



Staplehurst School

Attendance Policy

Date

Approved by the Full Governing Body at a meeting on
Policy to be reviewed next

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Introduction

Staplehurst School is committed to the continuous raising of achievement for all our pupils. Regular attendance is critical to success and ensures that pupils benefit fully from the educational opportunities provided.

One of our core principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. At Staplehurst School, we actively promote 100% attendance, with an expected attendance level of 99% for all children. A range of weekly, termly, and annual awards are used to encourage and reward good attendance and punctuality.

The Governors, Headteacher, and staff recognise that parents and carers have both a vital role and a legal responsibility in ensuring their child's regular attendance. The school will work in partnership with parents/carers, pupils, and external agencies to identify, investigate, and resolve attendance concerns.

We believe it is essential to regularly remind parents of the importance of attendance, as it is directly linked to pupil attainment. The Education Act 1996 clearly states that the primary responsibility for school attendance lies with parents/carers. As such, holidays during term time will not be authorised.

This policy outlines the roles and responsibilities of all those involved in maintaining and promoting high levels of attendance at Staplehurst School.

Aims

- Create a culture in which good or excellent attendance is the norm.
 - Demonstrate that good attendance and punctuality are valued by the school community.
 - Maintain and develop effective communication between home and school regarding attendance.
 - Establish clear and effective procedures to prevent and address absence.
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Roles and Responsibilities

Role of the Headteacher

The Headteacher holds overall responsibility for implementing and monitoring the school's attendance policy. The Headteacher will:

- Ensure all school personnel, pupils, and parents are aware of — and comply with — this policy.
- Monitor attendance across different groups, including by gender, age, ethnicity, first language, eligibility for Free School Meals (FSM), Special Educational Needs (SEN), and persistent absentees.
- Use attendance data effectively to identify trends and inform strategic planning.
- Target interventions and provide support for pupils with poor attendance.
- Maintain a clear system for parents to report their child's absence.
- Regularly remind parents of their responsibility regarding attendance.
- Promote the importance of attendance throughout the school community.
- Publicise good attendance in assemblies, newsletters, and school communications.
- Provide or arrange training for staff, where needed, on attendance codes and the distinction between authorised and unauthorised absences.

- Strengthen links with external agencies that support families.
- Monitor and review the effectiveness of this policy.

Role of School Staff

At Staplehurst School, attendance is a whole-school responsibility, with clear roles allocated to specific members of staff.

Class Teachers

- Complete the attendance register twice daily, at the start of both the morning and afternoon sessions.
- Understand that accurate and timely register marking is a legal requirement.

Office Staff

Office staff are responsible for the day-to-day monitoring and administration of attendance, and will:

- Support the Headteacher in implementing this policy.
- Monitor daily attendance at individual and class level.
- Keep the Headteacher informed of attendance data and trends.
- Contact parents/carers regarding concerns about their child's attendance.
- Forward all term-time holiday requests to the Headteacher.
- Compile attendance reports for the Headteacher, Governing Body, and Local Authority Attendance Service.
- Ensure attendance registers are up to date and accurate.
- Contact parents if their child's absence has not been reported by 8:45am, and continue efforts until contact is made.
- Notify the key worker if a child on the Child Protection Register is absent without explanation.
- Arrange for staff to visit vulnerable children on the first day of absence if there is a cause for concern.
- Consider deploying staff to collect a vulnerable child from home if a parent is unable to bring them to school.
- Model good attendance and punctuality.
- Ensure registration times are adhered to:
 - **Morning register:** Opens at **8:50am** and closes at **9:20am**.
 - **Afternoon register:** Opens at **1:15pm** and closes at **1:45pm**.
- Record punctuality as follows:
 - Pupils arriving between **9:00am and 9:20am** will be marked Late (L code).
 - Pupils arriving after **9:20am** will receive an Unauthorised Absence (U code).
- Monitor lateness. Where a child is late 5 or more times in a half-term, a letter will be sent to parents inviting them to a formal meeting. Repeated U codes may lead to a Penalty Notice or prosecution.

