St ALPHEGE CE INFANT SCHOOL

Kent County Council PRU, and Attendance Service

St Alphege CE Infant School

Attendance Policy

Reviewed October 2025

Statement of Intent

St Alphege CE Infant School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Executive Head, Head of School and Staff in partnership with parents have a duty to promote full attendance at St Alphege CE Infant School.

It is our duty, as committed educational practitioners, to listen, understand, support and challenge families who struggle with poor attendance.

What is Good Attendance?

A level of good attendance is 96% or more. A child who has 10 days off in a year will have 94.7% attendance. Children whose attendance falls to 90% or less are registered as persistent absentees. A level of 90% attendance equates to half a day off every week throughout the year or a whole month off of school. All children with attendance below 50% are considered to be Severely Absent. Particular focus and support will be given to these pupils and their families.

Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform on when their child is returning.

The classrooms are open to pupils from 8.35am and all pupils are expected to arrive by 8.45am. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

The Role of the School Staff

Every member of the St Alphege School team has responsibility for pupil attendance.

Appointed staff have specific responsibilities;

• The Head of School, Jacqui Spinks, has overall responsibility for monitoring attendance issues.

• The Attendance Officer, Mrs Smith, has responsibilities for the day to day management of attendance.

• Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies Mrs Spinks of children whose attendance is causing concern.

It is the responsibility of Mrs Smith (Attendance Officer) to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by text or phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents informed termly (3 times per year) of their child's attendance figure via parent consultation meetings and/or their child's school report.

Staged Approach for managing Absence

- 95 - 100% attendance - class teacher to investigate and notify Mrs Smith of concerns. Mrs Spinks to contact parent if appropriate.
- 90 - 95% attendance - school intervention letters/meeting with parents
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

Good attendance is everyone's responsibility, it is never finished.

Children Missing Education

No child should be removed from the school roll without consultation between the Head of School and the Inclusion and Attendance Service when appropriate. Please see circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Lateness

At St Alphege CE Infant School the register is taken at 8.45am and 1.00pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L')

The register will close at 9.15am and 1.30pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from 19th August 2024, when:

- 10 incidents of late arrival after the registers have closed within a rolling 10 school week period leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 20 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 20 day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Authorising Absence

Only the Head of School can authorise absence using a consistent approach. The Head of School is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays (with some rare exceptions)

Persistent unauthorised absence (10% or more of the school year) may result in an KPAS 8 referral to the Local Authority Attendance Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **need to** be attached to the completed KPAS 8 referral form with any other relevant information.

Local Authority Action may include:-

- Attendance Improvement Meeting
- Home visits

- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices Proceedings for Poor Attendance

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from 19th August 2024, when

- The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) in a rolling 10 school week period. These can be a combination of code G (the pupil is absent without leave for the purpose of a holiday) Code O (unauthorised leave of absence including persistent illness, unknown absences). Code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 20 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 20 day period a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the Head of School can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Only two Penalty Notices can be issued to the same parent in respect of the same child within a three year rolling period, and any second notice within that period is charged at a higher rate:

- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a **flat rate of £160** if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under section 444 of the Education Act 1996

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head of School may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head of School’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Kent PRU and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3a Absence Letter 1

Appendix 3b Absence letter 2

Appendix 4 School Attendance Meeting Letter 3

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7 Response to Leave Request (Not Authorising)

Appendix 8 Leave of absence confirmation of PN request

Appendix 9 Response to Leave without Request

Appendix 10 Traveller Absence Letter

Appendix 11 Traveller Absence (CME)

Appendix 12 School Referral Pathway

Appendix 1 – Late Letter (code L)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been arriving late at school. I attach for your information a summary of attendance indicating the days «Name» was late. (Code L)

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At St Alphege CE Infant school the register is taken at 8.45am and at 1.00pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Inclusion Lead, please do not hesitate to contact us.

Yours sincerely,

Mrs Jacqui Spinks
Head of School

Appendix 2 – Late Letter (code U)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days «Name» was late. (Code U)

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At St Alphege CE Infant school the register is taken at 8.45 am and is closed at 9.15am for the morning session and taken again at 1.00pm and closed at 1.30pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority Attendance Officer for further action and possible prosecution.

