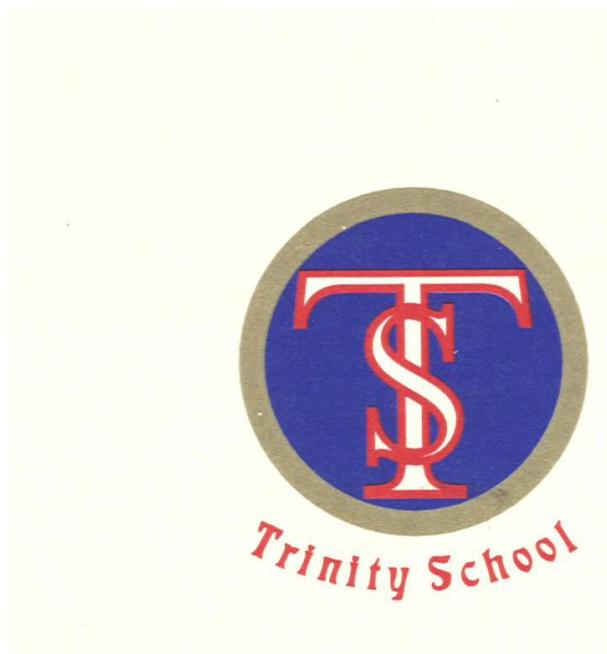


TRINITY SCHOOL



Attendance Policy

January 2018

A Procedural Guide

Date of Document: January 2018
First Revision: To be reviewed annually
Second Revision:
Third Revision:

Signed Chair/Vice Chair of Governors

Date

Trinity School Vision:

- **Leading Excellence in SEND provision (Excellent support for families)**
- **Ensuring outstanding person-centred achievement and outcomes**
- **Including Everyone in Meaningful and Safeguarded Life**

The Government expects:

Schools and local authorities to:

- ***Promote good attendance and reduce absence, including persistent absence;***
- ***Ensure every pupil has access to full-time education to which they are entitled; and act early to address patterns of absence.***
- ***Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.***
- ***All pupils to be punctual to their lessons.***

DfE School Attendance Guidance for maintained schools, academies, independent schools and local authorities November 2016

We will endeavour to ensure that all pupils achieve maximum possible attendance to ensure they benefit from the School's vision and that any problems that impede full attendance are identified and acted upon as soon as possible.

Staff recognise the need to

- be vigilant where pupils show a poor pattern of attendance as this is often a symptom of the impact of the child's complex needs on family life
- work in partnership with families to ensure that attendance is maximised and the highest of standards achieved.
- Report matters of concern to Home Liaison Lead via referral system. To also bear in mind any safeguarding matters.

Roles and Responsibilities

Parents or Carers

The school wishes to work in partnership with parents/carers to achieve good school attendance. The minimum target attendance for all pupils registered at this school is **92%**. Parents/carers have responsibilities, which are outlined in the Home-School agreement (found in the pupils Home/School Diary. Parents/carers of children of compulsory age are required to ensure that they receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular school attendance at school or otherwise. (Education Act 1996)

- Parents/carers should contact the school on the first day of a pupil's absence via the telephone or by text, preferably before 10am.
- They should state the reason for their child's absence and also the date they are expected to return to school.
- When the pupil returns to school the parent or carer should write a note in the child's home / school diary to explain the absence to the Class Teacher, in addition to the original telephone call / message.
- Information from parents/carers regarding absences are received in good faith.
- Only the school has the power to authorise the absence.
- When an appointment has been made for medical reasons, the School Office/Class Teacher should be notified in advance.

The Governing Body

The Governing Body has responsibility for school attendance and is familiar with current legislation. The named school governor with responsibility for school attendance is Mrs. G. Spencer. The Governing Body require the Head Teacher to report on attendance at each governing body meeting in order to monitor attendance.

The Head Teacher

The Head Teacher

- Has day to day responsibility for attendance and will ensure that the school meets the legal requirements for all aspects of school attendance,
- Sets required targets for attendance, reduces unauthorised absence and publishes attendance figures.
- The Head Teacher will ensure that the Whole School Attendance Policy is reviewed regularly.
- The Head Teacher will ensure that parents and where possible pupils are aware of their responsibilities regarding attendance. This will be supported in the signing of the Home School Agreement in pupils Home/School diary.
- The Head Teacher has a duty under the Education (Pupil Registration) Regulations 2006 to make a return to the Local Authority where a pupil has been absent for more than two weeks.

