality in attendance
- Support parents and carers in their legal duty to ensure that children of compulsory school age attend school regularly.

To these ends, this policy is designed to

- Promote regular attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full time education to which they are entitled
- Act early to address patterns of absence

Application of this policy

This policy is the policy of OCL as a Multi Academy Trust. It applies to all its academies in all aspects of managing pupil attendance unless the policy indicates that an academy may have its own local processes in place. In these circumstances the local processes are applicable.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with the Trust's funding agreement and articles of association.

3. Academy procedures

3.1 Attendance register

By law, all Academies are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix A for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Oasis Academy Long Cross expects

- Pupil's to arrive in the Academy by 8.45am
- The register for the first session will be taken at 8.50 and will be kept open until 9am

3.2 Unplanned absence

Parents and carers must notify the school on the first day of an unplanned absence by 8.45am – and every day of absence thereafter if for example their child is unable to attend due to ill health (see also section 6). Ultimately the School is responsible for deciding if the absence is authorised or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record. Absence percentage under 90% is deemed persistent absence by the Local Authority and Government.

Reporting systems and procedures will be available upon request from the school office.

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The academy may ask parents to provide medical evidence, such as a prescription, appointment card or other appropriate form of evidence if a pupil's attendance is lower than expected. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness and/or medical evidence is not provided when requested, the absence will be recorded as unauthorised.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice and authorisation from a member of the senior leadership team is required. Parents will need to provide a copy of any appointment letters to the office.

We encourage parents and 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, i.e. if the appointment is in the morning we would expect the pupil to attend for the afternoon session, likewise if it is an afternoon appointment we would expect the pupil to attend for the morning session. Only the time of the appointment will be authorised. We also encourage parents and carers to ensure that pupils are in the Academy to be marked as attending, before they leave for a medical or dental appointment. Pupils are expected to catch-up with any work missed through absence. Teachers will help pupils achieve this.

Applications for other types of absence in term time must also be made at least a week in advance, a form for this is available from the school office. Information relating to whether the Academy can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

3.5 Following up absence

Oasis Academy Long Cross will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

On the first, and every day of absence, if we have not received a message from parents regarding the absence we will telephone home to ascertain the reason for absence. If there is no answer, an answer phone message will be left or a text will be sent. If there is no response to this after 30 – 40 minutes we will then attempt to make contact with anyone listed on the pupil's contact list.

3.6 Children unexpectedly absent

If a child is unexpectedly absent all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the child's whereabouts. Principals must not accept anything short of a definitive confirmation of the child's whereabouts. The DfE guidance, 'Keeping children safe in education' has been updated from September 2018 as follows: 'Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or pupil. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

3.7 Reporting to parents and carers

Oasis Academy Long Cross will report pupil attendance to parents and carers at least once each academic year. This is typically included with the pupils' end of year report.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Principals (or Executive and Lead Principals) may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances are likely to include the following:

- acute family trauma

- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement

The Principal considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. **A leave of absence is granted entirely at the Principal's discretion.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Part timetables agreed between the Academy and parents or carers

4.2 Legal sanctions

Oasis Academy Long Cross will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil 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 the parent or withdraw the notice.

5. Strategies for promoting attendance

At Oasis Academy Long Cross we have a clear strategy to promote attendance which includes rewards, sanctions, assemblies, celebration events and meetings with parents and carers. These will be in line with those recommended by SOL Consulting and OCL Best Practice.

The table below clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

6. Attendance monitoring

We monitor pupil absence on a **daily basis**, scrutinising patterns on a **weekly** basis using the SOL Consulting / OCL Best Practice approaches to promote attendance. We have clear systems in place for following up pupil absences (see section 3.5).

7. Children at Risk of Missing Education

Oasis Academy Long Cross must inform the local authority (LA) of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. As this could be a safeguarding issue leaders should ensure that regular follow up contact is made with the LA if the whereabouts of the pupil is not known or communicated to the Academy.

If a child cannot be contacted between the first and third day of absence a home visit should be completed. This should continue until the information has been secured. Leaders will follow the guidance issued by the Department for Education:

<https://www.gov.uk/government/publications/children-missing-education>

8. Pupils leaving the academy and off-rolling

The OCL vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each academy.

Academy leaders will ensure that detailed records are kept for pupils who stop attending the academy and are removed from the roll/admissions register.

