



**BARNSLEY**  
Metropolitan Borough Council  
Directorate for Children, Young

## People and Families



Dear Parent/Carer,

### Leave of Absence

It has come to my attention via (how we were made aware) that (name) will be taking a leave of absence from school from (dates).

I would like to inform you that this absence **has not** been authorised as no exceptional circumstances have been given as to why leave of absence should be taken in term time.

I wish to advise you that this leave of absence may result in a Penalty Notice being issued.

Would you please complete the enclosed Leave of absence request form (as per school policy) and return it to school as soon as possible.

If you wish to discuss this issue further, please contact Miss Smith in the first instance.

Yours sincerely

Miss M Smith  
School Administrator



Address

Date

**Reference: Name - Class**

**Attendance:**

Dear

Following our monitoring of registers, I am writing to let you know that your child's attendance percentage has fallen below the school target of 96.1%.

We realise that this may be due to genuine reasons such as illness, however we ask that (childs name) is only kept at home when absolutely necessary.

Good attendance at school ensures that your child makes progress across the curriculum and helps to develop your child's self-esteem and confidence.

We will continue to monitor attendance and hope to see an improvement in the coming month.

Please remember that we are here to support you and your child and therefore, if you are experiencing difficulties with getting your child to school, or you wish to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

Miss M Smith  
School Administrator



<<LegalFullName>>  
<<FullAddressLabel>>

15 September 2022

**Reference Attendance Support Meeting: <<PrefFirstName>> <<PrefLastName>> (Legal Name <<FirstName>> <<LastName>>) <<TutorGroup>>**  
**Attendance: <<Attendance>>%**

Dear <<Prefix>> <<LastName2>>,

As you are aware, we have been closely monitoring <<PrefFirstName>>'s attendance at Highgate Primary Academy <<PrefFirstName>>'s attendance currently stands at <<Attendance>>%, which is below our expectation of 96.1% .

Due to the amount of learning that <<PrefFirstName>> has now missed, a meeting has been arranged, to discuss the reasons for <<PrefFirstName>>'s absences and how we can work together to improve <<hisorher>> attendance. I enclose a copy of <<PrefFirstName>>'s attendance certificate so we can discuss absences.

The meeting has been scheduled for:  
Meeting date and time: <<StaticValue>>  
Meeting with: **Mrs A Rogers**

We must advise you that it is the decision of the Principal as to whether an absence is authorised or not, taking into account the reason provided. Due to <<PrefFirstName>>'s level of attendance, we now require supporting evidence (this can be in the form of an appointment card, prescription or letter from the hospital), to support any future absences; this will enable us to make an informed decision whether to authorise the absence.

If you are unable to attend this meeting, please contact the Academy office so that another mutually convenient time can be arranged.

Yours sincerely

Mrs A Rogers  
Family Liaison Officer/Deputy Safeguarding Lead

Enc. Registration Certificate Report



Address

Date

**Reference Internal School Attendance Panel: (Childs Name) (Legal Name) (Tutor group)**

Dear

I am writing to express further concerns for (child's name) attendance at Highgate Primary Academy. (child's name) attendance currently stands at %, which is below the Academy target of 96.1%. I am therefore writing to invite you to an Internal School Attendance Panel with myself and the Academy's Education Welfare Officer to discuss (child's) attendance.

Meeting date and time:

Following this meeting (child's) attendance will be closely monitored. If (child's) attendance does not improve, then further action may be taken which may include the issuing of a Fixed Penalty Notice and/or a referral to the Academy's Education Welfare Officer.

**May I remind you that, under Section 444 of the 1996 Education Act, it is a criminal offence to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

If you are unable to attend this meeting, please contact the school office so that another mutually convenient time can be arranged

Yours Sincerely

Mr D Riat  
Principal



**Confirmation of pupil absence in regard to the issue of a Warning Letter / Penalty Notice relating to unauthorised absence from school**

School:.....

***Pupil Details:***

Name: ..... Year: ..... D.O.B: .....

Address:.....

Tel. No:.....

Male / Female

***Parent/Carer details:***

(1) Full Name: ..... D.O.B: .....

Address:.....  
(if different from above)

Tel. No:.....

**Dates of absence:**

I confirm that the pupil named above was absent from school during the period below and that this absence has been recorded by the school as unauthorised

(first date of absence).....to (last date of absence) .....

Number of sessions missed .....

**Declaration:**

I confirm that the details contained on this form are true to the best of my knowledge and belief.

Signed:..... Head teacher Date .....

Name: .....