Pupil Administrator

The Pupil Administrator will

- Take responsibility for registration procedures, ensuring that office staff: maintain a late list and record late arrivals in the registers;
- Registration in class is closed by 9am and registers returned to Reception by 9.15; Registration is kept open by the office until 9.30am and 12.45/1.45 pm after which time late marks are given if the pupil arrives in school; otherwise absence codes are allocated.
- Identify pupils whose first day of absence is unexplained;
- Contact families by telephone to gain explanation for an unexplained absence. Pupil Administrator will use all available numbers to make contact.
- Issue absence letter 1 where parents cannot be contacted by telephone to explain an absence.
- Inform the Home Liaison Lead/Safeguarding Leads/SLT immediately of unexplained absence on the first day for all pupils.
- Monitor overall attendance, collate and report attendance information weekly to the School Improvement Strategy team, and advise HT/SLT.
- Ensure that class teachers keep registers in a correct manner,
- Will send out a letter with an attendance summary for each pupil at the beginning of each term.
- Ensure that management of unexplained or unauthorised attendance is supported by the issuing of the attendance letters relevant to the stage of investigation (Appendix 1 Whole School Attendance Policy Flow Chart)
- To keep a record of late pupils/late pick-ups after school collections.

- Any letter re; attendance that goes out will be authorised by Assistant Heads/Safeguarding Leads before being sent out by the School Office.

Home Liaison Lead

The Home Liaison Lead will

- Liaise with school office on a daily basis to ascertain what pupils are absent and the reasons why.
- To verify reasons of absenteeism on Integris
- If the office cannot make contact parents/carers of absent pupils then Home Liaison will then endeavour to contact.
- If contact cannot be made then a decision will be made to attend the home address of the pupil on the first day of absence – every case will be assessed differently.
- Meet regularly with the BD SIP Attendance Officer
- Will highlight attendance issues from the school's monitoring system with the Head teacher and Senior Leadership Team.
- To liaise with other stakeholders regarding individual cases of persistent absenteeism
- To make regular home visits of pupils who are not regular attendees.
- To pursue matters of persistent absenteeism and unauthorised holidays via BD SIP and the borough legal system.

The Class Teacher

The Class Teacher has a vital role to play in issues of attendance in school. The Class Teacher will

- Ensure that registers are taken promptly and correctly.
- Registers will be completed online at 9.00am, and 12.45/1.45 for afternoon registration so that they are available for inspection by Local Authority Officers and for information and data reading processes.
- Ensure that where explanations for absence have been received they are recorded in registers so that reception staff are not making unnecessary telephone calls to families concerning unexplained absence.
- To notify Office Staff if a student arrives late to ensure a mark is in the register.
- Will be responsible for welcoming back pupils back to school following their return from absence.
- Notify Home Liaison Lead/SLT/Safeguarding Lead and the school office if a pupil is experiencing particular difficulties.
- To fill in the absence folder held at reception when a pupil leaves school for any reason (illness, attending an appointment) during the school day. The reason for leaving will be input in the absence folder.

Response to Absences

When a pupil of this school is absent for no apparent reason it is the duty of all staff to consider possible causes. When considering reasons they should bear in mind factors that could relate to Safeguarding, Behaviour, Bullying policies and its impact on the family.

If no contact has been made, the Home Liaison Lead will arrange a home visit in conjunction with pupil's phase of the school. Safe guarding leads may be considered to be in attendance too.

Home Visits

- *Two senior* members of staff will complete a home visit where necessary.
- Inform Office Manager of the time of departure from school and leave a mobile number.
- Ring Office Manager when arriving at the home. Office Manager will note the time.
- Ring Office Manager when leaving the home.
- If there is no answer then a letter will be put through the door
- If no response from the letter on the initial visit and the child is absent the following day, a second visit will be made. If no response at the home on the second visit, MASH team/social services/police will be contacted
- However, in cases where it is believed that the Pupil and or their family may be at significant harm and or risk then an immediate response will be required. Social services and Police may be contacted depending on the history and circumstances of the pupil's absenteeism.

