

# Attendance Monitoring Procedures for DLPT Heads/Offices.

Sept 2025

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# Attendance Monitoring Procedures for DLPT Heads/Offices.

Sept 2025

These procedures are to be used in conjunction with the DLPT attendance policy September 2025. This document contains information from CCC Webinars regarding the new legislation that came into effect from August 2024. I have also put CCC example template letters on Trust headed paper so that you can use these. I have attached these in a separate document and will send them out as word files as well as have them uploaded to Discover.

The DLPT policy states that when an attendance problem is identified each school will:

## **Step One.**

Telephone call advising parent/carers of our concerns regarding the level of their child's attendance/lateness and offering support.

## **Step Two**

96%- Send a letter to offer support and further explain the effect the absence/lateness is having on the child. This is used prior to a pathway. **Appendix 1 – Early Intervention Letter** - attach attendance certificate.

## **Step Three.**

90% Send an invitation to attend a meeting to enter an Attendance Contract. This is a supportive meeting, entered voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed.

**Appendix 2 – Invite to contract letter**

**Appendix 3 – Attendance Contract Template**

**Appendix 4 – Contract Not working letter – Barriers Identified**

**Appendix 5 – Contract Not working letter – Poor Engagement**

**Appendix 6 – Contract Not working letter – Parents want to terminate**

**Appendix 7 – Contract Successful and concluded**

## **Step Four.**

Should the Attendance Contract fail to improve attendance, or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age. **A notice to improve template letter will be provided directly by legal panel following the referral.**

## **At Step 3 or 4,**

School might consider using a Notice to Improve letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions. **Appendix 10**

**When sending emails relating to attendance contracts or penalty notices, please reference the child's surname in the subject line as I get lots of emails that say 'penalty notice please' and there is no way to differentiate between them – if I have the name in the subject line it makes them much easier to locate/process.**

**It is still imperative if we want CCC to be successful with fines/prosecution that record keeping is good. You will need to provide me with copies of letters sent and minutes of meetings held, pathways used etc.**

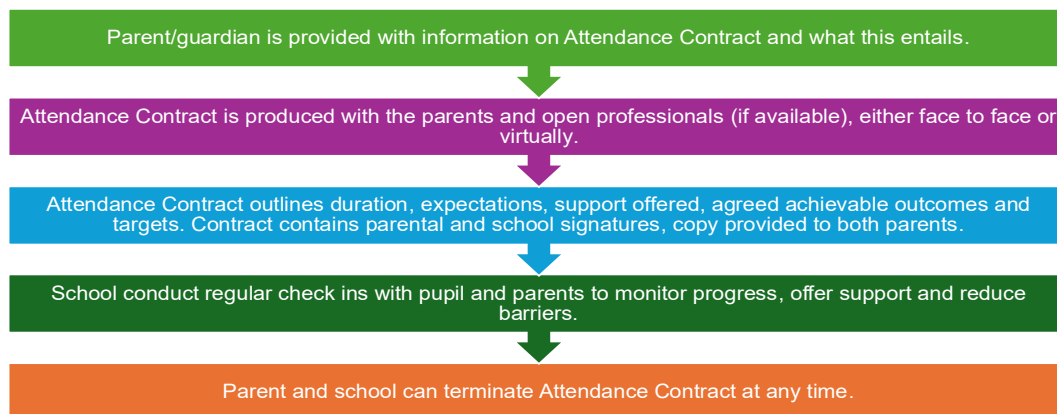
<https://www.youtube.com/watch?v=LR4b-JYxK9Y>

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## Attendance Early Intervention Evidence

- Evidence of multiple offers of support e.g. EHAs, timeout passes, amended start times, trusted adult, referral for health, NESSIE, Lego therapy etc. **THINK – try, try and try again approach.**
- For short/ long-term medical needs, evidence of strategies implemented to remove barriers, including reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Evidence of attempts to identify and remove external barriers and the journey for the pupil to access education.
- Evidence of multiple attempts at communication, using methods suitable to individual needs, i.e. recognising barriers to communication through language, working patterns, disabilities etc.
- Where verbal communication is used, school can evidence appropriate recording of intervention.

