

# VOYAGE LEARNING CAMPUS



## ATTENDANCE POLICY

This policy has been adopted by the Management Committee on:

Date adopted: 11.10.2017

Signed: 

Next review due: October 2019

# Voyage Learning Campus VLC Attendance Policy

## To be read in conjunction with

*DfE Children missing education (September 2016)*

*DfE School attendance (November 2016)*

### 1. PHILOSOPHY

- 1.1 The Voyage Learning Campus (VLC) is committed to providing high quality inclusive learning opportunities for all students. We believe that if students are to reach their full potential, then excellent attendance is crucial. Any problems that impede full attendance will be identified and addressed as speedily as possible.
- 1.2 It is the policy of the campus to celebrate achievement. Full attendance is a critical factor in ensuring positive educational outcomes for our students. The campus will actively promote and encourage 100 % attendance for all our students.
- 1.3 Many students attending the VLC are more vulnerable and have greater needs than their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance.
- 1.4 Parents and carers are responsible for ensuring their children attend school. We at the VLC are committed to ensuring that VLC families understand how important this is. We give high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents / carers have a vital role to play and there is a need to establish strong home – school links and communication systems that that can be utilised whenever there are concerns about attendance.
- 1.5 If there are problems which affect a student's attendance the Campus Student and Family Liaison Officer (CSFLO) will investigate, identify and strive in partnership with parents and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

### 2. PRINCIPLES

- 2.1 We will ensure all staff are aware of the registration procedures.
- 2.2 At the VLC the attendance of students is recorded electronically. The electronic register is a legal record and must be marked accurately, recording pupils attendance or absence or in the latter case if authorised or unauthorised.
- 2.3 Teachers, **or a designated member of staff**, will complete, accurate registration processes at the beginning of each morning and afternoon session using SIMS.

- 2.4 **Encourage parents/carers** to contact the campus office early on the first day of absence.
- 2.5 Reward good and improved attendance of all students.
- 2.6 Promote positive staff attitudes to students returning after absence.
- 2.7 Consult with all members of the school community in developing and maintaining the whole school attendance policy.
- 2.8 Regularly evaluate attendance procedures by the Senior Leadership Team and the school Management Committee.
- 2.9 Inform parents/carers and students of attendance rates and related issues.
- 2.10 Work towards ensuring that all students feel supported and valued. Send a clear message that if a student is absent he/she will be missed.
- 2.11 Have procedures that allow absentees to catch up on missed work without disrupting the learning of other class members.

### **3. PERFORMANCE**

- 3.1 Part of the evaluation process will be to look at what interventions have been successful, this will include considering: -
  - Attendance data for individual students, groups of students and the VLC as a whole.
  - Has the VLC ethos improved?
  - Has the behaviour of students improved?
  - How successful have student re-inclusion plans been?
  - Is the VLC a better place to be for staff and students?
  - Has the VLC been successful in raising the profile of attendance both within the VLC and the community?
  - How well informed are new students about the importance of attendance and the policy and procedures operating within the VLC?
  - Have attendance issues been included as topics Personal, Health and Social Education (PSHE) lessons or as a theme for any other curricular lessons?
- 3.2 We will strive to raise the profile of attendance through individual certificates.
- 3.3 The VLC believes that it is essential to keep this policy “alive”. Consultation and communication are key factors that will ensure that the Policy has impact in raising attendance.
- 3.4 Maintaining and improving attendance of the whole VLC or groups of individual students requires persistent vigilance.

### **4. SAFEGUARDING CHILDREN**

- 4.1 The VLC must be able to demonstrate to Ofsted that it knows the whereabouts of each student and reason for their absence. It is very important for the Local Authority to track children if they are not attending school and in some cases for school to make a referral to Social Care. If a parent is moving house, they should inform the VLC with their new address as soon as possible. This will be passed on to the Local Authority.
- 4.2 The VLC will ensure that it holds at least three phone numbers of different adults for each student wherever possible. The CSFLO will visit the home of any student that is unexpectedly absent and contact cannot be made with by phone. If there is no answer at the house the police will be called.
- 4.2 The VLC will not remove a student from the admission roll without notifying the Local Authority and will follow the guidance set out in the DfE Children Missing Education (September 2016).

