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**Astrea Academy Trust**

**Attendance Policy**

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| Date | September 2020 |
| Written by | Astrea Deputy Director of Safeguarding |
| Adopted by Trust Board |  |
| Review Date | September 2021 |

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# Attendance Policy Principles and Aims

* 1. This policy has been authorised by the Trustees of Astrea Academy Trust, is published on the Academy website and is available in hard copy to parents on request. This policy can be made available in large print or other accessible format if required. This policy and its procedures apply to all Astrea Academy Trust schools, whilst taking account of the local context and Local Authority procedures and code of conduct for attendance escalation such as the the issue of fixed penalties.
	2. Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
	3. Attendance is again mandatory from 1st Septemer 2020, following partial closures due to Covid 19. We are aware of the concerns parents/carers/pupils may have in returining to school, following mandatory partial closures. Parents/carers/pupils can request a meeting with the Attendance officer/Senior Leadership representative to discuss any concerns they have in returing to school.
	4. Promoting excellent attendance is the responsibility of all staff within Astrea Academy Trust (hereafter referred to as the ‘Trust’).
	5. Hatfield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Responding to attendance concerns is a safeguarding matter and will be treated as such.
	6. Hatfield Academy aims to meet its obligations with regards to school attendance by:
* Promoting good attendance and reducing absence, including persistent absence;
* Ensuring every pupil has access to full-time education to which they are entitled;
* Building a culture of safeguarding: ensuring all students feel safe, protected and valued;
* Having clear and swift responses to address concerns including patterns of absence;
* Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality.

# Statutory and Regulatory Framework

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

* [*Keeping Children Safe in Education 2020*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf)
* [The *Education (Independent School Standards) (England) Regulations 2014*](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made#:~:text=The%20Education%20%28Independent%20School%20Standards%29%20Regulations%202014%201,Quality%20of%20leadership%20in%20and%20management%20of%20schools.)
* [*Working Together to Safeguard Children 2018*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)
* [*School attendance Guidance for maintained schools, academies, independent schools and local authorities July 2019 (Updated May 2020)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)
* [*School attendance parental responsibility measures Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police January 2015 (update May 2020)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf)
* [*Children Missing Education 2016*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)
* [*The Education Act 1996*](https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/II)
* [*The Education Act 2002*](http://www.legislation.gov.uk/ukpga/2002/32/part/3/chapter/3)
* [*The Education and Inspections Act 2006*](http://www.legislation.gov.uk/ukpga/2006/40/part/7/chapter/2/crossheading/school-attendance)
* [*The Education (Pupil Registration) (England) Regulations 2006*](http://www.legislation.gov.uk/uksi/2006/1751/contents/made)
* [*The Education (Pupil Registration) (England) (Amendment) Regulations 2010*](http://www.centralbedfordshire.gov.uk/Images/amendment-regulation-2010_tcm3-8642.pdf)
* [*The Education (Pupil Registration) (England) (Amendment) Regulations 2011*](http://www.legislation.gov.uk/uksi/2011/1625/made)
* [*The Education (Pupil Registration) (England) (Amendment) Regulations 2013*](http://www.legislation.gov.uk/uksi/2013/756/made)
* [*The Education (Pupil Registration) (England) (Amendment) Regulations 2016*](http://legislation.data.gov.uk/uksi/2016/792/made/data.html)
* [*The Education (Penalty Notices) (England) (Amendment) Regulations 2013*](http://www.legislation.gov.uk/uksi/2013/756/pdfs/uksiem_20130756_en.pdf)
	1. This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las), which explains the persistent absence threshold.
	2. This policy complies with our funding agreement and articles of association.

# Associated Policies

## This policy should not be seen in isolation but is a strand that underpins all other polices related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

##  This Policy should be read alongside the Academy’s:

* Astrea Child Protection and Safeguarding Policy
* Astrea Inclusion Policy
* Astrea Exclusion Policy
* Behaviour Policy
* Missing Pupils Policy
* Anti-Bullying Policy

# School Procedures

4.1 **Attendance register**

By law, all schools (except those where all pupils are boarders) 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 6** 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.

Pupils must arrive in school by 08.30am on each school day. The register for the first session will be taken at 08.45am and will be kept open until 09.15am.

 The register for the second session for EY and KS1 will be taken at 12.30pm and will be kept open until 12.35pm. The register for the second session for KS2 will be taken at 1pm and will be kept open until 1.05pm.

