



## Policy for Attendance

Friendly. Growth. Trust.

*Important: This document can only be considered valid when viewed on the Trust website or SharePoint. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.*

Name and Title of Author: Chris Huscroft (CEO)

Name of Responsible Committee: School Improvement Committee

Trade Union Representative Approval: NA

Implementation Date: March 2020

Review Date: [bi-annually] Spring Term 2026

Version: 2.2

Approval Date: 09/04/2024 (in-conference)

Target Audience: School Leaders and Parents

Associated Local School Protocol: No

## Revision History

Version	Date	Summary of Revision	Revision Author
1	Dec '19	Trust policy created and recommended for approval	CJH & AO
2	May '22	Rewritten to reflect current legislation	CJH
2.1	Aug '23	Update to include mental health and ACE. Updates in <b>BLUE</b>	CJH
2.2	March '24	Added in <b>BLUE</b> : <ul style="list-style-type: none"> <li>• Staff Responsibilities pg. 5</li> <li>• Paragraphs: 7, 14, 19</li> </ul>	CJH

## Contents

Policy Statement.....	4
Related Documents .....	4
References .....	4
Purpose .....	4
Scope.....	4
Responsibilities.....	5
Equality and Diversity .....	5
Monitoring.....	7
Absences during term time.....	7
Holidays in term time .....	8
Lateness.....	9
Persistent Absentee (PA).....	9
Signing Out.....	11
Authorised Person .....	11
Procedures for failure of digital registration software.....	11
Alternative Provision.....	11
Religious observance.....	12
Promoting good attendance.....	12
Local Authority Education Welfare Service .....	12
Part time timetables.....	12
Children Missing in Education (CME) .....	12
Bullying/Harassment .....	13
Child Criminal Exploitation and Child Sexual Exploitation.....	13

## Policy Statement

At Edukos Trust we strive to be: **EXCEPTIONAL. TOGETHER.** Creating great schools, ensuring better lives for all who we serve through our 3 core values:

- **Friendly**
- **Growth**
- **Trust**

## Related Documents

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education Policy

## References

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'

## Purpose

Our policy recognises that high levels of school attendance are significant to raising standards in education and ensuring all children can fulfil their potential. It is an assumption so widely understood but insufficiently stated that children and young people need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind and achieving less in both primary and secondary school.

The overall aim of the attendance policy is to:

- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Support parents/carers to perform their legal duty by ensuring their children who are of compulsory school age and registered at the academy, attend school regularly.
- Maximise educational opportunities for all our children, ensuring there is a consistent and fair approach with equal opportunities for all.
- Encourage good habits of school attendance with a vision on early intervention by supporting families with children in the Early Years Foundation stage.

## Scope

This policy applies to all schools in Edukos Trust.

## Responsibilities

The **Trust Board and the CEO** are responsible for monitoring the effectiveness of this policy, ensuring that a consistent approach to Policy for Attendance is applied across the Trust. They are responsible for monitoring attendance figures for the whole Trust.

**Local Governing Boards** are responsible for monitoring attendance figures for individual schools on at least a termly basis. It also holds the Head Teacher (or nominated senior leader) to account for the implementation of this policy within their individual school.

The **Head Teachers** are responsible for ensuring that this policy and associated procedures are implemented consistently in the school. In addition to this the **Head Teacher and Teachers** will:

- Communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- Follow up absences and lateness if parents/carers have not communicated with the school: initially with first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions.
- Refer matter to the Local Authority Education Welfare Service, where appropriate.
- To promote good attendance.

**Staff** are responsible for:

- Following this policy and ensuring children do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

**Parents** are responsible for ensuring that they will

- Have children in class ready for teaching by the start of the day.
- Inform the school on every day of absence.
- Work with the school to improve lateness and attendance.
- Avoid medical and dental appointments during the school day.
- Talk to their child if they are worried about their child's attendance at school, it may be something simple that needs their help in resolving.
- Talk to their child's class teacher in the first instance about any barriers to learning.