Details must include (but not exclusive to):

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- the pupil's reason for leaving,
- their destination and the destination's educational provision (e.g. name of school, homeschooling arrangements)
- group (disadvantaged, SEND, EAL, gender)
- ethnicity

Where a pupil moves abroad, leaders will take all reasonable steps to assure themselves that the pupil is moving to another school. This may include support from the Hub. This is to ensure that all pupils are safe and in full time education as necessary.

The Principal must meet with the pupil and their family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the pupil and family as well as ensuring that the destination of the pupil is known.

On receipt of written notification to **home educate**, Academies must inform the Regional Director and the pupil's Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

9. Roles and responsibilities

9.1 The Regional Director

The Regional Director is responsible for monitoring attendance figures for the whole school on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average. The RD also holds the Principal to account for the implementation of this policy.

9.2 The Principal

The Principal (or Lead / Executive Principal) is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy-level absence data and reporting it as required.

The Principal also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The Principal will decide which member of staff will fulfil the role of Attendance lead in the Academy.

9.3 The Academy Attendance Lead

The attendance lead:

- Monitors attendance data at the school and individual pupil level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Principal and Regional Director (if conditions in section 6 apply)
- Follows the Academy Attendance Policy to follow up with families where attendance drops or is not yet high enough, working with relevant academy staff and external agencies

9.4 All staff

All staff are responsible for promoting good attendance. Class Teachers/Teaching Assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information. They will also follow the Academy Attendance Policy and work with pupils where there are concerns about their attendance. Academy leaders should ensure that suitable training is in place for all adults taking the register.

9.5 Office/Reception staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also adhere to the Academy Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.

9.6 Parents

Parents are responsible (<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>) for ensuring that children of statutory school age receive their entitlement to full-time education. Academies will work with parents to support this responsibility.

10. Monitoring of this policy

This policy will be reviewed regularly by the senior leadership team at Oasis Academy Long Cross

11. Links with other policies

This policy is linked to our Child Protection and Safeguarding policy.

Appendix A: Attendance Codes

CODE	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
/	Present AM	Present	In for the whole session
\	Present PM	Present	In for the whole session
B	Educated Elsewhere (Not dual registered)	Approved Educational Activity (AEA)	Out for the whole session
C	Other Authorised Circumstances	Authorised Absence	Out for the whole session
D	Dual registered	Attendance Not Required	Out for the whole session
E	Excluded (No alternative provision arranged)	Authorised Absence	Out for the whole session
G	Leave not agreed or days in excess	Unauthorised Absence	Out for the whole session
H	Exceptional Leave	Authorised Absence	Out for the whole session
I	Illness (not medical or dental)	Authorised Absence	Out for the whole session
J	Interview	Approved Educational Activity (AEA)	Out for the whole session
L	Late (Before register closes)	Present	Late for the session
M	Medical/Dental appointments	Authorised Absence	Out for the whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for the whole session
O	Unauthorised absence (not covered by any other code)	Unauthorised Absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity (AEA)	Out for the whole session
R	Religious Observance	Authorised Absence	Out for the whole session
S	Study Leave	Authorised Absence	Out for the whole session
T	Traveller Absence	Authorised Absence	Out for the whole session
U	Late (After register closed)	Unauthorised Absence	Late for the session
V	Education visit or trip	Approved Educational Activity (AEA)	Out for the whole session
W	Work Experience	Approved Educational Activity (AEA)	Out for the whole session
#	School closed to pupils and staff	Attendance Not Required	Out for the whole session
Y	Enforced closure	Attendance Not Required	Out for the whole session
X	Non compulsory School Age absence	Attendance Not Required	Out for the whole session
Z	Pupil not on roll	Attendance Not Required	Out for the whole session

Appendix B: 4 staged attendance letters to parents / carers

Letter 1:

DATE: <<date_of_printing>>

Ref: AL1

<<salutation>>

<<address_block>>

Re: <<forename>> <<surname>>. Class:<<reg>> - Current Attendance: <<PresentPercentage>>%

At Oasis Academy Long Cross we are committed to providing a full and efficient education to all. We encourage our children to strive for excellence. For a child to reach their full educational potential, a high level of attendance is essential. Pupils should aim for a minimum of 97% attendance (or no more than 5 days of absence during an academic year).

I am drawing your attention to the fact that <<forename>>'s attendance has fallen and is below the Academy's target. <<forename>>'s attendance is currently <<PresentPercentage>>% for this academic year. We understand that there have been occasions this year when absences have been due to illness but due to <<forename>>'s level of absence we wanted to make you aware of the amount of learning that they have missed.

All children have the opportunity to improve their attendance between now and the end of the academic year. If <<forename>> continues to miss learning due to absence we will invite you to meet with us to discuss how we can work together to support them.