Where attendance issues have been identified and initial contacts have not brought about the required improvement then the following stages will be used to resolve the situation:

REPEATED ABSENCE

Stage One

Where poor attendance is continuing to be a concern the pupil and parents/carers will be invited to discuss the issue and school strategies will be used to try and resolve the situation. There will be a review 3 weeks after the meeting to see if there has been an improvement.

Stage Two

If the situation is not resolved by Stage One intervention the school will invite the parents/carers to discuss the issue at a further meeting. Where parents are giving ill health as a reason for continuous absence without medical verification a referral may be made to the School Health Service or permission to contact the pupil's GP may be requested in order for the school to continue to authorise the absence. Where long term absence is supported by documentary medical evidence then a request for Home Tuition may be made.

Stage Three

When a pupil's attendance is not resolved by action at Stage One or Two within the school, a referral will be made to the LA Attendance Service. Parents will be informed of this referral.

Stage Four

At this stage action will be taken by the LA through the Attendance Service to resolve the situation. This may include direct work with the pupil and family, and/or referral to other agencies. Legal proceedings may be considered by the Attendance Service under the Anti-Social Behaviour Act 2003 Section 23 (FPNs), 1996 Education Act, Section 7 and 444, Education Act 2005 (Prosecutions) and the Children Act 1989 (ESO5).

Section 116 of the Education Act 2005 inserts section 444ZA to the Education Act 1996, which allows local authorities to take legal action against parents of children who fail to regularly attend alternative education provisions. Section 23 of the Antisocial Behaviour Act 2003 allows for the local authority to issue a penalty notice to a parent if their child is not in regular attendance at school, or an alternative education provision. An alternative provision can be considered if there is a period of unauthorised absenteeism for over four weeks.*

***Pages 16/19 of Policy and procedure document*

Families who take unauthorised holidays maybe issued an FPN (Fixed Penalty Notice) which could lead to a fine at county court. If it is decided that the family are to be fined then they must be warned regarding the impending FPN. The FPN can be issued at any point within a six month period on the child's return to school. **

***Page 20 of Policy and procedure document*

PUNCTUALITY

As part of the admissions process and at the beginning of each term every child will receive a letter explaining the school's expectations on punctuality (Letter 5).

For pupils who are persistently late, the Office Manager will inform the Home Liaison lead /Safeguarding Leads and the SLT. A Letter will be sent home to the parents explaining the impact of their child's lateness on their education and their class. The letter will also state that they will be invited to a meeting the Home Liaison Lead and if deemed necessary the Deputy Head in charge of Attendance to discuss strategies to help the family to improve their child's punctuality (Letter 6).

Holidays and Extended Holidays

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.

***...Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm. DfE School attendance Guidance for maintained schools, academies, independent schools and local authorities
November 2016***

Application forms are available from the Head Teacher. Only in exceptional circumstances will leave of absence be granted for a period in excess of two weeks, or for more than one holiday in any one academic year. It should be remembered that ALL such applications

are at the discretion of Head Teacher and Governing Body — this is NOT an automatic right for parents.

Trinity school recognises the value that holidays have for the benefit of promoting strong family life. We also recognise that for many of our families holidays taken at peak times can be difficult if pupils with complex and profound special needs are distressed by busy, bustling settings. We are of the opinion that under the correct circumstances family holidays will have intrinsic educational value. Therefore in the event of a request for a holiday during term time, we expect that pupils/ parents will:

- **Keep a record of events via either a written diary or an album of photographs which they can use to promote their communication and recall skills on return to school**

If leave of over two weeks is requested parents must apply in writing to the Head Teacher at least four weeks in advance. They will be required to explain the nature and purpose of the trip and whether this event is likely to occur again. The governors will then decide, taking into consideration the pupil's attendance pattern and the impact on the pupil's education whether they can grant leave of absence. Where a pupil has such a trip approved it is expected that parents will where ever possible include school holiday periods. Although it is recognised that this is not always possible the family should discuss with the Head Teacher possible times to take extended holidays that will have less impact on the pupil's education. Leave will be granted to a maximum of four weeks term time with a clear return date.

Should the pupil fail to return without any other contact to the school, following notification to the Admissions and Attendance Service they may be taken off roll after ten school days Education (Pupil Registration) Regulations 1995 Sect. 9 (e) (and amended 2006). The governors will not authorise any holidays at times when pupils are scheduled to take public examinations Parents will be notified as soon as these dates are known.