## Equality and Diversity

Edukos Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines;

- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged

1. Good attendance at school is essential for a child's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of a child being away from school it is essential that the parent informs the school of the reasons for absence.
2. The Department for Education (August 2020) state that:  
*“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated– pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”*

## Monitoring

3. All absences are monitored. High levels of unauthorised absences, regular days off or long period of absence will be investigated by the school's designated Attendance Officer. Internal monitoring may also identify one or more specific groups of children at the school who have levels of absence higher than the national average for that group, which will result in the school taking appropriate action. The internal monitoring system will focus on, amongst others, the following groups:
  - Looked after children
  - Free school meals eligibility
  - Gender
  - Years groups
  - First language
  - SEND

## Absences during term time

4. The Education (pupil registration) (England) (Amendment) Regulations 2013 explanatory note states:  
*Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*
5. It is the policy of this Trust not to authorise any absence other than illness or those with exceptional circumstances. Unauthorised absences may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.
6. **AS OF THE 1<sup>st</sup> SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**
7. **FROM AUGUST 2024 THE RATE PER PARENT PER CHILD WILL BE £80 IF PAID WITHIN 21 DAYS AND RISING TO £180 IF PAID BETWEEN 22 AND 28 DAYS.**
8. If the penalty notice is not paid each parent may be liable to prosecution at the magistrates Court, and if proved, each notice may receive a criminal conviction and/or fine to the maximum of £1000 plus costs.

9. There are approximately 188 school days (376 sessions) a year which your child is expected to attend. There are also approximately 72 days (144 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

## Holidays in term time

10. Any holidays during term time are to be discouraged.
11. Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the head teacher – the decision to grant or refuse the request will be at the sole discretion of the head teacher, taking the best interests of the child and the impact on the child's education into account. The head teacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any request without good reason.
12. The Head Teacher may not grant any leave of absence, including those for holidays, to children during term time unless they consider there to be an 'exceptional circumstance'.
13. 'Exceptional circumstance' means that the parent must make the case as to why their child should be treated differently to the norm. All requests will be treated on an individual case by case basis.
14. In order to have requests for a leave of absence considered, the school will expect parents to contact the head teacher in writing, using the specific request form, at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.
15. Parents/carers are reminded that leave of absence taken from school without permission may result in the issuing of a fixed penalty notice, issued by the Local Authority.
16. It must be noted that there is no obligation on the part of the school or teachers to provide schoolwork to be completed by children whilst away on holiday.
17. The circumstances of each case should be taken into account, 'blanket approval' policies are not acceptable.
18. When considering a request for leave of absence we will take into account:
- The amount of time requested.
  - The child's general absence/attendance records.
  - Previous requests made for holiday absence and whether these are occurring annually/frequently.
  - Proximity of public exams, e.g. SATs.
  - Child's educational needs and their ability to catch up.
  - General welfare of the child
  - Circumstances of the request
  - When the request was made
19. Requests for leave will not be granted in the following circumstances:
- Immediately<sup>1</sup> before and during statutory assessment periods
  - When a child's attendance record shows any unauthorised absence

---

<sup>1</sup> In our trust, immediately means the two weeks preceding any testing period.



- Where a child's authorised absence record is already above 10 percent for any reason

20. All requests will be responded to with a written response confirming the length of time requested and how the request will be coded, e.g. whether it is authorised or unauthorised.
21. Where attendance has or is likely to fall below 90%, if the holiday is taken, all requests for holiday absence will unauthorised, except in exceptional circumstances for example, where the previous absence has been due to prolonged medical/hospital needs. The Head Teacher will use their discretion in this matter.
22. If, following a period of 10 days authorised absence, the child fails to return to school for a further 10 days, the school will seek advice from the Education Welfare Service leading to the possibly of removing the child from the school register.

