

Brampton Primary School
Process for dealing with absence request during school time

Parent completes school's Leave of Absence Request form;

The Attendance Officer explains to parent that no absence is authorised unless there are exceptional reasons.
 AO to add the % attendance onto the request form for HT
 The request forms are given to the HT **Immediately.**

Parent is notified in writing that the leave of absence request has been refused, detailing the reasons why, and the consequences should the leave be taken, including the requesting of a penalty notice from the council
 Newham Council

OR

Head teacher (or delegated person) considers application and decides that "exceptional circumstances" are present;
 AO to send Leave Granted letter

AO to send letters back to parents within 72 hours
 Parent continues to take the pupil out of school during term time, and unauthorised absence is recorded;

Online Penalty Notice Request is submitted;
 Penalty Notice is issued.

- Required Documentation:**
- A fully completed penalty notice request form;
 - Term-time leave request submitted by Parent;
 - A refusal of leave letter from the school should be sent outlining:
 - the exceptional circumstances the school has considered;
 - setting out the reasons for refusal; Including a statement regarding the consequences of taking an unauthorised holiday, including the issuing of a penalty notice if a pupil continues to be absent during this period.
 - Attendance certificate covering the unauthorised leave period only. This should be signed and dated by the head teacher;
 - Attendance certificate covering the last 12 months
 - Any additional evidence in relation to the absence i.e. letter from parent etc.

Monitor the attendance and raise concern when at 94%

Head teacher and Attendance Lead to decide which parents to invite in for a meeting depending on the actions of the parents.



MyEd messaging app (www.myedschoolapp.com)

Please download on either Apple or Android devices using this QR code

The main priority contact should be the person responsible for reporting absences, and therefore the one who sets up **MyEd**.