## Attendance Contract Process



### Attendance Does Not Improve

- Meeting (face to face/ virtual) is arranged to review Attendance Contract.
- School amend support provided and make additional referrals (if required), amending targets if appropriate.
- If engagement with professionals is deteriorating/attendance is declining a warning letter should be sent to parent (legal warning used and risk of contract ceasing).
- If the decline in attendance is due to no fault of the parent i.e. ill health, transport etc, a review meeting should take place where additional support is offered.
- Letter sent to parent confirming contract has ceased and referral to CCC has been made.

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## Evidence needed

- Confirmation parent attended the Attendance Contract meeting (face to face or virtual) and contributed to the Attendance Contract.
- If parent failed to attend, school can evidence attempts to rearrange, using methods appropriate to individual needs.
- Attendance Contract has been signed by both school and parent/s/guardian – copy attached to referral.
- Contract shows agreed duration of contract and appropriate outcomes/ targets.
- Upon deterioration of attendance, school can evidence attempts to contact parents to discuss the contract, any barriers identified and offer further support.
- If deterioration of attendance was due to no fault of the parent i.e. ill health of pupil, transport, school to provide evidence of attempts to convene/hold attendance contract review meeting.
- School can evidence warning letter was sent, outlining risk of attendance contract being terminated/legal warning – attach to referral.
- School can evidence letter sent to parent ceasing the attendance contract and confirming referral for legal sanctions – attach to referral.

## Notice to Improve Pathway

| Notice to Improve Criteria (ONE or more of the following)                              | How It Works                                                                                                        |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Parent has been offered an Attendance Contract and did not engage/ accept the support. | School conducts/ attempts appropriate early intervention.                                                           |
| Since April 2024 - PCM attempted (parent did not attend or PCM was not successful).    | Attendance Team and school send a joint letter to parents outlining targets and expectations.                       |
| Parent has been prosecuted in open court within the last three years.                  | Attendance is monitored by school and if targets are not met referral is made for legal sanctions to be considered. |

## Attendance Target Not Met

**Attendance declines further** - school to contact parent to identify barriers and offer support.

**Slight improvement** – school to contact parent and offer support, school to consider extending monitoring period.

**When to refer for legal sanctions** - School does not have to wait for monitoring period to finish before referring for legal sanctions if threshold met.

**Is the target realistic and achievable?** - Throughout monitoring period, school to reflect on the journey of the pupil and the target.

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## Evidence Needed

- Evidence of any barriers identified, and interventions tried prior to and during the monitoring period.
- Completed 'Notice to Improve' letter sent to both parents – confirm sent via Royal Mail.
- Attendance certificate with 10 unauthorised absences and no N codes.
- Evidence of attempts to contact parents and offer support during monitoring period
- If requesting PN/legal sanction before the deadline on the 'Notice to Improve', an explanation has been provided.
- If parent or pupil is open to any professionals/services, school can evidence joint working to remove barriers.
- Full chronology of interventions and communication is available upon CCCs request.
- Evidence of letter sent to parent, notifying of the referral for a penalty notice/ legal sanction.
- **All letters pertaining to this process have been sent to each individual parent (even if they live at the same address). Letters with legal warning have been sent via the Royal Mail.**

## Referrals For Legal Sanctions Will Be Declined If.....

- An Early Help Assessment (EHA) has been submitted for additional support or the family have been open to Target Support service for less than 12 weeks (YOS, SAFE TEAM, Family Worker, Young Peoples Worker etc.)
- An EHA has not been offered to the family (please note offering via letters, telephone calls, meetings and door knocks is acceptable)
- Young person is currently receiving support from Specialist Teaching Team (Ed Psych/SEN Caseworker) for less than 12 weeks.
- If currently on an IAP with less than two cycles of IAP reviews.
- Prosecution period is less than 10 school weeks (100 sessions).
- Prosecution period is for 10 school weeks, and authorised absences have been used e.g., C, I code etc.
- Registration Certificate contains missing marks or N codes.
- The young person has an EHCP but this has not recently been reviewed.
- Young person is receiving or is on the waiting list for mental health support – follow medical needs pathway **first**.

## Investigation Plans

- Attendance Improvement Officers (AIO) have set timeframes.
- Investigations involve 'Have Your Say' process.
- AIOs require all evidence of interventions e.g. chronology of intervention, copy of letters, meeting records etc.
- Investigation plans must be submitted to Legal Panel who have final say.
- AIO may need to ascertain additional information following Legal Panel reviewing investigation plan.
- Prosecution – AIO completes statement 9.

