



Attendance Policy

A Woodbridge Trust Policy

1 Introduction & Purpose

This policy outlines our Trust-wide commitment to promoting and maintaining high levels of attendance and punctuality. We believe that regular attendance is essential to ensure the best outcomes for all students and to fulfil our safeguarding duties. This policy is informed by the DfE's statutory guidance *"Working Together to Improve School Attendance"* (2024)* and relevant legislation, including the Education Act 1996.

This policy applies to all primary, secondary and sixth form settings within Woodbridge Trust.

2 Aims

We take great pride in maintaining high standards of attendance across all educational settings: providing 'calm, safe and supportive' learning environments. We encourage all students to succeed by attending school/sixth form regularly and being punctual, regardless of their ability, levels or specific needs

This policy reflects the responsibilities for settings in respect of student attendance through:

- Promote a culture that values high attendance and punctuality.
- Reduce persistent and severe absence through early identification and intervention.
- Ensure every student accesses the full-time education to which they are entitled.
- Build strong, respectful partnerships with families and external agencies.
- Ensure all absence is robustly monitored, recorded, and addressed.

3 Legal Framework

- Education Act 1996, 2002, and 2006.
- The Education (Student Registration) (England) Regulations (2006 and amendments).
- Equality Act 2010.
- DfE guidance on attendance, census, and parental responsibility measures.

4 Working Together to Improve Attendance

To remove barriers all partners should work together to:

Expect

Aspire to high standards of attendance and build a culture of improvement.

Monitor

Rigorously analyse attendance data to identify patterns.

Listen and Understand

Discussion with students and parents to understand barriers.

Facilitate Support

Identify the correct package of support e.g., home visits, Early Help, bespoke packages.

Formalise Support

Work together to explain the consequences and review support package.

Enforce

If there is no change enforce statutory interventions; penalty notices/prosecution to protect students right to an education

5 Roles & Responsibilities

5.1 Trustees & Governors will:

- Set high expectations and oversee policy implementation.
- Regularly review attendance data and the settings' responses.
- Ensure effective practices are shared across settings.

5.2 Executive Leaders & Head of Settings will:

- Implement policy and lead attendance strategy.
- Review data, monitor impact of strategies, and report to governors.
- Authorise legal actions and sanctions where necessary.

5.3 Attendance Champion (SLT) will:

- Champion attendance and lead improvement plans.
- Liaise with Attendance Lead for targeted intervention.
- Offer a clear vision for attendance improvement
- Critically analyse attendance data to identify targeted needs
- Meet regularly to evaluate Trust-wide procedures.
- Maintain and monitor part-time and transition timetables.

5.4 Attendance Lead will:

- Oversee daily attendance processes, including first-day calling.
- Lead casework on persistent/severe absence, including home visits.
- Work with external services and escalate concerns (e.g. CME).

5.5 Teaching Staff will:

- Complete registers twice daily and accurately code absences.
- Support early engagement with families around attendance issues.

5.6 Office & Admin Staff will:

- Record absence messages and update MIS systems.
- Escalate unexplained absences to Attendance Lead promptly.

5.7 Parents/Carers

- Ensure daily attendance and punctuality.
- Report absences by 8:30am and provide medical evidence as and when required.
- Arrange appointments outside school/sixth form hours where possible.
- Provide the setting with more than 1 emergency contact number

During the course of a year, attendance percentages equate as follows:

- 95% - 10 days (equates to 20 sessions) absent
- 90% - 19 days (equates to 38 sessions) absent
- 85% - 29 days (equates to 58 sessions) absent
- 80% - 38 days (equates to 76 sessions) absent
- 75% - 47 days (equates to 94 sessions) absent

6 Procedures

6.1 Registers

We will keep an attendance register and place all students onto this register. We will take our attendance register at 9:30 and 1:30 daily.

All information will be kept for 3 years and amended only with traceable reasons.

6.2 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked present, using the appropriate code
- After the register has closed will be marked as late, using the appropriate code
- The setting's attendance team will monitor all late arrivals and parents/carers will be contacted to discuss any on-going lateness concerns.