Partnerships

Schools will discuss issues with pupils and contact parents if there are concerns, likewise within the partnership we at the school wish to have with our pupils and parents, we expect to be contacted by parents if they have any concerns about their child's attendance, or any other matters. The school will arrange to meet with parents who have concerns as a matter of priority and work with them in the interest of their child.

Registration

- Office check answer phone and text messages for absence messages from parents
- Register completed by teacher online by 9.00am
- Late pupils entered on late arrivals list by office staff and input on Integris



Register Check

- Integris updated with information on late arrivals by office staff
- Pupils with first day of absence identified from registers by office staff
- Report from Integris to establish all students who are not in school and any ongoing sickness.



First Day of Absence Procedure

- Phone call made by office staff to establish reason for absence.
- Failure to make contact will be shared with Safeguarding Leads/AHTs on the first day
- First absence letter sent or home visit to be made (depending on the pupils circumstances) where telephone contact not made as advised by the Home Liaison Lead.



Recording

- Reason for absence established by phone or home visit and recorded in register by office staff as authorised.
- Reason for absence given in Home School diary or via absence letter 1 and recorded on Integris by Office Staff as authorised.
- Absence concerns will be shared weekly with the SLT and SIS Team



Further Absence Investigation

- SLT via heads of school and Home Liaison Lead will follow up concerns with family and social care as a matter of urgency as appropriate.
- If no response from the home visit. HT, in consultation with Home Liaison Lead to decide whether to contact BD SIP Attendance Officer, Social Services or the Police.
- Seek advise from the BD SIP Attendance Officer/EHC team if a Child is missing from education.



Procedures for Unauthorised Absence

- When Letter 1 received and no reason for absence established, absence recorded in register by office as unauthorised.
- Office Staff send absence letter 2 inviting parent to meeting with Assistant Head.
- Office Staff send absence letter 3 if reason for absence is not legitimate.



Repeated Absence

- Weekly attendance returns are produced by Pupil Administrator to identify any concerning levels of absence / unauthorised absence.
- Pupil Administrator refers cases to Home Liaison Lead and Deputy Head Teacher for Attendance or BD SIP Attendance Officer where threshold for their involvement has been reached and internal strategies have failed.
- Parents are invited to meet with the Home Liaison Lead and Head of school/AHT for FEC to discuss absence with Bd SIP Access and Attendance Officer. A meeting will be arranged with parents to discuss strategies to support them to resolve absence (Stage 1).



Long Term Absence Arising from Medical Problems

- If the situation at Stage 1 is resolved and an ill health reason is given then the Pupil Administrator requests submission of medical evidence (photographic evidence of medication, letters from hospitals/Doctors appointments). Home Liaison Lead will monitor and discuss with BD SIP Attendance Officer in respect of need for home tuition / homework / liaison with hospital schools etc and inform Pupil Administrator of outcomes (Stage 2).
- A referral will be made to BD SIP Attendance Service. (Stage 3)
- If absence still not resolved then action will be taken by the LA. Legal proceedings may be considered by the Attendance Service under the Anti-Social Behaviour Act 2003 (FPNs) 1996 Education Act (prosecution) and the Children Act 1989 (ESOS)

LETTER 1.
1ST DAY NO CONTACT
FURTHER ABSENCE INVESTIGATION

Date

Address

Dear

.....was absent from school on
..... to

Please advise the reason for this absence by inserting a ✓ in the relevant box hereunder.
Please return the form to school as soon as possible.

I would advise you that should you withhold this information your child will be marked as an
'unauthorised absence' in the Attendance Register.

Thank you for your assistance in this matter.

Yours sincerely

Mrs S Ball
Head Teacher

Child's name: (please print)

Address:

My child was absent from school on:because of:

Asthma Attack	
Cold	
Earache	
Epileptic Fit	
Flu	
Headache	
Infectious Disease – please specify	
Sickness / Diarrhoea	
Other – please specify	

Signature of Parent/Carer:Date

LETTER 2
INVITE TO MEET HOME LIASON LEAD/HEAD OF SCHOOL/AHT

Date

Address

Dear

Pupil's Name (Known Name) Class () D.O.B. ()

Your child (Known Name) is recorded as being absent from school on the following date(s):

I am concerned to note that you still do not appear to have responded to my previous letters regarding the unauthorised absences recorded for (Known Name).