### Reporting to the Local Authority

| Attendance Codes/ Length of absence       | Who to Notify                                                                                       |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 10 consecutive days of O codes            | Complete NSA online form, if location of pupil is unknown, please complete CME online referral form |
| 10 consecutive days of U codes            | Complete NSA online form                                                                            |
| 10 Consecutive days of G codes            | Complete online referral form for legal sanction (present code required first)                      |
| 15 days of I codes – Primary school age   | Complete SEND online form                                                                           |
| 15 days of I codes – Secondary school age | Discuss and share details of pupils who have met the threshold during fortnightly EIO meetings.     |

**If you have any children that reach the above thresholds, please send me their attendance certificate showing the relevant number of attendance codes, with any further information you feel may be necessary that is not included on the attendance certificate. Please download and attach the certificate to the email as it makes it easier to upload to NSA.**

Use of a set of absence and attendance codes will be mandated, to improve consistency and accuracy in recording. The list of codes will be simplified into attending and absent but how they are counted statistically remains the same. Three codes will cease to be used – codes J (replaced by J1), Y (broken down into individual causes) and H (leave of absence for a family holiday). Twelve new codes have been created – mostly by breaking down existing codes.

#### Code C will be broken down into:

**C** – Leave of absence for exceptional circumstances  
**C1** – Leave of absence for the purpose of participating in a regulated performance  
**C2** – Leave of absence for compulsory school age pupil subject to a part-time timetable

There is one change to statistical meanings:

**Code J1** (attending an interview) will replace J and become an authorised absence

#### Code Y will be broken down into:

**Y1** – Unable to attend due to transport normally provided not being available  
**Y2** – Unable to attend due to widespread disruption to travel  
**Y3** – Unable to attend due to part of the school premises being closed  
**Y4** – Unable to attend due to whole school being closed  
**Y5** – Unable to attend as pupil is in criminal justice detention  
**Y6** – Absent in accordance with public health guidance or law  
**Y7** – Unable to attend because of other unavoidable cause  
**Q** – Unable to attend the school because of a lack of access arrangements

There is an additional code for attending a place other than the school:

**Code K** – Attending education provision arranged by the LA



Department  
for Education

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## Penalty Notices for Term Time Leave ( TTL)

See below the information around changes to penalty notice amounts and sessions taken. The process for you to apply for a fine will remain unchanged:

- Parent will make the request. **Appendix 8**
- The head teacher will decide if it is an exceptional circumstance. If not will unauthorise the leave.
- If it is not authorised you need to send the parent a letter warning them of the possibility of a fine, ideally before they go on holiday. (not always possible). The letter needs to explain why the absence is not authorised. EG, as per policy not considered an exceptional circumstance. Please email via Arbor, a paper copy can be given to the parent but Arbor will be your proof of delivery if it goes to court. It is preferred that letters are posted by Royal Mail and a log kept of when the letter was sent. This is to help with evidence if a case proceeds to court.  
**Appendix 8a.**
- On the child's return, send me the parental request, the letter you sent warning of a fine and the attendance certificate that shows the 5 consecutive G codes.
- Please include in your email the answers to the following questions  
Does the parent speak English?  
Who made the request?  
Reason for Absence?  
Who is to be fined / Who went on the holiday.?  
Does this relate to 2 parents living at separate addresses?
- If you suspect a child has been on holiday, please use appendix 8b.

We can also refer for a fine when we reach 10 unauthorised sessions (an AM or PM mark in the register is one session) over a period of 10 or more school weeks, with no N codes.

Braybrook and Roman way – please follow process above – the process to apply for a fine is different for your counties but the same information is needed, and we will apply for the fine on your behalf. I will send you the equivalent of Appendix 8a for your schools.

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## Term Time Leave Threshold

- 10 consecutive sessions of G codes.
- Referral made within 4 weeks of pupil returning.
- Only the parents/guardians/caregivers who went on the TTL are to be stated in the referral.
- Written warning that leave of absence request has been denied, addressed to each parent **separately** sent via post, as well as via email where possible for prompt response.
- If no leave of absence request, school to send suspected holiday letter within 5 schools days of pupil returning, addressed to each parent separately via post.
- Attendance policy states correct PN amounts and prosecution warning.