6.3 Authorised Absence Includes:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong.
- Traveller- student's travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school/sixth form, but it is not known whether the student is attending educational provision
- Other possible 'exceptional circumstances' where the Head of Setting may grant term-time holiday (please see 8.2 below)
- Flexi-schooling requests if agreed with the local authority

6.4 Unplanned absence

The student's parent/carer must notify the school/sixth form of the reason for the absence on the first day of an unplanned absence by 9:00am at the latest.

We will mark absence due to illness as authorised unless the school/sixth form has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school/sixth form reserves the right to request additional documentation or clarification to support the absence.

If the school/sixth form is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

6.5 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the setting. Parents/carers should contact the school/sixth form office, in advance if possible, with details of the appointment and provide evidence as and when required. However, we encourage parents/carers to make medical and dental appointments out of school/sixth form hours where possible. Where this is not possible, the student should be away from the setting for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

6.6 Following up unexplained absence

Where any student we expect to attend school/sixth form does not attend, or stops attending, without reason, the setting will:

- Day 1: Contact parents/carers by telephone to confirm a student's absence, the reason for this absence and the expected date of return. This will take place prior to 10:30am.
- Day 2: if a student is still absent and we have not received communication from a parent/carer on Day 1, a further attempt to contact parents/carers is made using other alternative communication platforms.
- Day 3: If a student is still absent, and we have been unable to contact a parent/carer, a member of the attendance team will undertake a home visit in order to find out the nature of the absence.

If contact is made, the attendance team will identify whether the absence is approved or not.

If contact cannot be made, we will continue to call all known numbers for the student and may carry out home visits until we reach the parent/carer or confirm that the student is missing. Appropriate safeguarding action will be taken if necessary. If the absence persists, the setting will involve the Early Intervention Team.

6.7 Reporting to parents/carers

The school/sixth form will regularly inform parents/carers about their child's or young person's attendance and absence levels.

Parents/carers will be notified in writing if their child's or young person's attendance falls below 90% on a half termly basis. (Appendix 3a)

The school/sixth form will invite parents/carers to an Attendance Review Meeting if the student's attendance falls below 80%, if deemed necessary. An Early Help Assessment may also be discussed at this meeting, if appropriate. (Appendix 3b/3c/3d)

7 Student Missing in Education

A student who has been absent for more than 10 days after an authorised absence or 20 days of consecutive unauthorised absence will be supported in line with "Keeping Students safe in Education" policy and contact will be made with the Local Authority to establish (jointly) their whereabouts through CME. (Appendix 5)

8 Approval for term-time absence

8.1 Temporary, time-limited part-time timetable Where deemed appropriate, both the parent who the student normally lives with and the setting agrees the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend the setting as part of that timetable. A formal agreement will be made, monitored and reviewed by the Attendance Team alongside parents/carers. Any agreement for temporary, time-lined or part-time timetable will be reported to the Bolton Local Authority.

8.2 Leave of absence Exceptional circumstances

The Head of Setting may only grant a leave of absence to a student during term if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion, including the length of time the student is authorised to be absent for. In recognition of the complex and individual needs of our students, the setting may authorise up to 10 days of leave of absence per academic year, where appropriate in line with the policy. If the Head has not authorised the absence under the 'exceptional circumstances' guidelines then it will be unauthorised, this includes recreational activities and family holidays.

8.3 Legal sanctions

The Head of the setting (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child or young person from school, where the child or young person is of compulsory school age, by issuing a penalty notice. If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child or young person to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same student or child person within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. (Appendix 6).

Sixth form College

Students in the sixth form (post-16 education) are no longer of compulsory school age and therefore legal sanctions for non-attendance do not apply. However, there remains a clear expectation that all sixth form students maintain a minimum attendance rate of 90%. Attendance below this level, without valid and evidenced reasons, may lead to meetings with a member of the pastoral or senior leadership team and could place the student's place at college at risk