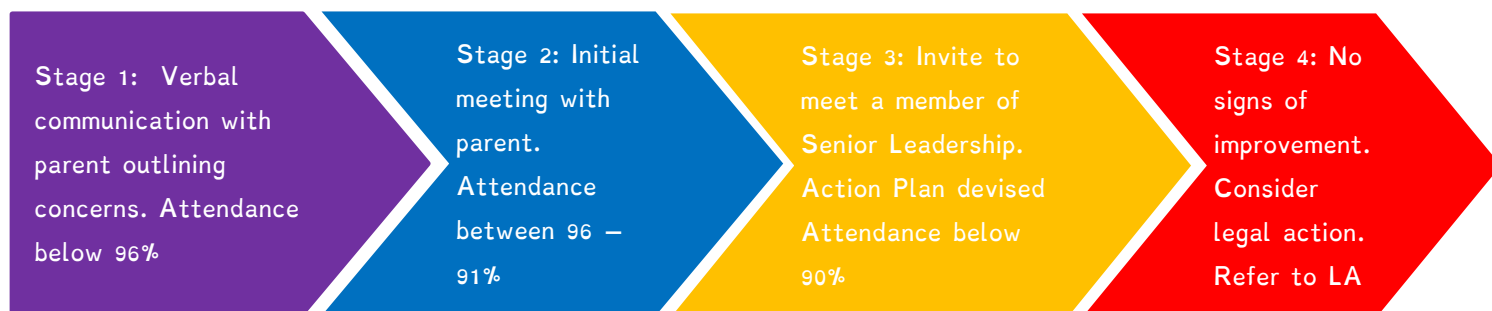
## Lateness

23. **Punctuality is an important life skill. It is also polite.**
24. Children who are consistently late are disrupting not only their own education but also that of other children. Lateness is considered to be an equally serious absence. Parents/carers of children who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents/carers will be invited to attend the school to discuss the problem with the schools designated Attendance Officer.
25. Children must be in class at the beginning of the school day. Registers will be taken as soon as possible after that time.
26. Children arriving late, but before the register has closed will be coded L, any child arriving after the register has closed will be marked as U, which equates to an absence. All registers will be closed 20 minutes from the beginning of registration.
27. Due to site security, any child arriving after the register has closed will have to enter via main school office, where their attendance will be recorded accordingly by Office staff. If necessary, children will then be escorted to their class.
28. If a child is late owing to a medical appointment, they will receive an authorised coded of 'M'. Prove of the appointment may be required prior to the appointment or on arrival at school.
29. We advise parents/carer that where possible all doctors and dentists appointments be made outside of school hours or alternatively during school holidays. However, there is an acceptance that not all appointments can be pre-planned, especially ones for medical specialist or hospital treatment. Therefore, in these circumstances, we may ask parents/carers to provide a copy of the appointment letter.

## Persistent Absentee (PA)

30. A child is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education, if not addressed and improvements made.
31. Whilst it is acknowledged that children can be absent because of illness, there are also times when they can be reluctant to attend. If this is the case, the school will start having conversation with the parents/carers and child, if appropriate, at the earliest stage to gain a clearer understanding of any barriers.

32. Our schools monitor all absence, plus the reasons given for not attending school and will take the necessary steps to support the child, should their attendance show signs of deterioration. If a child's attendance falls below 90%, the school will invite the parents/carers to a meeting with the Attendance Officer, and member of senior leadership. During this initial meeting, an Attendance Action Plan will be devised, in conjunction with parents/carers, and the child, if appropriate, which will outline all parties contribution to improving the child's attendance. If after a period of 4 weeks, there are no signs of improvement, the school will either offer further strategies or consider referring the case to the Local Authority for possible legal action.



33. **SEND** and health-related absences (including mental health and Adverse Childhood Experiences (ACE))

34. Our schools recognises that children with **SEND** and/or health conditions, including mental health issues or Adverse Childhood Experiences (ACE) may face greater barriers to attendance than their peers, and will incorporate robust procedures to support children who find attending school difficult.

35. In line with the **SEND** Policy and Supporting Pupils with Medical Conditions Policy, our schools will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHCPs that have been implemented. The schools will secure additional support from external partners to help bolster attendance where appropriate.

36. Where the school has concerns that a child's non-attendance may be related to ACE or mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a child that is also a safeguarding concern, they will inform the DSL and the Policy for Safeguarding Child Protection will be followed.

37. All children will be supported with their mental health.

38. If a child is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

39. The school will incorporate an action plan to help any children with **SEND** and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly

monitored and reviewed until the child is attending school as normal and there has been signs of significant improvement.