Role of Parents/Carers

Parents and carers have a legal duty to ensure their child attends school regularly and on time. Parents are responsible for:

- Complying fully with this policy.
- Ensuring their child arrives at school punctually each day.
- Teaching their child the importance of good attendance.
- Informing the school of their child's absence by **8:45am** on the **absence line: 01580 891765 (Option 1)**.

- Updating the school with any changes to contact details.
- Informing the school of any changes in family circumstances that may affect their child's attendance, so support can be provided.
- Collecting their child on time at the end of the school day.
- Not taking holidays during term time.

Timeline of the Staged Approach for Managing Poor Attendance

Monitoring Thresholds and Early Action

Attendance Level	School Action
Above 95%	Attendance monitored by the school office. Concerns are investigated and shared with the Deputy Head/Family Liaison Officer. Parents/carers contacted if appropriate.
90–95%	School issues intervention letters to raise awareness and encourage improvement.
Below 90%	A referral is made to the in-house Education Welfare Officer (EWO) if there is no improvement or if unauthorised absences continue.
Persistent issues	Where attendance concerns are linked to wider family challenges, an Early Help referral may be initiated for additional support.

Dealing with Low Attendance: Staged Response

Stage 1: Initial Letter of Concern (School Letter 1)

- **Trigger:**
 - Attendance drops below 95%, or
 - 4 or more unauthorised sessions are recorded.
- **Action:**
 - A letter is sent to parents/carers expressing concern and outlining the importance of regular attendance.

Stage 2: Escalated Letter of Concern (School Letter 2)

- **Trigger:**
 - Attendance does not improve following School Letter 1, or
 - The pupil has 3 separate periods of absence, or
 - The pupil is absent for 5 consecutive days.
- **Action:**
 - A second letter is sent, escalating the concern and warning of possible next steps or consequences.
- **Additional Actions May Include:**
 - Parent meeting with the attendance team.
 - Support offered for identified barriers to attendance (e.g. Breakfast Club access, alternative start times).
 - Meet and Greet provision for vulnerable pupils.
 - Referral to external or internal support services as appropriate.

Stage 3: Meeting with Parents/Carers

- **Goal:**
 - To explore the reasons behind poor attendance, discuss barriers, and agree on an action plan to improve attendance.
- **Possible Outcome:**
 - Introduction of an Attendance Contract.

Stage 4: Attendance Contract

- **Purpose:**
 - A formal agreement between the school and the family, establishing expectations, targets, and support strategies.
 - **Possible Elements of the Contract:**
 - Specific attendance targets (e.g., improvement to 95% within a set timeframe).
 - Regular communication between the school and family.
 - Agreed-upon interventions and support.
 - Consequences if attendance targets are not met, including potential referral to Kent County Council's Attendance Service or further legal action.
-

Persistent or Severe Absence

Under national definitions:

- A pupil is classified as **Persistently Absent (PA)** if they miss more than **10%** of school sessions.
- A pupil is classified as **Severely Absent** if they miss more than **50%** of school sessions.

Note: Each school day is made up of two sessions—morning and afternoon. Absence from either counts as one missed session.

Penalty Notice Proceedings for Lateness

Penalty Notices for persistent lateness will be issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct (effective 19 August 2024).

Triggers for Penalty Notice:

- 10 incidents of late arrival after registers have closed (U code) within a rolling period of 10 school weeks may lead to:
 - A Penalty Notice, or
 - A Notice to Improve letter.

Notice to Improve Letter:

- A final opportunity for the parent/carer to:
 - Engage with support offered by the school or Local Authority.
 - Improve the pupil's attendance before a Penalty Notice is issued.

- If attendance does not improve and support has not been accepted or has been unsuccessful, a Penalty Notice will be issued.

Non-Payment of Penalty Notice:

- If the Penalty Notice is not paid within 28 days, the Local Authority will initiate court proceedings.