If you wish to discuss this matter further in the meantime, or are experiencing difficulties in getting <<forename>> into the Academy, please do not hesitate to contact me, on 0117 903 0333.

Yours sincerely,

Letter 2:

DATE: <<date_of_printing>>

Ref: AL2

<<salutation>>

<<address_block>>

Re: <<forename>> <<surname>>. Class:<<reg>> - Current Attendance: <<PresentPercentage>>%

I am writing to express concerns with regards to <<forename>>'s attendance to Oasis Academy Long Cross. Due to the amount of learning that <<forename>> has now missed I have reserved an appointment for you to meet with us to discuss reasons for absence and how we can work together to support them to improve and achieve their full academic potential.

The meeting is scheduled for:

Date of Meeting:

Time of Meeting:

If this time is inconvenient, please contact me on 0117 903 0333. to arrange a more suitable time. Please be aware that due to <<forename>>'s level of absence we will now request that you provide medical evidence to support any future absences or absences will remain unauthorised. This evidence can either be a Doctor's letter, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

We look forward to meeting with you to support <<forename>> to achieve their full potential.

Yours sincerely,

Letter 3:

DATE: <<date_of_printing>>

Ref: AL3

<<salutation>>

<<address_block>>

Re: <<forename>> <<surname>>. Class:<<reg>> - Current Attendance: <<PresentPercentage>>%

I am writing to express further concerns for <<forename>>'s attendance at Oasis Academy Long Cross. You recently failed to attend a meeting that was scheduled for us to discuss our concerns with you and establishing ways in which we may be able to offer support.

<<forename>>'s attendance remains a concern and the amount of learning they are missing is significant. In view of this, I have scheduled another appointment with a member of our Academy Leadership Team on the date below to discuss <<forename>>'s attendance and how we can move forwards.

Date of Meeting:

Time of Meeting:

Following this meeting, <<forename>>'s attendance will be closely monitored. If their attendance does not improve during this monitoring period, legal action may be taken. Therefore, I must make you aware of your legal duties. You have a legal responsibility to ensure that <<forename>> attends Oasis Academy Long Cross on a regular and punctual basis.

It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the academy. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.

If you wish to discuss this matter further in the meantime, or are experiencing difficulties in getting <<forename>> into the Academy, please do not hesitate to contact me, on 0117 903 0333.

Yours sincerely,

Letter 4:

DATE: <<date_of_printing>>

Ref: PNPA

<<salutation>>

<<address_block>>

Re: <<forename>> <<surname>>. Class:<<reg>> - Current Attendance: <<PresentPercentage>>%

The Registers at Oasis Academy Long Cross show that <<forename>> has missed more than 8 sessions of school in the last 10 weeks. In total <<forename>> has had unauthorised absences since.....

You, as <<forename>> parent are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such you are now being referred for a Penalty Notice under Sec. 444 of the Education Act (1996) for failing to ensure the regular attendance of your child.

The Penalty Notice is being requested in line with the Code of Conduct administered by the Local Authority. If accepted, a warning letter will be sent, whereby a monitoring period would be set in order to give you an opportunity to improve your child's attendance and avoid a subsequent fine. Should your child continue to be absent in the monitoring period, a Penalty Notice may be issued. Once issued, a PN incurs a fine of £60.00 rising to £120.00 per child if not paid within 21 days.

Please take steps to make sure your child attends school on time every day, and to obtain a Medical Certificate if he/she is too ill to attend. Any other reason for absence should be discussed with the academy and it is the Academy's decision whether to authorise any absence that is not covered by medical evidence.

We thank you for your support in ensuring that your child is not absent from Oasis Academy Long Cross during term time.

Yours sincerely

Appendix C: OFF ROLLING A PUPIL PROCEDURE

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place. **The Principal must authorise any off rolling.**

If the pupil is missing please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.

Detailed DFE guidance: <https://www.gov.uk/government/publications/pupilren-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now is registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation. ▪
 When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

See form below:



Please accept this form as confirmation that my child will be leaving Oasis Academy Long Cross School.

Child's Name:			
Class:		Year Group:	
Current Home Address:			
Are you moving from this address?	Yes / No <small>(Please delete as appropriate)</small>	If Yes, please confirm the address you are moving to:	
Parent's Name:			
Contact Number:			

New School Details:

Name of new school:	
New school address:	
New school contact number:	
Expected Start Date:	

Last day at OALC:	
Reason for leaving (optional):	

Signed: _____ Date: _____

Parent/Carer Name: _____

Please return this form to the school office as soon as possible. Once we receive this form we will contact the new school to arrange to send over your child's records and any transition information needed to ensure that their move is as smooth as possible.