### Term Time Leave Sanctions

- £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- Second penalty notice for the **same parent** in respect of the **same child** is charged at the higher rate – flat charge of £160.
- Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period.
- If TTL occurs again the prosecution sanction will be used - SJP (Single Justice Process).
- If absence is for more than 21 days, prosecution sanction can be used (SJP).

## Attendance Thresholds & Evidence

- The attendance certificate contains 10 unauthorised sessions over a 10-week period, with **NO** N codes.
- At least ONE letter with full legal warning has been provided (minimum). School can confirm that all legal warnings have been provided in a letter, addressed to each parent (even if living at the same address), which has been sent via Royal Mail for court purposes.
- At least ONE face to face or virtual meeting has been attempted, with consideration as to the best place to convene the meeting i.e. within the home, impartial location, school etc.
- One of the two attendance pathways has been used.

## Appendix 1.Early Intervention letter

Date

Name and address of parent

Dear Parent

**Re: Child Name:**   xxx   **DOB:**   xxx   **School:**   xxx

We have noticed that your child <forename> attendance has deteriorated, I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

We know that a lot of families already have a supportive network of relatives, friends and community groups. However additional support is also available for families via an Early Help Assessment, where help can be provided from trained professionals who can provide support, signposting and access your community offer. If you would like to discuss this process in more detail, please contact XYZ (Attendance Lead/ Champion).

Further support is also available in the community, more information can be found on H.A.Y website. Please scan the QR code below.



Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

## Appendix 2. Invite to attendance Contract Date

Name and address of parent

**Re: Child Name:**      xxx      **DOB:**   xxx      **School:** xxx

Dear Parent,

Thank you for working with us to help improve «forename»'s attendance. Their current attendance is xx%. However, this is still a concern and can potentially affect their life chances. We would like to work with you to offer support to help improve «forename»'s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

- is a voluntary contract that you can end at any time.
- Can last as long as is helpful
- Can include regular catch-ups to offer support
- Can help to reduce barriers to attendance
- Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract.

***(if young person is NOT open to other professionals, please remove below):***

*We recognise that «forename»'s is being supported by other professionals. It's important that we all work together to make it as easy as possible for «forename»'s to access education. We believe that an Attendance Contract can help to achieve this.*

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

Date:              xxx                      Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

Encs    Record of Attendance

School Attendance Leaflet

#### Appendix 4. Attendance Contract not working – Barriers identified

Dear xxx

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

Unfortunately, <<forename>>'s attendance has declined. We recognise that this could be due to a variety of reasons and are keen to continue to offer our support and to identify how these barriers are affecting <<forename>>'s attendance. We would like to consider what support can be put in place to help improve the situation.

As per our attendance policy, we would like to invite you to a meeting to review the Attendance Contract that was agreed on xxx, where any new barriers to attendance can be discussed and support offered.

We would be grateful if you could attend a meeting with us:

Date: xxx

Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance. If you have any queries please do not hesitate to contact me.

Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)

## Appendix 5. Attendance Contract not working – Poor Engagement

Dear xxx

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

It is disappointing that despite our offers of support, <<forename>>'s attendance has failed to improve sufficiently. May we remind you that the Attendance Contract is only effective if everyone engages and works together to improve <<forename>>'s attendance.

As per our attendance policy, we would like to invite you to a meeting to review the Attendance Contract that was agreed on xxx, where any new barriers to attendance can be discussed and support offered. If engagement and attendance do not improve, you are at risk of the Attendance Contract terminating, which may result in a referral to the Local Authority, who could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

### INSERT REVISED FULL LEGAL WARNING

We would like to avoid this if possible and continue to work with you to support you and <<forename>>'s. We would be grateful if you could attend a meeting with us:

Date: xxx Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve <<forename>>'s attendance. If you have any queries please do not hesitate to contact me.

Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

## Appendix 6. Attendance Contract not working – Parents want to terminate

Dear xxx

Re: Child Name: xxx DOB: xxx School: xxx

I'm sorry to hear that you no longer wish for the Attendance Contract to continue. We will therefore terminate the Attendance Contract, as per your request. As of today's date (xx/xx/xxxx), <<forename>>'s attendance is xx.

