Attendance Policy

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Author	Kelly Foster
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Introduction

Kingswood is committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We believe that if pupils are to benefit from education, good attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantages.

Regular attendance at school is critical in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons or arriving late leaves children vulnerable to failing, impacting on their academic progress and ability to meet age related expectations. Children with poor attendance tend to achieve less in both primary and secondary school.

At Kingswood, we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible in line with procedures agreed by the Governing Body and the Local Authority.

It is the policy of Kingswood to celebrate achievement. Attendance is a critical factor to a productive and successful school career and establishes a positive pattern for later life. We will actively promote, encourage and reward good attendance for all our pupils. We will support parents to meet their legal duty under section 444 of the Education Act 1996 to maximise their child's potential by ensuring good attendance.

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

This policy also ensures clear systems for the effective and efficient monitoring of attendance. This includes intervening in issues related to attendance and punctuality, offering children and families support and advice as appropriate. As safeguarding pupils is of the highest importance, and attendance is one of the single most important ways of ensuring this, any factors that impede punctuality and regular attendance will be investigated and we will work in partnership with families/pupils and any appropriate external agency to resolve these problems as quickly and efficiently as possible.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs

- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The link governor for attendance is: Simon Hooberman

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the senior attendance champion or attendance officer to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness
- Reviewing and responding to requests for term-time leave.

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The senior attendance champion for attendance Ms K Foster and can be contacted via 0208 670 3576 and/or the school office office@kingswoodprimary.co.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the senior attendance champion who is the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ senior attendance champion (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Corrina Scarlett and can be contacted via 020 8670 3576 and/or the school office office@kingswoodprimary.co.uk

3.5 Class Teachers (and any staff providing cover to the class teacher role)

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office.

The register for the first session will be taken at 9.00am and will be kept open until 9.05am. Due to staggered playtimes for different year groups, the register for the second session will be taken between 1pm and 1.30pm depending on their year group.

3.6 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

- Transfer calls from parents/carers to the relevant staff where appropriate, in order to provide them with more detailed support on attendance
- Send out parent letters when thresholds have been met
- Arrange school attendance support meetings with parents
- Maintain attendance records on the school's information management system in line with this policy
- Bring any safeguarding concerns linked to attendance to the attention of the Designated Safeguarding Lead

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are expected to:

- Make sure their child attends school every day on time
- Call the school to report their child's absence before 8.55am or as soon as practically possible on the day of the absence and each subsequent day of absence), and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Avoid as far as possible requesting absence or holidays during term time
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Ms C Scarlett, Attendance Officer/ Family Services Officer or Ms K Foster, Headteacher/ Senior Attendance Champion who can be contacted via 020 8670 3576 and/office@kingswoodprimary.co.uk

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 9.00am and ends at 3.30pm.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.05am.

Due to staggered playtimes for different year groups, the register for the second session will be taken between 1pm and 1.30pm depending on their year group.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.55am, or as soon as practically possible by calling the school office staff, who can be contacted via 0208 674 3311 and/or office@kingswoodprimary.co.uk

To report an absence, parents need to call the school office on the main school number. If parents are calling outside office hours, parents should select the 'report a pupil absence' option and leave a clear message stating their child's name, class and reason for absence.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than (e.g. 5) days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Requests for exceptional term time leave must be made at least 14 school days in advance of any arrangement being made (except in the case of a family emergency). This will allow sufficient time for the request to be considered by the school. The request will be made in writing by the parent/carer using Appendix 2: Request for Exceptional Leave form.

There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave. Whilst emergency situations are often difficult, parents/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

Children arriving late should report to the main office reception. The child's name, class, time of arrival and reason for lateness are recorded. This is to ensure that no children are missed on the register. Staff in the office will issue a late slip, which must be given to the class teacher. This lets the teacher know that the child has been registered at the office. If a child goes to class without a slip the teacher must send the child to the office to be signed in.

Punctuality is tracked as part of our attendance monitoring procedures. The school attendance officer will run lateness and punctuality reports. In the first instance this information will be shared with the Headteacher, the senior attendance champion and the wider SLT.

Ongoing issues will be raised with parents by letter or phone call to address any ongoing support. If no improvement can be identified, parents might be requested to attend a meeting with a member of the Senior Leadership Team/ School Attendance Officer and the matter will be escalated to the school's assigned Education Welfare Officer for Lambeth.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Phone /text the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. Repeat this during the first morning of absence in the case of no response and repeat this in the afternoon of absence in the case of no response
- Phone emergency contact number(s)to get an up-to-date contact number for the parent/carer and update the school system accordingly

- If the school cannot reach the parent or any of the pupil's emergency contacts, OR where there are any concerns about the reason given, inform the Designated Safeguarding Lead of unexplained absences. The school may escalate as a safeguarding concern and follow safeguarding protocols. (This could lead to an immediate home visit or welfare check request.)
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues and contact has not been established with any of the named parents/carers, the school will begin to make other reasonable enquiries, including Local Authority Network checks and police welfare checks in the case of no response. The school will also report the unexplained absence to the education welfare officer.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue agree an individual attendance plan or parenting contract. Where this is not successful, issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

Parents can request to view their child's attendance record at any time by contacting the school office. The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels each half term. Pupils' attendance is included in the termly report sent to parents. Where there are initial concerns, the attendance report might also be referred to at parents' evenings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that require absence from school during term time where alternative arrangements could not be made within the normal school holidays. There is no entitlement for parents to take their child on holiday during term time.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 14 school days before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(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, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child 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 pupil
- 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

Each parent who is liable for the pupil'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 pupil, 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 child 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.