9 Monitoring & Escalation

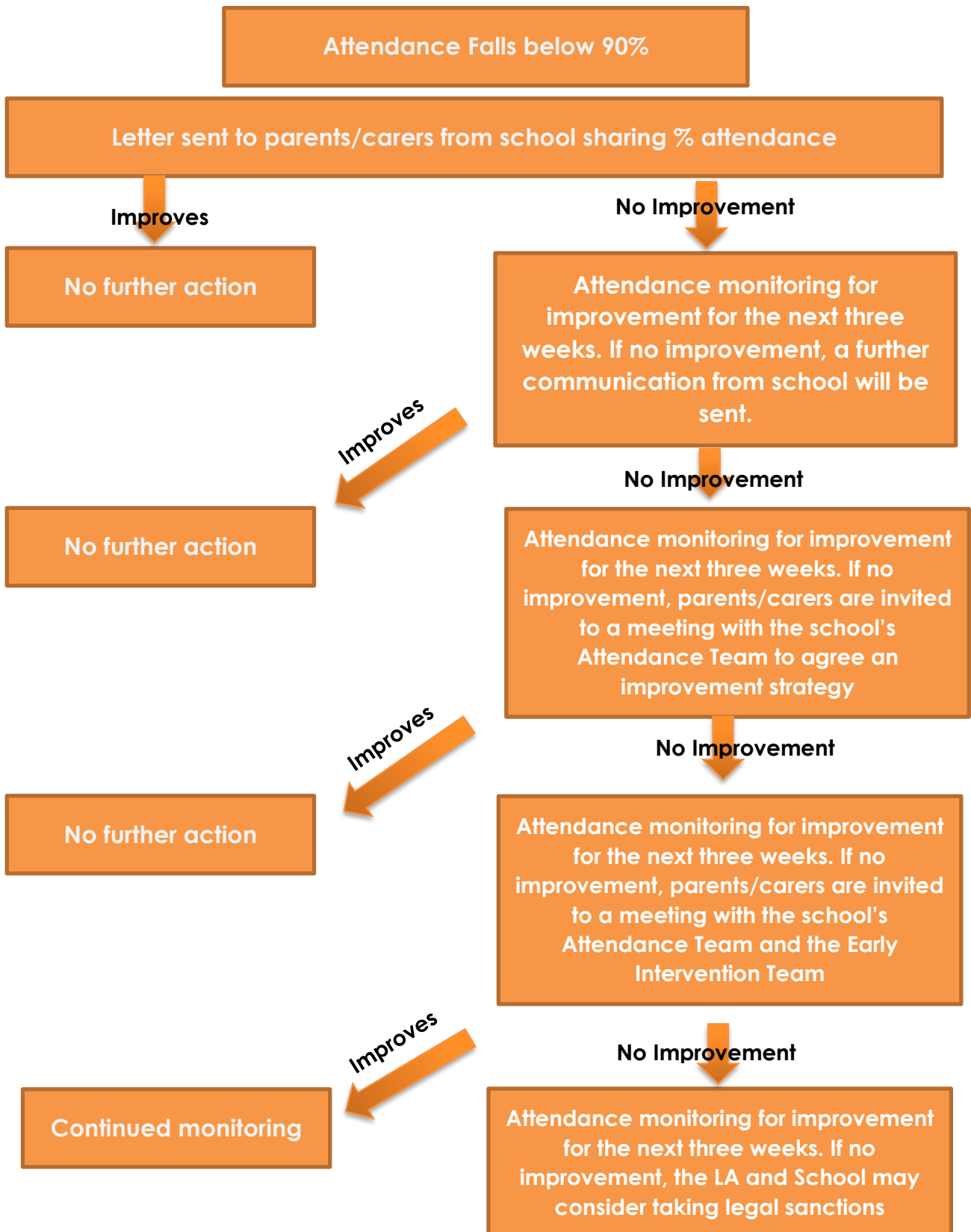
Each educational setting will regularly analyse attendance and absence data on a weekly basis to identify students or cohorts that require support with their attendance and put effective strategies in place.

Settings will look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns. Use the MIS system to allow Teachers and Leaders access up to date statistics to facilitate discussions with students and families. In addition they will use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Making make use of National Statistics from the DfE to analyse attendance data and use the 'View your Education Data tool' (statutory from September 2024) to compare attendance outcomes to different cohorts of students at a local and national level to identify where intervention is most needed.