As per our attendance policy, should the attendance decline, or if <<forename>> is absent for unauthorised reason(s), this can result in a referral to the Local Authority for enforcement actions to be considered.

### INSERT REVISED FULL LEGAL WARNING

Offers of support remain open to you and <<forename>>, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

Enc. Record of attendance

Attendance Leaflet  
(delete if not  
appropriate)

## Appendix 7. Attendance Contract successful

Dear xxx

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

Thank you for working with us to improve <<forename>>'s attendance. It is a pleasure to say that <<forename>>'s attendance has improved from xx% to xx%, since the Attendance Contract was agreed on xx/xx/xxxx. As of today, the Attendance Contract will now cease.

As per our attendance policy, should the attendance decline as a result of absences for unauthorised reasons, this could potentially result in a referral to the Local Authority for enforcement actions to be considered.

Offers of support remain open to you and <<forename>>, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely

Mrs N Cormican  
Attendance Manager – Diamond Learning Partnership Trust

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)

**Appendix 8. Holiday Request** Dear Headteacher.

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

|                                          |  |
|------------------------------------------|--|
| <b>Pupil's full name</b>                 |  |
| <b>Pupil's Date of Birth</b>             |  |
| <b>Year Group</b>                        |  |
| <b>Class / Registration</b>              |  |
| <b>School Name</b>                       |  |
| <b>Pupil's full address and postcode</b> |  |

|                                     |  |
|-------------------------------------|--|
| <b>First date of absence</b>        |  |
| <b>Last date of absence</b>         |  |
| <b>Date of return to school</b>     |  |
| <b>Number of school days absent</b> |  |

**Please be aware**, as per our school's attendance policy that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states **permission can only be granted if:**

1. An application has been made in advance by the parent the child normally lives with;  
and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

**Reason for request including why you believe your circumstances to be exceptional**  
(Further details may be attached to this form)

|  |
|--|
|  |
|--|

**If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below**

**Pupil's name, name of school and school telephone number:**

|  |
|--|
|  |
|  |
|  |

|                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Full name of person making request</b> (note requests must be made by a parent who the pupil normally lives with) |  |
| <b>Relationship to child</b>                                                                                         |  |
| <b>Full address and postcode</b> (if different from child's above)                                                   |  |
| <b>Signature</b>                                                                                                     |  |
| <b>Date</b>                                                                                                          |  |

## Appendix 8a Unauthorised Response

Date

Name and Address of parent

Dear Parent

**Re: Child Name: xxx DOB: xxx School: xxx**

Thank you for completing the term time leave request form as per procedure for schools within the Diamond Learning Partnership Trust.

The Education (Pupil Registration) (England) Regulations 2006 was amended in

September 2013. The amendments made clear that Head teachers **may not** grant any leave of absence during term time unless 'exceptional circumstances' exist.

We have considered your application carefully and the reasons for the absence you have highlighted, however on this occasion we do not believe that the explanation provided can be justified as "exceptional circumstances".

Should you still decide to continue to take your child out of school during term time, then please note that the absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19<sup>th</sup> August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19<sup>th</sup> August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

See graph for example;

| Three-Year Period                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                   |                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>First</b> Term Time Leave<br>10 sessions (5 days) or more.<br><b>£80</b> for each child per parent.<br><div>           E.g. if two parents take 3 children away, the fine would be <math>£80 \times 3 = £240</math> per parent.<br/> <b>The total would be £480.</b><br/>           If you pay after 21 days it rises to <b>£960</b>.         </div> If you don't pay after 28 days = a prosecution. | <b>Second</b> Term Time Leave<br>10 sessions (5 days) or more.<br><b>£160</b> for each child per parent.<br><div>           E.g. if two parents take 3 children away, the fine would be <math>£160 \times 3 = £480</math> per parent.<br/> <b>The total would be £960.</b> </div> If you don't pay after 28 days = a prosecution. | <b>Third</b> Term Time Leave<br>10 sessions (5 days) or more.<br>Prosecution. |

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

Natasha Cormican  
 Attendance Manager for The Diamond Learning Partnership Trust