Please ensure that you collect any books and personal belongings on their last day and return any library books or school reading books to the class teacher.

Appendix D: Application for student leave of absence

As per current regulations, DfE advice on school attendance (2013) and the school's Attendance Policy, we would like to advise you that the Headteacher may not grant any Leave of Absence in term time unless **exceptional circumstances** exist. By exceptional we mean rare, significant, **unavoidable** and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

The Headteacher will not normally consider any of the reasons below as an Exceptional Circumstance and any requests for a Leave of Absence for these reasons will not normally be authorised and may result in Penalty Notices being issued to parents/carers:

- Family holiday or holiday to visit relatives
- Cheaper cost of a holiday / flights / accommodation during term-time than during the school holidays
- Availability of the desired holiday accommodation or location
- Weather conditions in the desired holiday location
- A holiday being booked by or paid for by someone else as a gift
- Overlapping a holiday with the beginning or end of a school holiday period
- Attending a wedding (including if that wedding is taking place abroad)
- Parents inability to secure a holiday from work during school holiday periods

Please note that this list is not exhaustive

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave in term time. In order to make a request for a term-time absence, you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The School will assess each request on an individual basis, considering the impact that missing school will have on the child's education and any special circumstances of which we are made aware, e.g. the bereavement of a close family member, the needs of the families of service personnel, or the need for time together to recover from trauma or crisis. The School will determine the number of school days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carer takes their child out of school without permission this will count as an 'unauthorised absence' (truancy). Penalty Notices can be issued to parents of children with unauthorised absence. Penalty Notices are issued to each parent of each child.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. The Education Welfare Service may take formal action against you, as parent, for failure to comply with the law. Please note that penalty notices are issued as an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to your child's irregular attendance. Therefore, your child's irregular attendance (which includes unauthorised absences from school) could result in one of the following:

1. A Penalty Notice. The penalty is £60 per parent, per child, payable within 21 days, rising to £120 per parent, per child if paid between 22 and 28 days. (Failure to pay may result in prosecution for the offence of failing to ensure their child's regular attendance at school.
2. Prosecution which could lead to fines up to £2500 and / or 3 months imprisonment.

The application must be made **in advance** using the form found on the reverse this letter. If you require additional space, please continue on a separate piece of paper or attach a letter outlining the reason for the requested absence and any exceptional circumstances you wish the Headteacher to consider. Retrospective requests will not be considered. **Please return this form to the school office no less than 10 school days before the absence is due to start.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence and you will receive a response in writing confirming the decision and details of any further action that may be taken against you.

Any absence will result in lost learning and the risk of underachievement. We are sure you will support the School in maximising attendance and giving your child the best opportunity for future success. Please note that even if this absence request is authorised you may still receive letters of concern from the school if your child's attendance drops below 90% at any point during the academic year.

A full copy of the school's Attendance Policy is available on request from the school office or can be downloaded from the school website: www.oasisacademylongcross.org/policies

By signing this request I have read and understood the information provided, noting that if my request is not granted and I take my child on leave anyway, a Penalty Notice may be issued or prosecution instigated. I also understand that this absence may impact on my child's achievement.

I request that you authorise a Leave of Absence from School for my child.

Student Name*		Class	
Current Address (inc Postcode):			

*If you are requesting a Leave of Absence for more than one child, please complete a separate form for each one.

Dates (inclusive)	From		To	
-------------------	------	--	----	--

Reason for the Leave of Absence Request, including full details of any exceptional circumstances (Please explain why the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you require additional space please continue on a separate piece of paper)

(N.B. application must come from the parent with whom the child normally resides)

Signature of Parent/Carer			
Name of Parent/Carer (please print clearly)		Date of request	

School Use Only

Attendance Officer

Date Application Received		Current Attendance	
No. of days absence so far this year		Attendance last academic year	
Comments			

Headteacher/Designated Deputy or Assistant Headteacher

Absence Authorised	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments (include reasons why request is not authorised or considered to be exceptional circumstances e.g. Learning that will be missed / No Exceptional Circumstances / The time and duration of the leave / Leave could have been taken during school holiday periods)			
Signed		Dated	

Attendance Officer

Date letter to Parent/Carer confirming decision			
Letter Sent	Book bag <input type="checkbox"/>	Post <input type="checkbox"/>	Hand-delivered <input type="checkbox"/>
RM Integris Updated		Attendance Code	