Please return the completed form and associated documents to, Education Welfare Penalty Notice  
[EducationWelfarePenaltyNotice@barnsley.gov.uk](mailto:EducationWelfarePenaltyNotice@barnsley.gov.uk)

Please ensure that a current attendance certificate complete with comments report is attached to this notice identifying ten or more unauthorised sessions (coded as O/U) in any given term.

**BMBC CYPF / EWS OFFICE USE ONLY****Warning Letter Review****Number of Absences in Review period****Action**

**Confirmation of pupil absence in regard to the issue of a Penalty Notice relating to unauthorised leave of absence from school in term time**

School:.....

***Pupil Details:***

Name: ..... Year:..... D.O.B: .....

Address:.....

Tel. No:.....

Male / Female

***Parent/Carer details : this must be name of the parent/carers who allowed the child to go on holiday:***

(1) Full Name:..... D.O.B: .....

Address:.....  
(if different)

Tel. No:.....

**Dates of leave of absence:**

I confirm that the pupil named above was absent from school during the period

(first date of absence).....to (last date of absence) .....

and that this absence has been recorded by the school as unauthorised (G).

**Declaration:**

I confirm that the details contained on this form are true to the best of my knowledge and belief.

Signed:..... Head teacher Date .....

Name: .....

**Please ensure that the following documents are attached:**

1. Attendance certificate complete with comments report and with the leave of absence coded as G
2. The parental application requesting leave of absence in term time
3. The school's response to the application for leave of absence detailing the reason(s) for refusal and all associated correspondences.

Please return the completed form and associated documents to

EducationWelfarePenaltyNotice@barnsley.gov.uk**BMBC EWS OFFICE USE ONLY****Action**

EWS/Penalty Request Notice/Leave of Absence



Date:

Name of Parent / Carer or Applicant:

Address:

### Reply to Leave of Absence Request

Name of Child:

Period of Absence:

Further to your recent application for the above named, I would like to inform you that this request has not been authorised, as no exceptional circumstances have been given as to why the leave of absence should be taken in term time.

I wish to advise you that should you go ahead with this leave of absence despite this warning it is possible that a Penalty Notice will be issued.

If you wish to discuss this issue further please contact Miss M Smith in the first instance.

Yours Sincerely

Mr D Riat  
Principal

Date:

Name of Parent / Carer or Applicant:

Address:

### **Application for Leave of Absence**

Further to your recent application for \_\_\_\_\_ leave  
of absence from \_\_\_\_\_ to \_\_\_\_\_, I would like  
to inform you that the above request has been authorised.

I wish to advise that in authorising the above leave of absence the school  
would be concerned if \_\_\_\_\_ future  
attendance should fall below the required standard in your child's school.

Such a fall in attendance could impact future requests for leave of absence.

Yours sincerely

Mr D Riat  
Principal



Date:

Name of Parent / Carer or Applicant:

Address:

**Re- Leave of Absence for Nursery Child**

Further to your recent application for ..... 's  
leave of absence from.....to....., I  
would like to inform you that the above request **has** been authorised.

As your child is in nursery this means that your child is at non-compulsory school age, therefore legally holidays cannot be unauthorised. This means that no Fixed Penalty Notices can be issued for taking your child out of school during Term-Time.

The school has an overall percentage target of **97%** per academic year. Failure to attend school regularly can have an impact on your child's learning and development which could cause them to fall behind their peers. Highgate Primary School promotes and encourages the importance of good attendance and punctuality from nursery age onwards and we encourage parent/carers to support us with this.

Yours sincerely

Mr D Riat  
Principal

---

**SCHOOL OFFICE USE ONLY**

Name of child:.....

Morning/Afternoon Nursery:.....

Period of absence from ...../...../..... to ...../...../.....

**Permission to take leave for the above child on the above dates is authorised.**

## Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion*

I wish to apply for my child/children to take leave of absence during term time.

School and year group	Child Name

Leave of absence dates to be requested

1 <sup>st</sup> date of leave		Last date of leave	
-------------------------------	--	--------------------	--

Number of school days missed

Reason for requesting leave of absence:

Parent full name

Parent DOB.: \_\_/\_\_/\_\_

Full name and address of parent /carer taking the child out of school  
(if different to the above):

Signed .....Parent / Carer \*Must have parental responsibility for named child/ren

Date of application ...../...../.....

**you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice  
sued by the Local Authority. The penalty will be £60 per child if paid within 21days; payment after  
this time but within 28days is £120**

**SCHOOL USE ONLY      Date Application Received**