Leaders will be particularly mindful of students absent from the setting due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support

10 Attendance Flowchart*



*Leaders may use their discretion when applying the attendance flow chart

11 Linked Policies and Guidance

Keeping Students Safe in Education

SEND Policy

Behaviour Policy

Data Protection

Local Authority CME and Exclusion Guidance

Medical Policy

NHS Spotty Book

Early Help Nugget

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Application for Leave of Absence

Appendix 3a: Model Letter for Parents and Carers if attendance falls below 90%

Attendance Awareness

Dear Parent/Carer,

We would like to bring it to your attention that **XXX** attendance has fallen to **XX%**

This has been due to:

– **Reason(s) for absence**

XXX attendance at school is now a cause for concern and it is important for his learning that they are in school as much as possible.

If you feel you need further support from school/sixth form please let us know and a member of the Attendance Team will get in touch.

Please do everything you can to make sure **XXX** comes to school every day.

Yours sincerely.

Appendix 3b: Model Letter for Parents and Carers if attendance falls below 80% (school)

Attendance Awareness

Dear Parent/Carer,

We are writing to inform you that **XXX** attendance has dropped to **XX%**.

This is significantly below the national expectation of 95% and is now classed as persistently absent.

The reason(s) given for this level of absence are:

– **Reason(s) for absence**

This level of attendance is a serious concern. Missing such a high proportion of school has a direct and damaging impact on your child's education, progress, and future opportunities. Regular school attendance is not optional—it is a legal requirement, and as a parent/carer, you have a responsibility to ensure that your child attends school each day.

Failure to improve attendance may result in further action, including referrals to external agencies or the local authority, which can lead to formal proceedings.

We urge you to take immediate steps to ensure **XXX** attends school consistently moving forward. If there are barriers to attendance, please contact us as soon as possible. Our Attendance Team is available to support families where needed, but we must see a rapid and sustained improvement.

We expect **XXX** to be in school every day unless they are genuinely unwell.

Yours sincerely.

Appendix 3c: Model Letter for Parents and Carers if attendance falls below 80% (sixth form)

Attendance Awareness

Dear Parent/Carer,

We are writing to inform you that **XXX** attendance has dropped to **XX%** since September 2025. This is significantly below the national expectation of 95% and is now classed as **persistently absent**.

The reason given for this level of absence are:
– **Reason for absence**

This level of attendance is a **serious concern**. Missing such a high proportion of sixth form has a direct and damaging impact on your young person's education, progress, and future opportunities.

Failure to improve attendance may result in further action, including referrals to external agencies or the local authority.

We urge you to take immediate steps to ensure **XXX** attends sixth form consistently moving forward. If there are barriers to attendance, please contact us as soon as possible. Our Attendance Lead is available to support families where needed, but we must see a rapid and sustained improvement.

We expect **XXX** to be in sixth form every day unless they are genuinely unwell.

Yours sincerely,

Appendix 3d: Model Letter for Parents and Carers to attend an Attendance Review Meeting

Attendance Review – Ongoing Concern and Next Steps

Dear Parent/Carer,

Despite previous communication and the support offered, we must inform you that **XXX**'s attendance currently stands at **XX%**. This remains significantly below the expected standard of 95% and continues to fall within the category of persistent absence.

To date, there has been little or no improvement. This ongoing pattern of non-attendance is having a serious impact on **XXX**'s education, academic progress, and overall wellbeing. As a result, we must now take further steps to address the situation.

A formal Attendance Review meeting will now be undertaken, and the following actions may be considered:

- A formal attendance improvement meeting
- The offer of Early Help support
- Ongoing monitoring of attendance, with the potential for legal intervention where appropriate

Please be reminded that school attendance is a legal responsibility. Failure to ensure regular attendance may result in a penalty notice or prosecution.

We are committed to working in partnership with families. If there are ongoing barriers to attendance, members of the Attendance Team remain available to offer support. However, we must now see a rapid and sustained improvement in **XXX**'s attendance.

I will be in touch shortly to arrange a date for the Attendance Review meeting.

Yours sincerely,

Appendix 4: Early Help Fact Sheet

Early Help

5 Minute Facts

What is it?