40. To support the attendance of children with **SEND** and/or health issues, the school will consider:
- Holding termly meetings to evaluate any implemented reasonable adjustments.
  - Incorporating a pastoral support plan.
  - Carrying out strengths and difficulties questionnaire.
  - Identifying child's unmet needs through the Common Assessment Framework.
  - Using an internal or external specialist.
  - Enabling a child to have a reduced timetable.
  - Ensuring a child can have somewhere quiet to spend lunch and breaktimes.
  - Implementing a system whereby children can request to leave a classroom if they feel they need time out.
  - Temporary late starts or early finishes.
  - Phased returns to school where there has been a long absence.
  - Small group work or on-to-one lessons.
  - Tailored support to meet their individual needs.

## Signing Out

41. The school office is responsible for overseeing the procedures for releasing children when parents/carers have made a request, or the child is too ill to remain in school. The child(ren) can only be released to a parent or authorised person. When the authorised person arrives, the school office is responsible for ensuring the completion of the 'signing out' process. The school office will then input the appropriate absent code on the electronic register, if appropriate. However, if a child leaves the school site, with an authorised adult, after either the morning or afternoon register has been taken, the original mark will remain and the signing in/out record will be referred to in the event of an evacuation to ensure all children can be accounted for.

## Authorised Person

42. The Authorised Adult should be a responsible person and could include:
- a. Parent/Carer
  - b. Family member
  - c. Child minder
  - d. Neighbour
  - e. An older sibling who has the parent/carers written permission to collect the child from school.
43. **NB:** If there is a change to the regular authorised adult, for any reason, please notify the staff by informing them as soon as possible either at the door in the morning or via a phone call to the school office.

## Procedures for failure of digital registration software

44. In the event of the digital registration software failure, manual attendance registers will be used for to complete registration. Completed registers will be returned to the school office, and uploaded to the system once the problem has been resolved.

## Alternative Provision

45. Schools are responsible for the safeguarding and welfare of children educated off-site. Where this is the case, they will have reciprocal arrangements in place with the alternative provider to ascertain attendance information. This should be provided daily. All unexplained and unexpected absences will be followed up by the home school in a swift and timely manner.

46. The school will use the appropriate code (B) to indicate that the child is accessing alternative provision, thus demonstrating the school has confirmed that the education is supervised and appropriate measures are in place to safeguard children.

## Religious observance

47. Our trust recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, schools will allow authorised absence for these times. Parents will be aware of these dates and should give the school written notification in advance.

## Promoting good attendance

48. We celebrate good attendance throughout the year in various ways, this encourages commitment to learning. Further details are available in your school.

## Local Authority Education Welfare Service

49. The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.
50. Section 444 of the Education Act states that 'if a child of compulsory age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.'
51. The Education Welfare Service may issue a Fixed Penalty Notice or prosecute parents when children do not attend school regularly.
52. A Fixed Penalty Notice, when requested by a Head Teacher, can be issued if the following criteria apply:
- 20 sessions or more unauthorised absences by the child during a 12 week period.
  - Other than in specific circumstances\*, the liable parent/carer will receive a formal warning of the possibility or a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15-day period, further unauthorised absence will trigger the issue of a notice without warning.

*\*the deliberate taking of a holiday in term time without/against school permission (where it can be clearly demonstrated that the parent/carer understood that permission had/would not be given) and where this has created a period of unauthorised absence in the current term if at least 10 sessions (5 days).*

53. In exceptional circumstances the Local Authority reserves the right to:
- Issue a penalty notice for a first offence
  - Issue a penalty notice without warning

## Part time timetables

54. All compulsory aged children are entitled to a full-time education. Only in exceptional circumstance would a part-time timetable be granted, but this arrangement will be short term, and should not exceed longer than 6 weeks.
55. If a part time timetable is authorised, the school must notify both the CEO and the Local Authority Education Officer for Safeguarding. A period when the child is not in school, must be recorded as an authorised absence (Code C).

## Children Missing in Education (CME)

56. Position Statement – national definition of children who are not receiving a suitable education:

*“A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority and who is not receiving a suitable education at home” (revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009).*

57. ERYC’s Children Missing from Education protocol is designed to support professionals across Children and Young People Services, partners and stakeholders in their combined efforts to safeguard children who are missing in education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education.
58. If any child is absent without explanation for 10 consecutive days, the school will notify the Local Authority, by submitting a referral to the Education Welfare Service. The school will include details of the actions taken to ascertain reason for their absence from school. No child will be removed from roll without consultation between the Head Teacher and Education Welfare Service, when appropriate.
59. Please refer to ERYC’s CME protocols.