Managing Absences: Illness, Holidays, and Leave of Absence

Illness

Children should attend school if they are experiencing mild illnesses such as a minor cough, sore throat, or runny nose. However, pupils must stay at home if they have:

- Vomiting or diarrhoea
- A high temperature of 38°C or above

If medication is required during the school day, a Medical Consent Form (available from the school office) must be completed by the parent/carer. Medicines prescribed by a doctor can then be administered by trained school staff.

Holidays During Term Time

In line with Government guidelines, family holidays during term time will not be authorised. While holidays can be valuable family time, the school year offers ample opportunity for travel outside term dates.

If a parent/carer feels there is an exceptional reason for a term-time holiday, they must:

- Complete a Request for Leave Form (available from the school office)
- Submit it at least one calendar month in advance
- Provide a clear explanation of the reason for the request

The Headteacher will respond in writing, either authorising or declining the request. Parents do not have an automatic right to withdraw their child from school for a holiday, and all absences are reviewed under strict criteria.

Families of Children with SEND

We recognise that families of children with SEND may face unique challenges in planning holidays or managing attendance. However, the Government's position remains clear:

“All children, including children with SEND, have a right to a full-time education.”

“Strong attendance is vitally important for all children’s attainment, mental wellbeing, and long-term development.”

If a holiday is taken after a warning letter has been issued, the absence will be marked as unauthorised and may result in a Penalty Notice. Teachers will not set work for pupils absent due to unauthorised holidays.

Leave of Absence During Term Time

Any request to take a child out of school for any reason must be submitted using the Request for Leave of Absence During Term Time Form.

- Only the Headteacher has the authority to approve leave.
- A letter or phone message does not authorise an absence.
- Parents will be informed in writing of the outcome of any request.

If an absence is taken without authorisation or if the school believes false information has been provided (e.g. reporting illness while actually on holiday), the absence will be marked as unauthorised and may result in a Penalty Notice.

If a child has:

- Three separate illness absences, or
- Five consecutive days of illness,

...the school may request medical evidence before approving further sickness-related absences.

Examples of Unauthorised Absence

Absence requests **will not** be approved for the following reasons:

- Persistent, non-specific illness (e.g. “feeling unwell”)
 - Illness of another family member
 - Oversleeping or late night
 - Lack of school uniform or appropriate clothing
 - Confusion about term dates
 - Weather-related excuses (e.g. snow) when within walking distance
 - Routine medical/dental appointments taking more than half a day without justification
 - Medical appointments of other family members
 - Birthdays
 - Shopping trips
 - Family holidays (with rare exceptions)
-

Persistent Unauthorised Absence

A pupil is considered persistently absent if they miss 10% or more of the school year without good reason. In such cases, the school will refer the family to its in-house Education Welfare Officer (EWO). The EWO may contact the family and, if necessary, invite them to a formal meeting.

Penalty Notices and Legal Procedures for Unauthorised Absence

Legal Framework

Under the Education Act 1996, parents/carers have a legal duty to ensure their child attends school regularly. If this is not met, the school may request a Penalty Notice from the Local Authority.

Threshold for Penalty Notices

As of 19th August 2024, a Penalty Notice may be issued when:

- A child accumulates 10 unauthorised sessions (5 full days) of absence in a 10-week rolling period
- A child is found in a public place during school hours following exclusion

Note: One school day consists of two sessions — morning and afternoon.

Penalty Notice Charges

- **First Penalty Notice:**
 - £160 per parent/carer per child (within 28 days)
 - Reduced to £80 if paid within 21 days
- **Second Penalty Notice (within 3 years of the first):**
 - Flat rate of £160 per parent/carer per child (no discount)
- **Third Offence:**
 - A third Penalty Notice **cannot** be issued
 - The Local Authority **must consider prosecution** in the Magistrates Court

Failure to Pay

- If a Penalty Notice is not paid within 28 days, the Local Authority will pursue legal proceedings through the Magistrates Court.
-

Notice to Improve Letter

Before a Penalty Notice is issued, the Local Authority will send a Notice to Improve Letter, offering the parent/carer a final opportunity to engage with support and improve the child's attendance. If support is refused or unsuccessful, the Penalty Notice will be issued.