A penalty notice may also be issued where parents allow their child 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 pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Kingswood is committed to working in partnership with parents/carers and pupils to promote good attendance at school. As part of this, we are committed to our responsibilities in ensuring that pupils feel safe and happy in school and that they access engaging and appropriate learning opportunities.

The importance of attendance in school is promoted through a number of channels: parent newsletters, class teachers celebrating attendance with their class, weekly attendance assemblies, display boards, celebrating pupils with 100% attendance etc.

We recognise that for some pupils there are barriers to their attendance at school. This might be for physical and/or mental health reasons or due to other circumstances either within school or within the home. In these instances, a member of the Senior Leadership, SENDCo and/or Family Services Team will work with the parents/carers and the pupil to identify the barriers and put in place steps to remove these barriers and support the pupil to feel confident to attend school. The class teacher and, where appropriate, other staff members will also be involved in these discussions to support the pupil. In these circumstances, the principles of effective partnership working and co-production are essential.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Pupils who experience complex barriers to attendance will be provided with the appropriate support to attend school. This will be done on an individual basis, in partnership with the parent and in agreement with the headteacher. Regular communication is at the heart of supporting pupils who are absent. Parents are encouraged to contact the school, either via the pastoral structure, (class teacher / Assistant Headteacher/ SENDCo / Deputy Headteacher or through our Attendance Officer/ Family Services Officer. This enables the school to support the pupil and parent as necessary.

7.2 Pupils absent due to mental or physical ill health or SEND

Pupils who experience mental or physical ill health or experience barriers due to their SEND will be provided with the appropriate support to attend school. This will be done on an individual basis, in partnership with the parent and in agreement with the headteacher. Regular communication is at the heart of supporting pupils who are absent. Parents are encouraged to contact the school, either via the pastoral structure, (class teacher / Assistant Headteacher/ SENDCo / Deputy Headteacher) or through our attendance officer/ Family Services Officer. This enables the school to support the pupil and parent as necessary.

The school will work in partnership with the relevant external agencies to fully understand the needs of the pupil and seek specialist advice on how to best support pupil's attendance. Where appropriate, this may include a reduced timetable and a regular review process.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Pupils returning to school after a lengthy or unavoidable period of absence will be provided with the appropriate support to attend school. This will be done on an individual basis, in partnership with the parent and in agreement with the headteacher. Regular communication is at the heart of supporting pupils in these circumstances. Parents are encouraged to contact school, either via the pastoral structure, Inclusion team or the school's Attendance Officer. This enables the school to support the pupil and parent as appropriate. The school will endeavour to design a timetable which enables the pupil to return to school in a timely way and enables the pupil to make the best possible progress academically and for their social, emotional and mental wellbeing.

8. Attendance monitoring

The senior attendance champion or attendance officer monitors absence approximately every three weeks. This includes monitoring patterns and trends in absence and punctuality, with a particular focus on vulnerable groups.

Where significant patterns or trends for groups of pupils are identified, systems are put in place to improve attendance for these groups. Where there are concerns about an individual's attendance, the school aims to work in partnership with the parent to provide support to ensure that there is an improvement in their child's attendance and/or punctuality. Please note parents can request to see their child's attendance data at any time.

Attendance 96% and above

• This is in line with government expectations

• A letter will be sent informing and celebrating attendance percentage with parent

Attendance below 96% but above 93%

• A letter will be sent making parents aware attendance percentage has decreased

• Parents invited to speak to class teacher if there are any concerns

Attendance below 93% but above 90%

• A letter will be sent making parents aware attendance percentage has decreased further

• Class teacher/ member of school staff will speak to parent to identify and support barriers to school attendance

Attendance below 90%

• A letter will be sent making parents aware of attendance percentage

• This is classed by the government as 'persistently absent'

• Member of SLT or FSO will contact parents to identify any barriers and see how school may be able to support to improve attendance. This could include adjustments within school, support for home, consultation/ referral to Local Authority for support, home school contract

Attendance continues to drop

• A letter will be sent with possible next steps, e.g., Local authority involvement, legal action, penalty notice

In addition, Kingswood works closely with Lambeth Education Welfare Service and takes the action which is outlined in the local authority's Attendance Guidance for Schools.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Work in partnership with the school's assigned Education Welfare Officer
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Work in partnership with external agencies involved with the parent/carer and pupil e.g. social worker, Early Help worker, School Nurser etc
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum 1 year by the Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Safeguarding (Child Protection) policy
- Behaviour policy

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: • 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: Term Time Leave Request Form

REQUEST FOR TERM TIME PUPIL LEAVE – EXCEPTIONAL CIRCUMSTANCES

Name of child: _____

School/Year Group/Class: _____

I would like to request permission for my child to take 'exceptional' term time leave from school for the following reasons. I understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Outline of exceptional circumstances:

Where will your child be traveling to during the leave period?

The exceptional leave I am requesting for my child is planned (date):

From: until: resulting in a total absence of: school days.

I understand that I may be required to provide evidence of the above if required. That this information may be discussed with the relevant Attendance & Safeguarding Lead.

Signature of parent: _____ Date: _____

……

Headteacher use only

Thank you for your application for 'exceptional leave' for your child.

a) I confirm that this exceptional leave has been agreed:

b) Your request for exceptional leave has not been agreed for the following reason:

Headteacher Signature: _____ Date: _____

It is Important to note that if the absence is not authorised and you go, or if it is authorised and you do not return on the date agreed, the school will issue a Penalty Notice (Penalty Notices will be £80.00 within 21 days or £160 within 28 days). You are also at risk of your child losing their school place.