Could you please contact your child's Head of School/Assistant Head teacher to make an appointment for a meeting to discuss this further.

If this matter is not resolved within seven days from the date of this letter, your child's unauthorised absence from school may be referred to the Local Authority Attendance Officer where further action may be considered.

Yours sincerely

Mrs S Ball

Head Teacher

LETTER 3
NOTIFICATION OF ABSENCE RECEIVED - NOT ACCEPTED

Date

Address

Dear

Pupil's Name (Known Name) Class () D.O.B. ()

Further to our meeting on (Date) regarding the absence for (Known Name).

The reason which has been given is not considered a legitimate one for (Known Name) to be absent from school. Therefore the absence is still to be recorded as unauthorised.

Please ensure that (Known Name) does not incur any further unnecessary absences from school as this may result in further action being considered.

Yours sincerely

Mrs S Ball

Headteacher

LETTER 4
TERMLY LETTER RE ABSENCE TO ALL STUDENTS
ATTACH A COPY OF ATTENDANCE SUMMARY

DATE

Dear Parent/Carer

TERMLY ATTENDANCE STATEMENT

Each term we are writing to Parents/Carers letting them know the attendance percentage that their child has attained using the traffic light system.

	Percentage	Comment
	92% and above	Congratulations, your child has attained a strong attendance level. Please keep up the good work.
	85% - 92%	Your child is below our 92% threshold. We understand this may be due to a couple of days of sickness absence. We hope their attendance picks up.
	Below 85%	Your child's attendance is well below the 92% threshold. Unless a rapid improvement is made you will be invited to meet with your Assistant Head teacher to discuss attendance.

We hope that every child in the school will work towards an attendance target of 92% and above. Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason.

Yours Sincerely

Mrs S Ball
Head teacher

LETTER 5

GENERAL LETTER REGARDING PUNCTUALITY

Dear Parent/Carer

PUNCTUALITY

I am writing to remind you of Trinity School's Policy about lateness.

The law requires pupils to attend school regularly and this includes arriving on time each day and as a Parent/Carer it is your responsibility to ensure that your child arrives promptly for registration.

When a pupil arrives late to school, there are many other consequences:

Daily	Weekly	Half Termly	Yearly
10 minutes	50 minutes	1 school day	6 school days
20 minutes	1 hour 40 minutes	2 school days	12 school days 2 weeks and 2 days
30 minutes	2 hours 30 minutes	3 school days	18 school days 3 weeks and 3 days
40 minutes	3 hours 20 minutes	4 school days	24 school days 4 weeks and 4 days

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late it disrupts the entire class and the teacher, compromising everyone's education.

If you have any concerns about your child's punctuality please talk to us.

Give your child the best possible chance to succeed – ensure they arrive on time each day!

Yours sincerely

Mrs S Ball
Head teacher

LETTER 6
WARNING LETTER TO PARENT ABOUT
PERSISTENT LATENESS

Dear

PERSISTENT LATENESS

I am writing to inform you that your child has been persistently late for school. Between the date and date he/she was late on occasions and missed hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late it disrupts the entire class and the teacher, compromising everyone's education.

The Home Liaison Lead will be contacting you shortly to invite you to a meeting about this matter.

Meanwhile, if anything can be done to support getting to school on time, please do not hesitate to contact me.

Yours sincerely

Mrs S Ball
Headteacher

**LETTER 7
LETTER TO PARENT FOR
HOME VISIT**

DELIVERED BY HAND

Date

Dear

We tried to ring this morning to find out why your child is not in school. We have also visited your home and no one was in so we have hand delivered this letter.

We have tried all the contact numbers you have given us but have been unsuccessful.

If we are unable to speak to you we may have to alert Social Services or the Police.

Please contact the school as soon as possible on 0203 435 5955 and ask to speak to

.....

Please also find attached a student update form for you to update.

Thank you for your cooperation on this matter.

Yours sincerely

**LETTER 8
LETTER TO PARENT FOR
REPEATED ABSENCE**

Address

Date

Dear

Pupil's Name: **Class:** **D.O.B.:**

Your child xxxxxx is recorded as being absent from school on the following date(s):

Could you please contact Trinity School's Home Liaison Lead on 0203 435 5955 to make an appointment for a meeting to discuss this further.