Exceptional Circumstances: Definition and Examples

Leave during term time can only be authorised in “**exceptional circumstances**”. These are typically defined as:

- Rare
- Significant
- Unavoidable
- Short

"Unavoidable" means the event **could not reasonably be scheduled outside of school time**.

Illustrative Examples (not exhaustive):

- Return of a parent from active military service where family leave is not otherwise possible
- Bereavement or terminal illness of an immediate family member
- Attendance at a wedding or funeral of someone close to the family (with supporting documentation)
- Leave advised by a health professional as part of recovery from medical or emotional issues
- Other significant personal circumstances, supported by evidence

The Headteacher has full discretion to consider each case and determine both the authorisation and the appropriate length of absence. Supporting evidence (e.g., medical note, wedding invitation, order of service) must be provided.

Legal Grounds for Absence

Under Section 444 of the Education Act 1996, parents are guilty of an offence of failing to ensure regular school attendance unless they can demonstrate that the absence occurred due to one of the following lawful reasons:

- The child was absent with leave (authorised by the school)
- The child was ill or absent due to an unavoidable cause (which must relate to the child, not the parent)
- The absence was for a religious observance
- The Local Authority failed to provide transport (in cases where it was legally obliged to)

These are the only legally acceptable reasons for a child to be absent from school.

The Headteacher may authorise absence in exceptional circumstances, provided that a request is submitted in advance. Authorisation is at the discretion of the Headteacher, acting on behalf of the Governing Body. Each case is considered on its individual merits and decisions are final.

Retrospective authorisation of absence is not permitted. If a request is denied and the absence is still taken, the case may be referred to the Inclusion and Attendance Service, which may result in a Penalty Notice being issued to each parent for each child.

Failure to pay the penalty notice within 28 days will result in the Local Authority initiating legal proceedings in the Magistrates Court.

Medical, Dental or Hospital Appointments

Parents are strongly encouraged to book medical appointments outside of school hours wherever possible to minimise disruption to learning.

- If a child attends an appointment and then returns to school, they will be marked as authorised late for that session. This ensures they are included in the daily attendance register for safety (e.g. in the event of a fire).
- If the child does not return to school after the appointment, they will be recorded as 'M' (authorised medical absence).

Please note: Even authorised medical absences count towards a child's overall attendance percentage.

Leavers and Children Missing in Education (CME)

Staplehurst School is committed to safeguarding pupils, which includes having robust systems for tracking leavers.

If your child is leaving the school (other than moving to secondary school at the end of Year 6), parents must provide the school with the following information:

- Date of move
- New address
- Name and start date of the new school
- Reason for the move

If this information is not provided and the school is unable to contact the family, the child may be deemed a Child Missing in Education (CME). In such cases, the Local Authority has a legal duty to investigate the child's whereabouts.

Removal from School Roll

In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, a pupil may be removed from the school roll in the following circumstances:

- The pupil fails to return within 10 school days following an authorised leave of absence and no valid reason is provided
- The pupil has unauthorised absence for 20 consecutive school days with no reasonable grounds
- After reasonable enquiries, the pupil's whereabouts cannot be established

In all such cases, the school will liaise with the Local Authority and follow statutory procedures before removing a child from the roll.

Education for Health Needs (Including Mental Health)

Under Section 19 of the Education Act 1996, Local Authorities are legally responsible for ensuring that children who cannot attend school due to health needs (physical or mental) receive suitable and, where possible, full-time education.