## 5. FIRST DAY RESPONSE

- 5.1 First day response is an integral part of the Attendance Policy. Parents and students must realise that a student's absence will be noted and acted upon swiftly. First day response sends a clear message to students and parents that attendance is very important. **This will take place within 60 minutes of the registration deadline.**
- 5.2 For the policy of first day response to work efficiently:
- **Parents should contact the Campus by 9.30 am on the first morning that the child is away. Reasons for the child's absence should be given.**
  - If the parent has not contacted the Campus by 9.30am, then the parents of identified students should expect to be contacted.
  - Parents will be challenged if they fail to inform the Campus of the reasons for absence, or if the reasons given for absence are unacceptable.
- 5.3 Authorised Absence: an absence agreed by the CSFLO or Head of Centre with an explanation from parents / carers – please see correct list of registration codes below
- 5.4 Unauthorised Absence: an absence not agreed or unexplained or explanation is not valid
- 5.5 Medical: will usually be authorised although we may request medical/doctor's notes
- 5.6 Each reason for student absence has a special code and this assists the VLC to monitor persistent absence. The codes that are used are shown below.

### DfE Registration Codes

/\ Present at registration

B	Educated off site (not dual registration)
C	Other authorised absence (not covered by another appropriate code)
D	Dual registered (present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave (no longer used)
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils

The full explanation for the above codes can be found in appendix 1 – an extract from the DfE School Attendance – Statutory Guidance and Departmental Advice – November 2016.

5.7 This procedure will be most effective if it is applied to every absence and gives a clear message that absences are not allowed for reasons other than those determined by the law. The procedure and the need for it should be understood by all and the Campus will do this by regularly writing to parents.

5.8 It is the view of the Campus that first day contact works by:

- Raising awareness of the importance of full attendance
- Addressing problems before they become serious
- Improving home-centre liaison
- Sending a clear message to parents and students that if a child is absent they will be missed
- Alerting parents who may be unaware that their child is truanting and therefore may be at risk
- Requiring and promoting a high level of communication within the Campus: staff working as a team
- Reducing the number of students who have short-term absence, thereby reducing the overall absence rate
- Assisting parents and students to develop habits that reduce casual absence and encouraging early contact from parents

## 6. PROCEDURES

- 6.1 Attendance will be recorded electronically into SIMS by each Centre Business Support Administrator. This helps to produce termly data through the School Census for the DfE. Each Centre Business Support Administrator will follow the flowchart if a student is absent from the Centre (**flowchart 1**)
- 6.2 When absences (unauthorised and authorised) are recorded, all information is passed to the CSFLO who will take further action. In most cases the CSFLO will make contact with the parent / carer by phone or visit.
- 6.3 If a student has been absent from the Centre on a number of occasions due to illness / medical reasons the CSFLO should be informed and a letter will be sent to parents / carers (**letter 1**).
- 6.4 If a student has a regular pattern of non-attendance the CSFLO should be informed and a letter sent to parents / carers (**letter 2**)
- 6.5 Any unexplained absences of one week or longer maybe reported to the Local Authority, other relevant agencies (e.g. Social Care) and further action decided upon.
- 6.6 When students return after a long-term absence, a Pastoral Support Programme (PSP) will be implemented by the Head of Centre if deemed necessary. The PSP will include all members of staff and will be designed to be as supportive of the student as possible. Implementation of the PSP will follow North Somerset guidance provided.
- 6.7 In order for this policy to be successful every member of staff must make attendance a priority and convey to the students the importance of their learning. This means ensuring that all teaching staff attend regularly, arrive on time to lessons and are well prepared.