\*\*Please note these times have been subject to change due to the COVID restrictions and to ensure social distancing, and the correct times that your child should attend school have been sent out separately.

4.2 **Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible.

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

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

4.4 **Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the ‘L’ code. The ‘L’ code will be used from when register is taken and up to 09.15am.

A pupil who arrives late, after the register has closed, will be marked as ‘U’, unless another another code is more appropriate due to the reason for lateness after register (such as unplanned medical).

Lateness and punctuality will be monitored on a daily basis.

We may send a letter to parents/carers, by way of notification of our concerns in relation to their childs lateness and/or punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.

Persistent lateness can result in a significant amount of leaning time being lost, resulting in gaps in learning and can also indicate a safeguatding concern. All class teachers must be alert to emerging patterns or concerns in relation to lateness and punctuality and inform both the Attendance Lead and Designated Safeguarding Lead if they have concerns.

4.5 **Following up absence**

The school 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.

If we are unable to establish the reason for absence via telephone, or the parent app and by 9am we will follow the steps as set out within appendix 2 of this policy (appendix 4 of Astrea Child Protection and Safeguarding Policy)

4.6 **Reporting to parents**

It is important to report on school attendance regularly to parents, aside from the notifications that parents will receive as part of our responses to absence.

All parents are encouraged to download the Astrea Parent App. This enable parents to track their child's attendance daily. The platform also has functionality for parents to report a child's absence and the reasons.

At the end of the academic school year we will notify parents of their childs attendance through the end of year report. Attendance is also displayed on the Astrea Parent App.

#  Authorised and unauthorised absence

5.1 **Granting approval for term-time absence**

Principals will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define ‘exceptional circumstances’ as: a personal/family/celebratory event that cannot be repeated year on year.

The school 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.

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

* Illness and medical/dental appointments
* 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*.*
* Where these are academy directed e.g. educational visits (V) or sporting activities (P) they will constitute a present mark. In the case of activities personal to an individual student e.g. music exams or special tuition the academy will exercise its discretion to authorise the absence.

 5.3 **Examples of Unauthorised Absence**

Although a range of strategies and actions will be taken on an informal basis, a formal procedure is applied where absenteeism is an issue for concern:

* First day telephone/parent app contact is always completed in the morning. Should no contact be made, then this may be followed by a home visit if no reason for absence has been recorded. All home visits are logged on CPOMS and a contact slip will be left at the home address .
* If attendance starts to fall, a letter 1 is sent home highlighting concerns that the attendance has started to fall, the attendance is then monitored.
* If there is no improvement, a letter 2 is sent home stating the child's % attendance and that any absences will no longer be authorised, medical evidence will be requested.
* If attendance continues to fall then stage 3 will be implemented, a meeting between the parent/guardian and a member of the Pastoral Team will be arranged in order to discuss the pattern of attendance.
* Stage 4 will be a referral to the Attendance and Pupil Welfare Service if attendance continues to fall after stage 3.
* For children missing from education or known to have moved abroad/authorities a CME will be completed and sent to welfare services in line with the LA CME policy.
* At all times we believe that a positive approach which aims for cooperation is essential if improvements in attendance are to be sustained.

 5.4 **Legal sanctions**

Schools can 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 **Appendix 3**. 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.

# Strategies for promoting attendance

At Hatfield Academy we reward good attendance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Autumn(September – December | Spring(January – April) | Spring(September – April) | Summer(May-July) | Summer(September – July |
| 100% | Certificate & Attendance Pencil*Key Stage Reward – Attendance Disco* | Certificate & Attendance Pencil*Key Stage Reward – Film Afternoon* | Certificate & Attendance Badge*Key Stage Reward – Film Afternoon* | Certificate & Attendance Pencil*Key Stage Reward – Attendance Picnic* | Certificate & Attendance Medal*Key Stage Reward – Attendance Picnic* |
| 96% + | Certificate*Key Stage Reward – Attendance Disco* | Certificate*Key Stage Reward – Film afternoon* | Certificate*Key Stage Reward – Attendance Picnic* |

**Weekly**

Each week children with 100% attendance are entered into a raffle. A child from EY / KS1 and a child from KS2 are presented with a voucher in Attendance Assembly.

The class with the highest attendance receive the attendance trophy, an attendance sticker and are rewarded with 10 minutes extra playtime (at the discretion of the teacher).