School Responsibilities:

- Support pupils with health needs as much as possible within the school
- Initiate discussions with the Local Authority when the school is no longer able to meet the child's educational needs due to health issues
- Work with medical professionals to develop Individual Healthcare Plans (IHCs) where appropriate

Local Authority Responsibilities:

- Arrange suitable alternative education for children unable to attend for 15 school days or more (consecutive or cumulative)
- Consider part-time provision if full-time education is not in the child's best interest due to health
- Ensure education is provided as soon as the threshold is met

Schools may not remove a child from the register for medical reasons unless specific conditions are met, including certification from a school medical officer, and the pupil (or parent) must not intend to return.

Absences for Specific Communities: T Code Guidance

The T Code is used in the school attendance register to mark authorised absence for children from Traveller communities when they are travelling for work purposes.

Who is included under the Traveller category?

- Irish and Scottish Travellers
- English and Welsh Gypsies
- Roma
- Showmen (fairground people)
- Circus people
- Bargees
- New Age Travellers

When to Use the T Code:

- The family is travelling for occupational purposes
- Absence is agreed in advance with the Headteacher
- It is uncertain if the child is receiving educational provision while travelling

When the T Code Cannot Be Used:

- For non-work-related absences (e.g. weddings, funerals, or holidays)
- When parents do not seek prior approval
- When families are not travelling and are living at a fixed address

Children from Traveller communities are expected to attend a school near their travelling location and may be dual-registered with a base school and a local school.

The T Code will only be used at the Headteacher's discretion and only when all criteria are met. Parents are encouraged to notify the school in advance so that learning resources can be provided if appropriate.

Monitoring and Review

- Attendance data is reviewed annually during the Autumn Term by the Learning and Development (L&D) Committee of the Governing Body.
- If attendance levels fall below the national average, the Governing Body may take action.
- This policy is accessible to all school staff and governors, and significant amendments will be discussed prior to formal approval.
- The policy will be formally reviewed every three years, or sooner if statutory changes arise.

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	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: DfE Guidance Summary Table