If «Name» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely,

Mrs Jacqui Spinks
Head of School

Appendix 3a – Absence Letter 1

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

As a school we are trying hard to improve the level of attendance for all of our pupils. The registers are monitored on a weekly basis and parents are contacted if there are any absences left unexplained.

In order to gain full benefit from their education, pupils should aim to attend for over 95% of the term. This is the Government statutory attendance target and includes both authorised and unauthorised absences. If your child is absent for 10 school days throughout the year they will only be able to achieve 95% attendance.

For your information, the figures below will help you to see whether your child's present level of attendance is at an acceptable level.

«chosen_forename» has achieved «percentage_attendance»% attendance for the period «date_of_printing». This is made up of «percentage_authorised_absences»% authorised absences and «percentage_unauthorised_absences»% unauthorised absences.

% Attendance	Comment
96%-100%	Excellent level of attendance.
90%-95%	Attendance level is dropping below expected level.
85%-89%	Too much learning time is being missed.
Less than 85%	Unacceptable level of attendance. This will be having an effect on your child's level of attainment.

95%	=	10 days
90%	=	20 days
85%	=	30 days
80%	=	40 days
75%	=	50 days
70%	=	60 days

We fully appreciate that if your child is unwell you must keep them off school. Winter months also bring more coughs and colds which could affect your child's attendance. As the year progresses the percentage attendance will increase if there are no further absences.
We will continue to monitor your child's attendance and if you would like further advice or information please contact the school office.

Yours sincerely,

Jacqui Spinks
Head of School

Appendix 3b – Absence Letter 2

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been absent from school. I attach for your information a summary of attendance indicating the days «Name» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

We will continue to monitor closely your child's attendance and if there is no further improvement, we will ask you to attend a School Attendance meeting.

I am sure you share my concern and would wish to work with the school to improve «Name»'s attendance. If we can help in any way, perhaps via our School Nurse or Inclusion Lead, please do not hesitate to contact us.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 4 – School Attendance Meeting Letter 3

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

Re: «Pupil's name»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «Name»'s attendance at school is currently «Number» % which means he/she has missed «Number» sessions. or «Number» days. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «Name»'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card.) If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»
«Name»

If this appointment is inconvenient, I would be grateful if you could contact me on «Telephone number» so that an alternative time can be arranged.

If you do not attend this meeting and «Name»'s absence continues to deteriorate, a referral may be made to the Local Authority Attendance Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 5 (Penalty Notice)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

Re «Child's name»

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 6 (Penalty Notice)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear

With reference to our letter dated **(date), (child's name)** has now reached a total of **(number)** half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 15 (Penalty ***Holiday request – Refusal letter**

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name» **PLEASE ALWAYS WRITE TO BOTH PARENTS**

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

I have received your request to take «Name» out of school for a family holiday between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head of School's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I will make a request for a Penalty Notice to be issued.

Or

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a **flat rate of £160 per parent per child if paid within 28 days**. In both instances failure to pay the penalty in full at the end of the 28-day period may result in **prosecution** by the Kent PRU and Attendance Service

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. **A referral will be made to Kent PRU and Attendance Service Courts Team** who will consider the case for prosecution.

Yours sincerely

Mrs Jacqui Spinks Head of School

Appendix 8 (Penalty Notice)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear

(Child's Name and Date of Birth)

With reference to our letter dated **(date),** the leave of absence taken between **(dates)** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 9 (Penalty Notice)

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

***Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven't requested it Please always write to all parents/carers**

Dear

You failed to apply in advance for permission for «Name» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within a rolling 10 school week period a Penalty Notice may be issued.

The penalty notice gives you the opportunity to pay a penalty instead of being prosecuted for the offence given above. The amount of the penalty is £160 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £80 per parent, per child. If you pay this penalty within the time limits set out, no further action will be taken against you in connection with the offence as set out in this notice, i.e. your liability for the offence will be discharged.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a **flat rate of £160 per parent per child if paid within 28 days**. In both instances failure to pay the penalty in full at the end of the 28-day period may result in **prosecution** by the Kent PRU and Attendance Service

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. **A referral will be made to Kent PRU and Attendance Service Courts Team** who will consider the case for prosecution.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 10

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

Traveller Absence

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 11

ST ALPHEGE CE INFANT SCHOOL

Executive Head Mrs Liz Thomas-Friend Head of School Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977,
Email: headteacher@st-alphege.kent.sch.uk