**Attendance Display**

Each classroom will have an attendance display:

Class teachers will celebrate pupils who attend school every day.

Class attendance will be displayed on the attendance display and updated weekly.

The school target attendance percentage will be displayed on the attendance display.

A display in reception area will share:

* Key attendance messages
* Classes ordered by attendance
* School targets and figures

**Social Media**

We will blog the attendance winners weekly, both individuals and classes.

# Attendance monitoring and Intervention

7.1 See **Appendix 2** for Hatfield Academy Attendance Intervention Flowchart

The ‘Astrea Attendance Tree’ **Appendix 3** is used to illustrate our whole school attendance target and levels/percentages of pupils attendance. The tree is used and displayed across the school, by all staff. Pupils should be able to articulate which colour level/Percentage they are currently at and have opportunities to talk to staff about their attendance.

The ‘Astrea Attendance Tracker’ is used by the Attendance Officer and Senior Leaders to support the regular and robust tracking of attendance and to monitor uses of interventions.

 7.2 **Daily Monitoring / Expectations**

Daily monitoring is conducted through the taking of electronic registers and first day absence calls/texts are made within the first two hours of the school day. If a child/Young person is absent and parents/carers/primary contacts are uncontactable, the 1st and 2nd emergency contacts should be used. If no explanation has been reached for a child/young person’s absence, school to follow internal CME (Children Missing Education) flowchart **Appendix 2** which will detail when a Home-visit is to be conducted.

A Home-visit should always be considered on the first day of absence however if this has not been conducted, then on the second consecutive day of absence a home visit should be conducted (if a reason for absence has still not been established through both the primary and emergency contacts). At least two emergency contacts should be held for each child.

If through daily calls or home-visits, concerns arise regarding the need for Early Help support or a possible safeguarding concern is identified, the matter should be passed to the school’s Designated Safeguarding Lead immediately (both verbally and recorded on CPOMS).

If at any stage, further concerns are identified, and the attendance lead/DSL is unsure of what action to take, the Astrea Safeguarding Officer or Deputy Director of Safeguarding should be contacted for consultation.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil’s absence increases in any week, in the first instance, we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil’s absence continue to rise, we will follow our intervention flowchart **Appendix 1.**

Any attendance concerns identified by the attendance officer, such as patterns of absence, persistent absence, persistent lateness, will be addressed.

We may invite parents in for an informal meeting or a more formal Panel meeting, involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each week internally within the Academy trust. Absence data is shared with relevant authorities termly and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this within the Acadrmy Trust.

* 1. **Weekly Monitoring / Expectations**

The Astrea Attendance Tracker is completed and circulated to the senior leadership team and Class Teachers/Form Tutors.

Individual pupil/student and key group Attendance analysed and actions discussed between Attendance Lead and member of SLT responsible for Attendance.

Additional strategies discussed to address attendance of specific ‘groups’ causing concern.

Class teachers/Form Tutors to share whole class/tutor group attendance and discuss attendance beginning to cause concern with individual parents/carers (also with students within secondary).

Weekly actions/interventions completed: letters sent and Initial support meeting / Initial School Attendance Panel (ISAP) / School Attendance Panel (SAP) meetings arranged and communicated according to actions agreed within Attendance meeting (alongside SLT member).

If attendance of individual pupils/students and specific groups continues to decline despite following intervention flowchart, support can be accessed from the Astrea Specialist Leader of Attendance or from Astrea Safeguarding Officer.

Weekly attendance assemblies are conducted to share attendance figures - whole school and class/tutor group attendance and share attendance awards.

Weekly whole school and class/tutor group attendance is shared via either the parent app/website/email/text/social media post with all parents/carers.

# Roles and responsibilities

8.1 **The Trust**

The Trust is responsible for monitoring attendance figures for the whole school on at least a half termly basis. It also holds the Principal to account for the implementation of this policy.

Attendance is discussed at every Transition Management Board (TMB) or Local Education Consultative Committee (LECC) meeting with Trust representatives and local committee members present.

8.2 **The Principal**

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data, reporting it to the Trust and the TMB/LECC.

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

8.4  **Education Welfare Officer**

The EWO:

* + Monitors attendance data at the school and individual pupil level
	+ Reports concerns about attendance to the principal
	+ Works with the Local Authority Attendance & Inclusion officers to tackle persistent absence
	+ Arranges calls and meetings with parents to discuss attendance issues
	+ Advises the principal when to issue fixed-penalty notices, and completes the necessary paperwork

8.4 **Class teachers/form tutors**

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information in a timely manner.