## 7. LATENESS

- 7.1 Parents / carers are expected to ensure that students are present at registration. Students arriving 15 minutes later than their timetable start time will be recorded as late. Students arriving after 30 minutes will be recorded as an unauthorised absence.
- 7.2 There are three negative results caused by students who constantly arrive late:
1. The loss of learning suffered by the student themselves which over a year can add up to a significant proportion of their time in school and in severe cases could affect their access to gaining qualifications.
  2. The disruption to other student's education in those classes as the teacher's attention is taken from the task at hand.
  3. This can raise levels of unauthorised absence
- 7.3 The strategies that the Campus will use to tackle lateness will include:

- Informing parents / carers when a student is late
- Liaising with parents / carers for persistent lateness and helping them with strategies
- Use of penalty notices in cases of unauthorised absence

## 8. INDIVIDUAL ATTENDANCE BELOW 95%

- 8.1 If a student's attendance falls below 95% in any one term the Head of Centre will raise attendance by involving the CSFLO. This will enable the Campus to support the family in improving the child's punctuality and / or attendance.

## 9 HOLIDAY IN TERM TIME

- 9.1 The Department for Education have made amendments to the 2006 regulations with regards to family holiday and extended leave in term time as well as removed the statutory threshold of ten school days. These amendments make clear that headteachers may not grant any authorised leave of absence for students during term time with effect from September 2014.
- 9.2 There will therefore be no holiday request forms. Parents must write to the Principal outlining the exceptional circumstance for the absence required from the VLC. If a child takes *unauthorised* holiday or absence from school, the CSFLO must be informed. Letters 4 3 and 4 will be sent by the CSFLO.
- 9.3 The VLC policy is therefore **to enter all holiday absence as unauthorised.** Where students are on a dual roll the Campus will inform the relevant school.
- 9.4 The VLC has the full support of the Management Committee and the Local Authority in this matter. The Principal's decision is final with no right of appeal.

## 10. DENTAL AND MEDICAL APPOINTMENTS

Wherever possible, parents/carers should make every effort to avoid making medical or dental appointments during the school day. It is preferable to try and arrange these during holiday periods or at the beginning or end of the school day. Most medical appointments do not necessitate a full day's absence and it is the parents / carers responsibly to collect their child from the Campus, to take them to the appointment and to bring them back to the Campus once the appointment is over. Medical appointments should not normally result in a whole day's absence from the VLC.

## 11. PENALTY NOTICES

Accumulated unauthorised absences or holidays within term time may result in a Penalty Notice being issued by North Somerset Council. These fines are £60 (per parent, per student) if paid within 28 days or £120 if paid between 29 and 42 days.

## Appendix 1

### Extract from DFE School Attendance (Statutory Guidance and Departmental Advice) – November 2016

#### Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

#### Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

##### **Present at School**

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

##### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

##### **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.



## **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

### **Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

### Consortia Schools

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

### **Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

### **Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is

linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

**Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Absence codes when pupils are not present in school are as follows:**