Dear «Name»

Traveller Absence

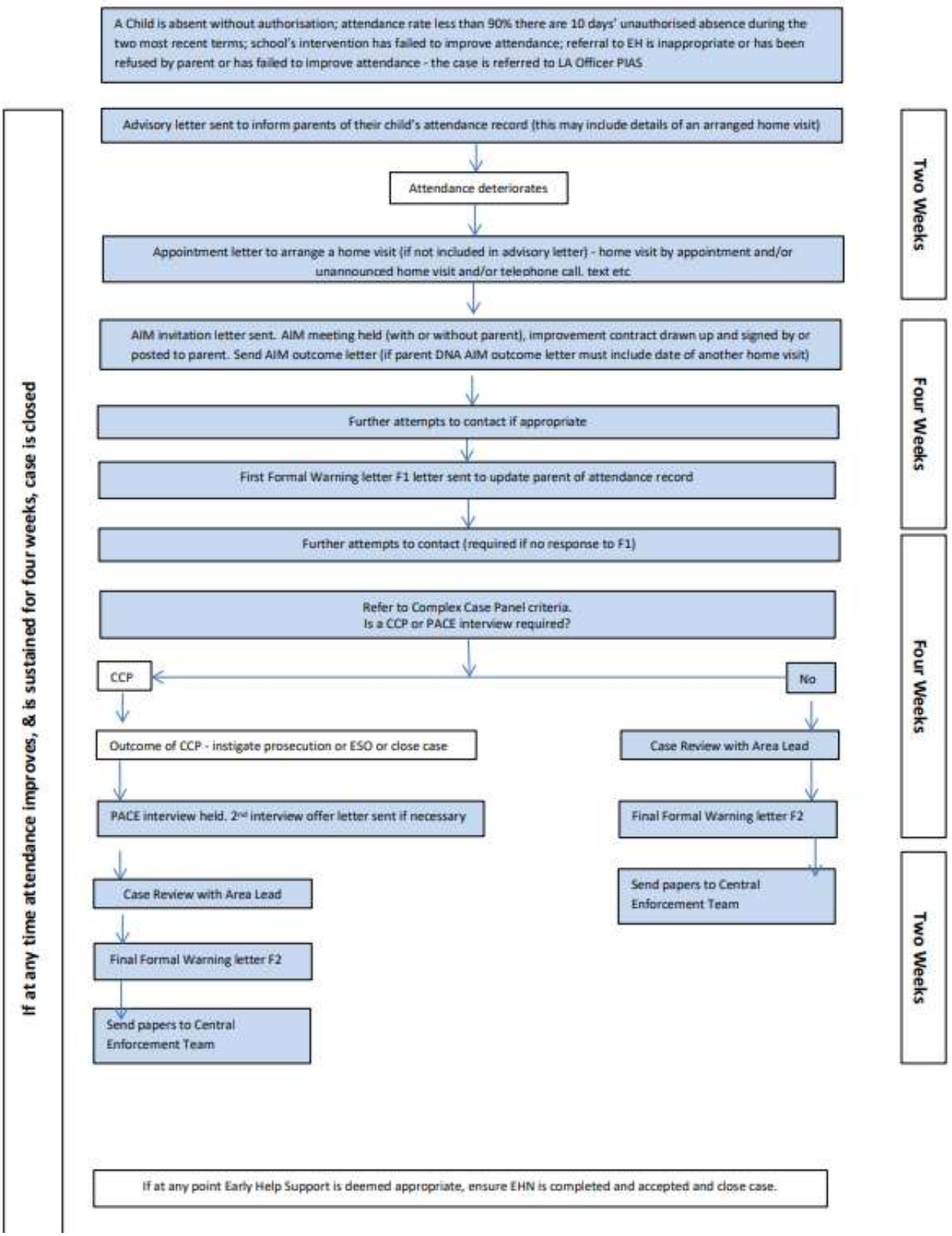
Thank you for contacting me to say that «Name» will be absent from school from «Date» as you will be travelling due to your work.

The law allows me to authorise «Name»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «Name» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «Name» to the Local Authority as a Child Missing Education.

After 20 days absence, the Local Authority may give me permission to take «Name»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Mrs Jacqui Spinks
Head of School

Appendix 12

Kent School Referral Pathway – Pupil Attendance