Any concerns that class teachers/form tutors have regarding absence and or punctuality, should be discussed with the Attendance Officer.

Class teachers/Form tutors may be expected to have initial conversations with parents/pupils regarding concerns,

* 1. Office staff

Office staff are expected to take calls from parents about absence and record it on the school system in a timely manner.

# Policy Monitoring arrangements

This policy will be reviewed annually by the Trust and adapted by the Principal. At every review, the policy will be shared with the TMB/LECC.

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| --- | --- |
| **Authorised by** | 1. Pearce-Dyke
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|  |  |
| **Date** | 02/09/2020 |
|  |  |

|  |  |
| --- | --- |
| **Effective date of the policy** | September 2020 |
|  |  |

1. **Appendix 1: attendance codes**

The following codes are taken from the DfE’s guidance on school attendance.

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **/** | Present (am) | Pupil is present at morning registration |
| **\** | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **Authorised absence** |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| **Unauthorised absence** |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend*Code X is also used for pupils who are isolating due to covid 19.*  |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody*Code Y will be used in event of local / national lockdown measures.*  |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

# Appendix 2 – Attendance Flowcharts

Hatfield Academy Attendance Process and Sanctions

**NO IMPROVEMENT**

**NO IMPROVEMENT**

**IMPROVEMENT**

**Stage 2** - Meeting will be held, discussion with parents and a review period set. If no improvement is made during review period - (**Stage 3**).

**Stage 3** - During the review period if attendance drops to below 90%, a letter will be sent to parents informing them they must attend a SAP (School Attendance Panel) meeting which will be chaired by the Local Authority.

If improvement is made during the review period, this will be discussed with parents at the review meeting and the child returned to normal monitoring.

**Stage 1** - A letter will be sent to parents explaining that their child’s attendance will now be monitored for 2 weeks and if no improvement is made, they will be invited in for a meeting with the Attendance Officer (**Stage 2**)

Stage 3 - Meeting will be held, discussion with parents and outcomes agreed

**Stage 2** - If there is no significant improvement and if further absences occur, parents will be invited into school to meet with the Attendance Officer.

If improvement is made during the 2 week period, the child will return to normal monitoring and an improvement letter sent to parents.

Any pupil whose attendance drops to between **93% and 90%** is at risk of becoming a Persistent Absentee.

**IMPROVEMENT**

**Stage 3** - Meeting will be held, discussion with parents and outcomes agreed. School will not authorise any future absences unless medical evidence is provided. Child’s attendance will be monitored and any future unauthorised absences may result in a fixed penalty or a summons to court.

**Child Missing Education Flow Chart**

School to attempt to make contact with parent/carer on Day 1 of Absence

No later than Day 3 of absence (best practice Day 1), Home-visit is conducted by school staff to establish pupils’ whereabouts

Days 0-10, Staff to continue to make efforts to engage the family and locate the pupil; recording their contact including all telephone conversations, texts, e-mails, letters, Home-visits. Liaising with professionals who may be involved. School should consider what action to be taken if attendance is 10% unauthorised.

Follow Local Authority CME guidelines

**Whereabouts unknown** evidencing reasonable efforts to locate/make contact with the family.

**Whereabouts confirmed to be known** but not attending education or engaging with the school.

Referral is made to: Children Missing Education Team No later than day 10 when there is no explanation for absence and above checks have been completed. [adapt for LA procedures]

Detail clearly any safeguarding concerns you may have.

DO NOT remove from your roll until CME team has completed initial checks and confirmed that they can be removed.

Child and family meet the threshold for Early Help or Social Care involvement. Make a referral evidencing the actions you have taken.

Absence meets the threshold for enforcement action as outlined in the [Local Authority] Code of Conduct, Child stays on roll.

# Appendix 3 – Attendance Tree sample



# Appendix 4 – LA code of conduct for the use of Fixed penalties

**https://www.sheffield.gov.uk/content/dam/sheffield/docs/schools-and-childcare/attendance/Exception%20Leave%20in%20Term%20Time%20Policy%20-%20revised%20October%2018.pdf**

**Appendix 5 – Sample letters**

INSERT your attendance letters