DfE guidance Summary table of responsibilities for school attendance. Sept 2022

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

APPENDIX 3: Attendance Procedures Flow Chart

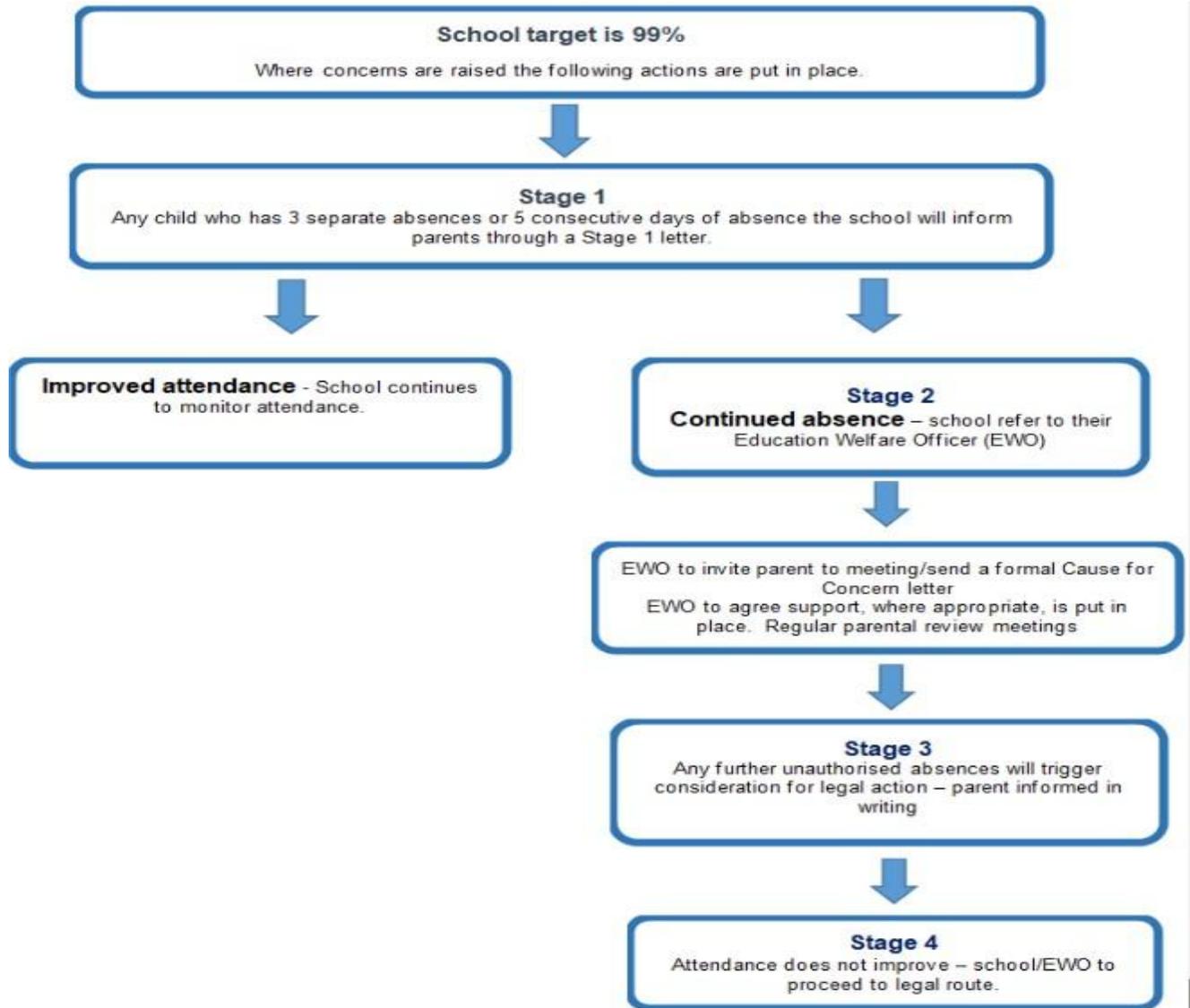
Attendance Procedures Flow Chart

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head Teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

The procedures below are followed to ensure that this happens.

All pupils attendance is monitored via Sims and the school colour tracking system. All teaching staff are given copies of colour tracking on a weekly basis

First day contact text messages are sent (by 10.00am) to parents for any unreported absences.
Daily telephone calls to parents of PA pupils



APPENDIX 4: School Letter Lateness 1

Dear [Parent/Carer's Name],

Re: Punctuality Concern for [Pupil's Full Name] (DOB: [Date of Birth])

I am writing to you regarding concerns about [Pupil's First Name]'s punctuality. Our records show that [he/she/they] has arrived late to school on multiple occasions this term/year, which is beginning to cause disruption to [his/her/their] learning.

Arriving on time is crucial to ensure that [Pupil's First Name] has a calm and settled start to the school day and is fully prepared for learning. Regular lateness can lead to missed learning opportunities and affect [his/her/their] ability to engage confidently in lessons.

We appreciate that there may be occasional unavoidable circumstances, and we are committed to working with you to understand and address any difficulties that may be impacting punctuality.

We would welcome the opportunity to speak with you further to discuss how we can support you in improving [Pupil's First Name]'s timely arrival at school. Please contact the school office at your earliest convenience to arrange a suitable time for a conversation.

Thank you for your attention to this matter. We look forward to working together to ensure [Pupil's First Name] is making the most of every school day.

Yours sincerely,

Enc: Registration Certificate

APPENDIX 5: School Letter Lateness 2

Dear [Parent/Carer's Name],

Re: Ongoing Punctuality Concern – [Pupil's Full Name] (DOB: [Date of Birth])

I am writing to express continued concern regarding [Pupil's First Name]'s punctuality. Despite previous communication and support offered, [he/she/they] continues to arrive late to school on a regular basis.