## Appendix 8b Suspected holiday

Date

Name and Address of parent

Dear Parent

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

I am writing about «forename»'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»'s absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19<sup>th</sup> August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19<sup>th</sup> August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

## Appendix 9. Attendance Contract not working – refer to LA

### Example Letter – Attendance Contract not working and it is being terminated because attendance has not improved

Dear xxx

Re: Child Name: xxx DOB: xxx School: xxx

It is disappointing that despite our offers of support, <<forename>>'s attendance has failed to improve sufficiently. In our warning letter dated xxx, we warned that the Attendance Contract would be terminated if attendance did not improve. This is detailed in our attendance policy and in the Attendance Contract that was agreed between us on xxx. As <<forename>>'s attendance has not improved, we are now terminating the Attendance Contract.

As per our attendance policy, we will now be referring this matter to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Offers of support remain open to you and <<forename>>. If you have queries or want support, please contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)

## Appendix 10. Notice to Improvement Pathway

### Example Letter – Notice to Improve letter was not successful, referring for legal sanctions.

Dear xxx

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

It is disappointing that despite our offers of support, <<forename>>'s attendance has failed to improve sufficiently. In our Notice To Improve letter dated xxx, we warned yourself of the legal requirements and the expectations of the Notice To Improve as per our attendance policy.

As <<forename>>'s attendance has not significantly improved, this is notice that we will be ceasing the monitoring period and are referring this matter to the Local Authority for enforcement action to be considered.

The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Despite this referral to the Local Authority, offers of support remain open to you and <<forename>>. If you have queries or would like to engage with support, please contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)

## Attendance Codes September 2025

| Attending the school                                           |                                                                                                                               |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| / \                                                            | Present at the school / = morning session \ = afternoon session                                                               |
| L                                                              | Late arrival before the register is closed                                                                                    |
| K                                                              | Attending education provision arranged by the local authority                                                                 |
| V                                                              | Attending an educational visit or trip                                                                                        |
| P                                                              | Participating in a sporting activity                                                                                          |
| W                                                              | Attending work experience                                                                                                     |
| B                                                              | Attending any other approved educational activity                                                                             |
| D                                                              | Dual registered at another school                                                                                             |
| Absent – Leave of absence                                      |                                                                                                                               |
| C1                                                             | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.      |
| M                                                              | Leave of absence for the purpose of attending a medical or dental appointment                                                 |
| J1                                                             | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S                                                              | Leave of absence for the purpose of studying for a public examination                                                         |
| X                                                              | Non-compulsory school age pupil not required to attend school                                                                 |
| C2                                                             | Leave of absence for a compulsory school age pupil subject to a part-time timetable                                           |
| C                                                              | Leave of absence for exceptional circumstance                                                                                 |
| Absent – other authorised reasons                              |                                                                                                                               |
| T                                                              | Parent travelling for occupational purposes                                                                                   |
| R                                                              | Religious observance                                                                                                          |
| I                                                              | Illness (not medical or dental appointment)                                                                                   |
| E                                                              | Suspended or permanently excluded and no alternative provision made                                                           |
| Absent – unable to attend school because of unavoidable causes |                                                                                                                               |
| Q                                                              | Unable to attend the school because of a lack of access arrangements                                                          |
| Y1                                                             | Unable to attend due to transport normally provided not being available                                                       |
| Y2                                                             | Unable to attend due to widespread disruption to travel                                                                       |
| Y3                                                             | Unable to attend due to part of the school premises being closed                                                              |
| Y4                                                             | Unable to attend due to the whole school site being unexpectedly closed                                                       |
| Y5                                                             | Unable to attend as pupil is in criminal justice detention                                                                    |
| Y6                                                             | Unable to attend in accordance with public health guidance or law                                                             |
| Y7                                                             | Unable to attend because of any other unavoidable cause                                                                       |
| Absent – unauthorised absence                                  |                                                                                                                               |
| G                                                              | Holiday not granted by the school                                                                                             |
| N                                                              | Reason for absence not yet established                                                                                        |
| O                                                              | Absent in other or unknown circumstances                                                                                      |
| U                                                              | Arrived in school after registration closed                                                                                   |
| Administrative Codes                                           |                                                                                                                               |
| Z                                                              | Prospective pupil not on admission register                                                                                   |
| #                                                              | Planned whole school closure                                                                                                  |