If this matter is not resolved within seven days from the date of this letter, your child's absences from school may be referred to the Local Authority Attendance Officer where further action may be considered.

Yours sincerely

Mrs S Ball
Head Teacher

Their address
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

School address:
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
Website:

Reference: XXXXXXXXXXXX
Date: XXXXXX

WARNING LETTER TO PARENTS EDUCATION ACT 1996 Section 444(1A)

Dear **name of parent/s**,

Name: **name of child**
DOB: **x**
School: **x**

You are aware that your child, who is a registered pupil at this school is not in regular attendance as required by Section 7 of The Education Act 1996.

Failure to comply with Section 7 can lead to you being prosecuted under Section 444(1A) of the same act because it is believed that you know that your child is failing to attend regularly at this school and are failing, without reasonable justification, to cause your child to do so.

A person found guilty of an offence under Section 444(1A) is liable on summary conviction to a fine of up to £2,500 and/or a period of imprisonment of up to 3 months. The Court may also impose other sanctions, including a Parenting Order.

It is expected that you will take immediate action to ensure that your child attends school regularly and punctually from now on. It is my duty to warn you that unless your child's school attendance improves **the Local Authority may instigate legal proceedings against you without further notice.**

If you have any queries about the contents of this letter, please contact the school directly on (**phone number for the contact in school**).

Yours sincerely,

(signature)
(First and last Name)
(Job title)
(Name of School)

Michelle Marquis
Quality Assurance Officer
Education Statutory Services Team
London Borough of Barking & Dagenham

Their address
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

School address:
XXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXX XXXXXXXX
Website:

Reference: XXXXXXXXXXXX
Date: XXXXXX

WARNING LETTER EDUCATION ACT 1996 Section 444 (1)

Dear **name of parent/s**,

Name: **name of child**
DOB: **x**
School: **x**

The local authority has been informed that your child, who is a registered pupil at this school is not in regular attendance as required by section 7 of The Education Act 1996.

Failure to comply with section 7 can lead to you being prosecuted under section 444(1) of the same Act.

A person found guilty of an offence under Section 444(1) is liable on summary conviction to a level 3 fine. The Court may also impose other sanctions, including a Parenting Order.

It is expected that you will take immediate action to ensure that your child attends school regularly and punctually from now on. If your child's school attendance does not improve **the Local Authority may instigate legal proceedings against you without further notice.**

If you have any queries about the contents of this letter, please contact the school directly on (**phone number for the contact in school**).

Yours sincerely,

(signature)
(Name)
(Job title)

Michelle Marquis
Quality Assurance Officer
Education Statutory Services Team
London Borough of Barking & Dagenham

Penalty Notice Request Form

Pupil's Name:	
Pupil's DOB:	
Gender:	Male / Female (delete as appropriate)
School:	
Year Group:	
Parent 1: <i>Essential - First and last name and title; e.g. Mr/Mrs/Miss/Ms.</i>	Parent 2 <i>Essential - First and last name and title; e.g. Mr/Mrs/Miss/Ms.</i>
Landline No: Mobile No: Email address:	Landline No: Mobile No: Email address:
Parent 1: Address where penalty notice is to be sent: <i>Tick box to show that you have confirmed that the parent lives at this address. <input type="checkbox"/></i>	Parent 2: Address where penalty notice is to be sent: <i>Tick box to show that you have confirmed that the parent lives at this address. <input type="checkbox"/></i>
<i>Please ensure you use the correct section below</i>	
Irregular or Non-Attendance	
Use this section for children that do not attend regularly <i>Between what dates are you referring</i>	From: To:
Date Penalty Notice Warning Letter issued (Necessary Before a penalty notice can be issued for irregular or non-attendance.)	Date: The date the warning letter was issued must be within the period of time stated above.
Unauthorised leave of absence	
The G code must be used if the parent requested the leave, the school did not authorise, but parent went anyway NB <i>The school has determined that there were no exceptional circumstances so did not authorise the absence as there cannot be a 'blanket' no authorising of requests for leave of absence.</i>	Dates that the penalty notice relate to: From: To: Number of unauthorised leave of absences days:
Name, Role and Phone Number of person requesting this Penalty Notice	
Date request submitted:	

Please provide an up to date attendance print out with your request and email both documents to: EducationProsecutions@lbbd.gov.uk