Frequent lateness not only affects [Pupil's First Name]'s own learning but also causes disruption to the start of the school day for both [him/her/them] and their peers. It is essential that all pupils arrive on time to benefit fully from the education provided and to establish positive routines.

We would like to work with you to understand any ongoing difficulties and to explore any further support the school may be able to offer in improving [Pupil's First Name]'s punctuality.

Please contact the school office to arrange a meeting or phone call at your earliest convenience. We hope to work together to ensure that [Pupil's First Name] begins each day on time and is able to fully engage in learning from the start of the school day.

If we do not see an improvement, we may have no option but to consider a referral to our Educational Welfare Service, Mrs Alison Smith, Team EWS.

Thank you for your attention to this matter.

Yours sincerely,

APPENDIX 6: School letter Attendance 1

Dear [Parent/Carer's Name],

Re: Attendance Concern for [Pupil's Full Name] (DOB: [Date of Birth])

I am writing to you regarding [Pupil's First Name]'s school attendance, which is currently recorded at 0.0%, with 0 sessions attended this term/year.

Regular school attendance is vital for your child's academic progress, personal development, and overall wellbeing. Persistent absence can significantly impact their ability to keep up with learning and build positive relationships with peers and staff.

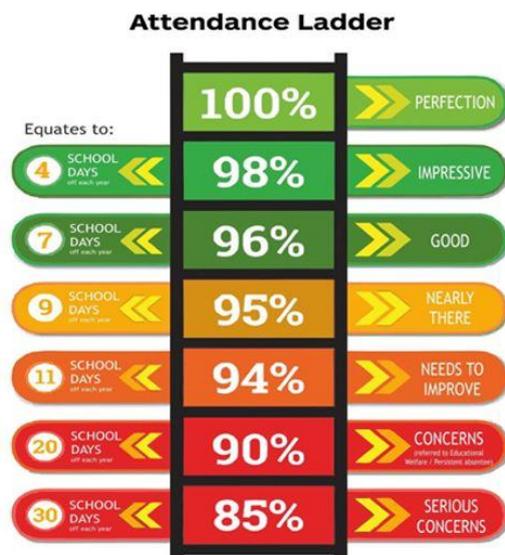
We understand that there may be genuine reasons for absence, and we are committed to working together to identify and overcome any barriers that may be preventing [Pupil's First Name] from attending school. Our aim is to offer the right support at the right time.

We would appreciate the opportunity to discuss this with you further. Please contact the school office at your earliest convenience to arrange a suitable time for a conversation.

We look forward to hearing from you soon and working together to support [Pupil's First Name] in returning to school and engaging fully in their education.

Yours sincerely,

Enc. Registration Certificate



APPENDIX 7: School letter Attendance 2

Dear [Parent/Carer's Name],

Re: Ongoing Attendance Concerns for [Pupil's Full Name] (DOB: [Date of Birth])

I am writing to you again regarding our growing concerns about [Pupil's First Name]'s ongoing absence from school. Their current attendance stands at [insert percentage]%, with a continued pattern of absence that is affecting their learning, development, and wellbeing.

Despite our previous correspondence and the offer of support, [Pupil's Name] continues to miss school, and we have not yet seen any significant improvement in their attendance. Regular school attendance is not only a legal requirement but also a vital part of ensuring your child reaches their full potential.

We now require medical evidence or other supporting documentation to authorise any further absences. This can include a letter from a GP or specialist, a copy of a prescription or appointment card, or other relevant documentation. Without such evidence, future absences will be recorded as unauthorised.

Please contact the school urgently to discuss this matter and explore how we can work together to improve [Pupil's First Name]'s attendance. We remain committed to supporting your family, but it is essential that we see prompt action and improved attendance from this point forward.

If we do not see an improvement, or receive the required evidence, we may have no option but to consider a referral to our Educational Welfare Service, Mrs Alison Smith, Team EWS, which may result in formal intervention.

We urge you to treat this matter with the seriousness it deserves and look forward to hearing from you soon.

Yours sincerely,