## Bullying/Harassment

60. Our schools do not condone bullying or harassment by children, members of staff or parents. If any form of this behaviour occurs, it will be dealt with as a very serious matter. No one should feel they cannot attend school for fear of being bullied or harassed.

## Child Criminal Exploitation and Child Sexual Exploitation

61. Children who go missing or are persistently absent from school may be an indicator of exploitation, especially if other key factors are also present. Some other potential signs of criminal or sexual exploitation are:
  - missing from home and/or being found out-of-area;
  - unexplained acquisition of money, clothes, or mobile phones
  - excessive receipt of texts/phone calls and/or having multiple handsets
  - relationships with controlling/older individuals or groups
  - leaving home/care without explanation
  - suspicion of physical or sexual assault/unexplained injuries
  - parental concerns
  - carrying weapons
  - significant decline in school results/performance
  - gang association or isolation from peers or social networks
  - self-harm or significant changes in emotional well-being.
62. In our trust we monitor absenteeism daily to ascertain children’s whereabouts to ensure they are safe from harm. We will work endlessly with all statutory and non-statutory agencies, including parents/carer to protect any child at risk or at possible risk of this form of abuse. If any member of staff is concerned about a child who is regularly absent and also presents with any of the signs listed above, they must inform the Designated Safeguarding Lead immediately, as per the school’s Child Protection policy.



[www.edukos.co.uk](http://www.edukos.co.uk)

**Absence from School for Exceptional Circumstances Request Form**

<b>School Name:</b>
---------------------

Child's/Children's Details					
----------------------------	--	--	--	--	--

Name(s):		D. O. B:		Class(es):	
Address:				Contact numbers:	

Details of Siblings of Compulsory School Age at Other Schools (or other children living in the household)					
---	--	--	--	--	--

Name:		D. O. B:		School:	
Name:		D. O. B:		School:	

**I request permission for my child(ren) to be absent from school between:-**

First date of absence:		Date of return to school:		Total of absent school days:	
------------------------	--	---------------------------	--	------------------------------	--

**Please detail below the reason for your request for absence from school in term-time and include/attach any supporting information. The Head Teacher will not be able to consider your request without your supporting documents (eg. a letter on business headed paper from the employer showing that these term time dates are the only time that you may take your child away, or proof if going to a wedding of immediate family).**

***Please read carefully the Absence from School for Exceptional Circumstances Information for Parents which is attached.***

Reason for Absence Request (please attach supporting documents):
--

**Declaration:**

I have read the **Absence from School for Exceptional Circumstances Information for Parents** and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day, this equals 2 sessions and a five day absence equals 10 sessions.

Signed:  
(Parent/Carer)

Full Name:

Date:

**For School Use Only**

The school has considered your request for leave of absence and your child's absences will be recorded as follows:-

Number of authorised sessions:		Number of unauthorised sessions:		Number of unauthorised sessions to date:	

Signed:

Position: Head Teacher

Date:

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.

Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

Original signed and completed forms to be retained with child's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.





[www.edukos.co.uk](http://www.edukos.co.uk)

## **Absence from School for Exceptional Circumstances – Information for Parents**

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power held by Head Teachers to authorise absence in exceptional circumstances. This is **not an entitlement**. Head Teachers will only authorise absence in line with the ‘Absence from School for Exceptional Circumstances’ Policy. They will not authorise absences if they believe it is to the detriment of a child’s education.

**Supporting documents to aid decision making must be submitted at the time of your request for absence.**

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete. **The Head Teacher will not authorise any more than 10 sessions (5 school days) in any one academic year.**

Any unauthorised absence will be recorded on your child’s attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates’ Court.

**Penalty Notices** ([click here](#) for further information. You will be redirected to the ERYC’s website.)

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Head Teacher has not given permission for or where an explanation has not been provided by the parent. If your child **accrues 10 sessions** of unauthorised absence you may be liable for a penalty notice (one day’s absence equals two sessions and a five day absence is equal to 10 sessions etc.)

Penalty Notices may be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes children caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child’s school to discuss this.

**We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.**