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

**Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances 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.

**Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the

illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

**Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

**Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z: Pupil not on admission register**

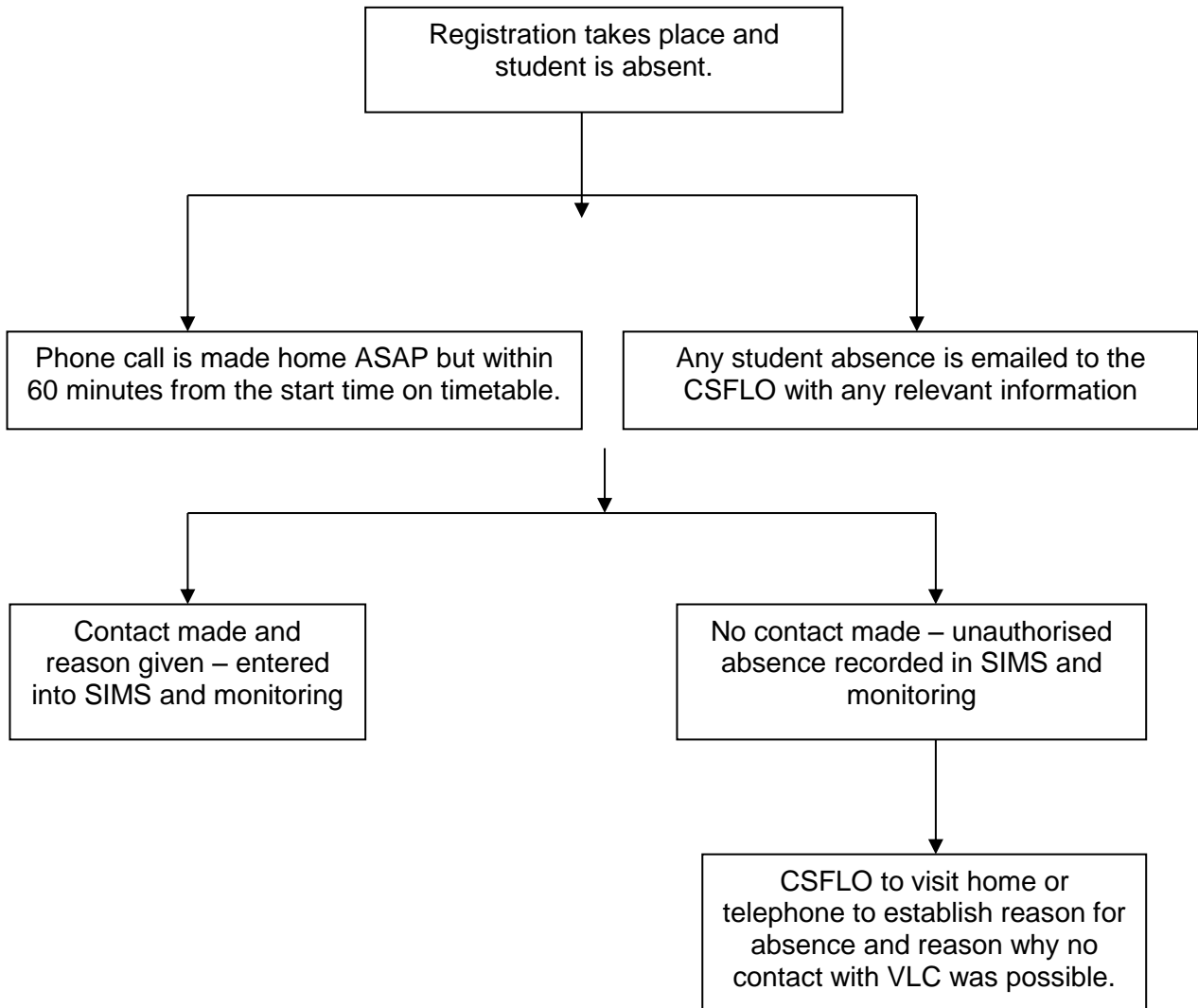
This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

## Flowchart 1

### Student absent from the Centre



**Letter one – Student absent on a number  
of occasions for illness / medical reasons**

Dear

**Name:**

**Date of Birth:**

Our attendance records show that **(Student's name)** has been absent on a number of occasions now due to illness / medical reasons.

**(Student's name)** absences are becoming a concern and I am writing to advise that to enable us to continue authorising future absences due to illness, we will require some form of medical evidence.

- Please ensure that should **(Student's name)** be absent again due to illness, any medical advice /consultation evidence is forwarded to us as soon as possible. This may include a doctor's note, medical certificate, copy of an appointment card or copy of prescription etc.
- Please remember to also contact the school on each day of any absence with an explanation.
- Please note that the expectation of the VLC is that all students attend 95% in line with DfE guidance. . Attendance will be monitored by the CSFLO and whilst we will work with you to support your child, further action may be taken if no improvements can be made.

Should you wish to discuss your child's attendance, please contact me.

Thank you for your assistance.

Yours sincerely

**Campus Student and Family Liaison Officer**

Copy to Head of Centre

**Letter two – Student absent on a regular basis – same day or morning / afternoon**

Dear

**Name:**

**Date of Birth:**

Our attendance records show that (Child's name) has been absent on a regular basis on a (Monday, Tuesday, Wednesday, Thursday or Friday) (morning / afternoon) during the period xx/xx/xx to xx/xx/xx.

