



Ormiston Cliff Park Infant and Ormiston Cliff Park Junior Academies



Achieving Success Together

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Head of School: Mrs Louise Watkins

Dear Parent/Carer,

Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Ormiston Cliff Park Infant Academy and Ormiston Cliff Park Junior Academy, our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher's discretion***'.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Ormiston Cliff Park Infant Academy or Ormiston Cliff Park Junior Academy who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Mr Phil Reid

Head of OCPIA

Mrs Louise Watkins

Head of OCPJA



APPLICATION FOR PUPIL LEAVE OF ABSENCE

Ormiston Cliff Park Infant and Junior Academies will not authorize any absence in term time, except in exceptional circumstances. Please complete the section and return it at least 4 weeks before the requested absence in order for your application to be assessed.

NAME OF CHILD(REN):	CLASS(ES):
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LEAVE REQUIRED FROM: _____ UNTIL: _____

DATE OF RETURN TO SCHOOL: _____

DO YOU HAVE ANOTHER CHILD AT ANOTHER SCHOOL? YES NO

IF YES, WHICH SCHOOL DO THEY ATTEND? _____

CHILD'S NAME: _____

EXCEPTIONAL CIRCUMSTANCES FOR REQUEST (This section must be answered in full)

[Empty box for exceptional circumstances]

SIGNATURE OF PARENT/CARER: _____ DATE: _____

NAME OF PARENT/CARER (please print): _____

DATE REQUEST FORM RETURNED TO SCHOOL: _____

FOR SCHOOL USE ONLY

Attendance _____ % Unauthorised Absence _____ % Authorised Absence _____ %

Has holiday already been taken during this academic year? Yes No

Agreed - Reasons: _____

Not Agreed - Reasons: _____

Attendance Lead signature: _____

Date reply sent: _____