Early Help is a way of bringing workers together to work with children and their families when they need extra support. This could be for any reason including health, education, parenting, emotional well-being and many more.

Support can be delivered from a wide range of services depending on what is needed; services already working with the family might offer additional help or requests for support could be made to specialist and targeted services. All services in Bolton are signed up to using the Early Help process.

Early Help is for children of all ages up to age 18 – as soon as problems start to stop things from getting worse.

Parents (or a child themselves if they are old enough) can ask for Early Help, or a worker that is already involved with a family may suggest that Early Help support might be needed.

How does it work?

Once it has been agreed that Early Help would be beneficial, the parent, child and worker should discuss and agree what is going well for the family and what extra support is needed (an assessment and plan). The assessment and plan will be recorded on a standard form to make sure that everyone understands the situation and works well without the family having to repeat their information. Sometimes, if a few services are needed, it might be helpful to ask everyone to have a meeting to ensure that all the support is co-ordinated. This is called

a 'Child Action Meeting'. One person should make sure that the action plan is working and review progress with the family – they are called the Lead Professional. The Lead Professional is usually someone who knows the family well and is often the person who started off the Early Help process.

How can we be sure Early Help is working?

Eight to ten weeks after the Early Help assessment and plan was put together, the Lead Professional should review it with the child and parents to make sure the identified support and actions have happened and things are improving. If Early Help is still needed, this should be continued or if other actions are needed they can be added to the plan. Again all this will be recorded on a standard review form. On the other hand, if things have improved, everyone will agree that it is okay to close the Early Help form.

Copies of Early Help forms and reviews are sent to the Integrated Working Team, they record that an Early Help process is started or ongoing and report to Bolton Safeguarding Children Board about how well the Early Help process is being used by services. They don't report on individual cases.

For more information...

Further information about Early Help, guidance and template documents can be found on the website:
www.boltonsafeguardingchildren.org.uk

All the local info I need is just a click away!

www.myifeinbolton.org.uk



Bolton Council

Appendix 5: CME Form

CHILDREN'S SERVICES DEPARTMENT

CHILDREN THOUGHT TO HAVE GONE MISSING/ LEFT THE AREA

THIS CHECKLIST IS TO BE USED IN ALL CASES WHEN IT WOULD SEEM THAT A CHILD HAS LEFT BOLTON AND THE SCHOOL HAVE NOT BEEN INFORMED OF A NEW ADDRESS OR SCHOOL.

Name of child(ren):

Date of Birth:

Dates absent from School:

Parents name(s):

Contact number:

Address:

School(s):

Completed by: Date:

STAGE 1 (to be completed by Schools)	DATES & TIMES	ACTION BY	RESPONSE/RESULT (where appropriate name of person)
1. Are there safeguarding concerns regarding this child? If yes please give the name of the Officer in Referral and Assessment who is dealing with the case			
2. Check if child is subject to a Child Protection Plan or LAC			
3. Made attempts to contact the family/relatives			
4. Checked possible whereabouts with staff & pupils?			
5 Checked with other known agencies involved			

6. Completed home visit			
7. Notified LA CME Officer			
Additional information:			

ONCE STAGE ONE HAS BEEN COMPLETED PLEASE FORWARD ONTO THE NEW EMAIL ADDRESS

onrollgonemissing@bolton.gov.uk

Please note that this information should be sent securely following the school policy on information security.

STAGE 2 :

Further checks will be undertaken by the CME Officer.

IF, HAVING COMPLETED THE ABOVE CHECKLIST, THE PUPIL’S WHEREABOUTS REMAIN UNKNOWN, THE SCHOOL SHOULD SEND THE COMMON TRANSFER FILE (CTF) TO THE SCHOOL TO SCHOOL WEBSITE AT (www.education.gov.uk/s2s) USING XXXXXXXX AS THE DESTINATION.

ONCE THE REASONABLE CHECKS HAVE BEEN COMPLETED THE PUPIL MAY BE REMOVED FROM THE SCHOOL ROLL, WITH THE AGREEMENT OF THE EARLY INTERVENTION TEAM MANAGER OR THE LA CME OFFICER.