The number of regular absences is becoming a concern for the Campus. Please could you contact me and we will be able to discuss and hopefully resolve any problems that may be causing these absences for (child's name).

Thank you for your assistance and I look forward to hearing from you.

Yours sincerely

**Campus Student and Family Liaison Officer**

Copy to Head of Centre



## Letter three

### Registered Address:

Unit 1, Ashcroft House  
Oldmixon Crescent  
Weston-super-Mare  
BS24 9AX  
01934 425522

admin@voyagelearningcampus.org.uk  
www.voyagelearningcampus.org.uk

**Principal:** Nick Donnelly

Parent Name

Parent Address (One letter to each parent, even if at same address)

Dear

### **WARNING of Penalty Notice for your child's unauthorised absence from the Voyage Learning Campus because of a term time holiday - Education Act 1996**

I am writing regarding (**Child's Name**)'s unauthorised absence from the Voyage Learning Campus - **xx/xx/xx** to **xx/xx/xx** – because of a term time holiday.

The Voyage Learning Campus's (VLC) policy is not to authorise holidays in term time, unless the school is satisfied that there are exceptional reasons. Please see the North Somerset leaflet enclosed for examples. This leaflet also details some of the consequences of a child's absence from school.

Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school.

The fines are issued to each parent, for each child, and are:

- ° £60 if paid within 21 days, rising to
- ° £120 if paid between 21 and 28 days.

Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn.

Failure to pay the fine will result in a prosecution in the Magistrates' Court under Section 444(1) of the Education Act 1996.

The school has received your request for \_\_\_\_\_ to be absent **in** \_\_\_\_\_ for the purpose of a family holiday. I am writing to inform you that the VLC cannot authorise this request for the following reason: **(insert reason/decision)**

I would like to advise that if you do make the decision to remove \_\_\_\_\_ from the VLC for the purpose of a family holiday in \_\_\_\_\_, we will have a duty to refer these absences to our Campus Student and Family Liaison Officer.

If you wish to discuss my letter, please contact me.

Yours sincerely

**Campus Student and Family Liaison Officer**

Copy to Head of Centre



'Ensuring that pupils are safe and very well looked after is at the heart of everything the school does' – Ofsted 2017







**Registered Address:**  
Unit 1, Ashcroft House  
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BS24 9AX  
01934 425522

admin@voyagelearningcampus.org.uk  
www.voyagelearningcampus.org.uk

## Letter four

**Principal:** Nick Donnelly

Parent Name

Parent Address (One letter to each parent, even if at same address)

Dear

### **WARNING of Penalty Notice for your child's unauthorised absence from the Voyage Learning Campus because of a term time holiday - Education Act 1996**

I am writing regarding **(Child's Name)'s** unauthorised absence from school - **xx/xx/xx** to **xx/xx/xx** – because of a term time holiday.

The Voyage Learning Campus's (VLC) policy is not to authorise holidays in term time, unless the school is satisfied that there are exceptional reasons. Please see the North Somerset leaflet enclosed for examples. This leaflet also details some of the consequences of a child's absence from school.

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- £120 if paid between 21 and 28 days.

Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn.

Failure to pay the fine will result in a prosecution in the Magistrates' Court under Section 444(1) of the Education Act 1996.

It has come to our attention that \_\_\_\_\_ is absent from school for a family holiday, you have not requested permission from the school for this absence and it is the school policy not to authorise holiday except in very exceptional circumstances.

Had you requested leave of absence in advance, this would have been refused and you would have been issued with a warning that a fixed penalty notice would be issued. I am therefore writing to advise that on this occasion we will be requesting that the Local Authority issue you with a fixed penalty notice.

If you wish to discuss my letter, please contact me.

Yours sincerely

**Campus Student and Family Liaison Officer**  
*Copy to Head of Centre*



Ensuring that pupils are safe and very well looked after is at the heart of everything the school does' – Ofsted 2017