THE SCHOOL SHOULD UPDATE THEIR SCHOOL INFORMATION MANAGEMENT SYSTEM (e.g. SIMS) AND RECORD THE PUPIL AS “MISSING” AND COMPLETE THE ONLINE NOTIFICATION FORM ADVISING THE LOCAL AUTHORITY OF THE REMOVAL FROM ROLL.

THE REMOVAL FROM ROLL FORM CAN BE FOUND AT THE FOLLOWING LINK

<http://www.bolton.gov.uk/schoolsadminremove>

RETAIN THIS COMPLETED CHECKLIST AND COPIES OF ALL CORRESPONDENCE FOR FUTURE REFERENC

Appendix 6: SCHOOL REQUEST FOR A PENALTY NOTICE TO BE ISSUED

UNAUTHORISED LEAVE OF ABSENCE/HOLIDAY (Code 'G')
OTHER UNAUTHORISED ABSENCE (Code 'O' & 'U')

SCHOOL CONTACT: _____ **TITLE:**

EMAIL: _____ **Tel:**

CHILD (individual form for each child)	DATE OF BIRTH	SCHOOL	YEAR GROUP

ADDRESS:

TITLE	PARENT'S NAME	Mother/Father/Other (please specify)
Tel:	Note: you must be able to demonstrate this person has parental responsibility/day to day care of the child	

ADDRESS (if different from child):

TITLE	PARENT'S NAME	Mother/Father/Other (please specify)
Tel:	Note: you must be able to demonstrate this person has parental responsibility/day to day care of the child	

ADDRESS (if different from child):

<p>UNAUTHORISED ABSENCE Penalty Notice requests:</p> <p style="text-align: center;">PLEASE COMPLETE PAGE 2</p>	<p>LEAVE OF ABSENCE/HOLIDAY Penalty Notice requests: (COPIES <u>MUST</u> BE ATTACHED):</p> <p>Attendance Certificate <input type="checkbox"/></p> <p>NO request for Leave of Absence received <input type="checkbox"/></p> <p>Request for Leave of Absence received <input type="checkbox"/></p> <p>Refusal from School <input type="checkbox"/></p> <p>If parents submitted a request – a refusal <i>must</i> be included, and it must have been sent <u>before</u> the leave of absence. NB. Must include parent name and a copy issued to each parent.</p> <p><u>IF PARENTS ARE ESTRANGED, PLEASE ONLY REQUEST A PENALTY NOTICE FOR THE PARENT THAT HAS TAKEN THE CHILD ON THE LEAVE OF ABSENCE/HOLIDAY</u></p>
<p>INCOMPLETE FORMS WILL BE RETURNED</p>	

Unauthorised Absence Penalty Notices: (COPIES OF THE FOLLOWING MUST BE ATTACHED):

<p>Attendance Certificate attached <input type="checkbox"/></p>	<p>Date Notice to Improve sent to parents if applicable:</p> <p style="text-align: center;">.....</p> <p>NB. Must include parent name and a copy issued to each parent.</p>
<p>Notice to Improve attached <input type="checkbox"/></p> <p>NB. Must include parent name and a copy issued to each parent</p>	

THE FOLLOWING MUST BE COMPLETED IN ALL CASES:

<p>Interventions/strategies put in place to support improved attendance:</p>
<p>Early Help/C&F Assessment Stage (where applicable)</p>

Services Involved: (i.e. Social care, CAMHS, YOT etc)	
Attendance Contract:	
Does the period of absence include a 'Direction off site'	Yes/No (delete as applicable)
School Contact: Name, Phone/Email	
School Witness to Attend Court (should this be required).	

Please ensure you have the correct names for parents/carers and the current address – if this address subsequently changes during the life of any legal action you must inform the LA at penaltynotices@bolton.gov.uk as a matter of urgency. If circumstances change you must notify the LA.

PLEASE E-MAIL COMPLETED FORM AND ALL ATTACHMENTS AS INDICATED TO: penaltynotices@bolton.gov.uk

Early Intervention Service use only:

Parent	1 st	2 nd	3 rd
1			
2			

DATE RECEIVED:

DATE ISSUED:

P2P Sent: