

Federation of Goodnestone and Nonington Church of England Primary School Attendance Policy

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Goodnestone is a place of learning where all are nurtured and supported. Goodnestone has high expectations of all, so they fulfil their God given aspirations within and outside our small school community. Following the example of Jesus, we include all by showing friendship to each other, valuing their unique contribution.

Nonington is a place of learning where all are cared for and supported. Nonington has high expectations of all, so they fulfil their God given aspirations within and outside our small school community. Following the example of Jesus, we trust each other, valuing everyone's unique contribution.

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1. Statement of Intent

The Federation is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance within the Federation.

2. 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

We will also promote and support punctuality in attending lessons.

3. 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](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to:
 - [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

4. Roles and responsibilities

4.1. The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- 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.... In their monitoring role, they will ensure that the school is implementing the policy in full and in line with the school's statutory duties. They will also monitor the implementation and effectiveness of strategies and procedures in place for ensuring good attendance and tackling absence.

4.2. 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
- Working with the parents 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 through all available channels

4.3. 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 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 designated senior leader responsible for attendance is **Victoria Solly (EHT)** and can be contacted via the school office, or by email:
 - **Goodnestone: 01304 840329, headteacher@goodnestone.kent.sch.uk**
 - **Nonington: 01304 840348, headteacher@nonington.kent.sch.uk**

4.4. 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 designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- The attendance officer is **Jessica Scott (Office Manager)** and can be contacted via **01843 840348**

4.5. Class Teachers

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the paper registers. Class teachers will record absence or attendance only (using a present or absent mark) and submit this paper register to the school office as soon as possible after morning registration and again after afternoon registration.

If the class teacher knows a reason for an absence, they will make a note of that on the paper register.

and when this information is submitted to the school office, the office administrators will

4.6. School administration/office staff

School administration/office 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 Executive Headteacher, where appropriate, in order to provide them with more detailed support on attendance

- Receive the paper registers after morning registration and afternoon registration and record the attendances/absences formally on the electronic management information system (SIMS) using the correct codes (see Appendix 1).
- Telephone parents/carers in order to ascertain reasons for absence if none are recorded.

4.7. 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 every day on time (for children on a reduced or part-time timetable, ensuring that their child attends during the appropriate sessions)
- Call the school to report their child's absence before **09:00** 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
- 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 **the Designated Senior Leader responsible for attendance, Victoria Solly** who can be contacted via telephone or email:
 - **Goodnestone: 01304 840329, headteacher@goodnestone.kent.sch.uk**
 - **Nonington: 01304 840348, headteacher@nonington.kent.sch.uk**

4.8. Pupils

Pupils are expected to attend school every day, on time

5. Recording attendance

5.1. 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 08:40 and ends at 15:15.

Pupils must arrive in school by 09:00 on each school day.

The register for the first session will be taken at 09:00 and will be kept open until 09:30. Children arriving after 09:00 must report to the school office, where their name and reason for lateness will be recorded. They will be marked as late before the register closed [L] The register for the second session will be taken at 13:00 and will be kept open until 13:30.

Any arrival after the registers close will be marked as late after the register has closed [U] and this will be recorded as an unauthorized absence.

5.2 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 09:00 or as soon as practically possible, by calling the school administration/office staff, who can be contacted via:

- **Goodnestone: 01304 840329, manager@goodnestone.kent.sch.uk**
- **Nonington: 01304 840348, office@nonington.kent.sch.uk**

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 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.

5.3 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.

Leave of absence requests should be made in writing via email to the school office:

- **Goodnestone:** manager@goodnestone.kent.sch.uk
- **Nonington:** office@nonington.kent.sch.uk

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 6 to find out which term-time absences the school can authorise.

5.4 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]

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for putting in place an attendance contract, or a Penalty Notice, or prosecution.

5.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit, or follow safeguarding procedures if there is a significant concern about a pupil's whereabouts
- 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, the school will consider involving an 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: the school may request that parents enter into an attendance contract, issue a notice to improve, penalty notice or other legal intervention (see section 6.2 below) as appropriate.

5.6 Reporting to parents

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. This will be done on a termly basis, with letters issued and a copy of their child's attendance.

6. Authorised and unauthorised absence

6.1. 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, but not limited to:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

These examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

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 4 weeks before the absence, and in writing to the Executive Headteacher. The Executive 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

6.2. Sanctions

Our 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 Executive Headteacher, 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

Attendance Contracts

Our Federation adopts an approach to attendance which aims to support families when tackling absence. As such, it may be appropriate that the school seeks to put in place an attendance contract with families where there are high levels of absence, or parents are struggling to get their child to attend school.

Prior to working with parents to put an attendance contract in place, the school will have explored all other approaches to improving attendance, such as engagement with Early Help or Social Care.

Attendance contracts are not an enforcement process in themselves, however may count towards evidence should a statutory attendance referral be made by school via the Digital Front Door, which could result in prosecution of the parents involved in line with the Education Act 1996.

When putting an attendance contract into place, the school will follow the Local Authorities guidance and template forms, see appendix 8 and 9.

7. Strategies for promoting attendance

The Federation seeks to promote attendance regularly through weekly updates on whole school and class attendance in the school newsletter and rewarding attendance on a termly basis.

The Federation seeks to foster positive relationships with parents and carers and works to support families where attendance may be becoming a challenge. Staff across the federation are trained in approaches and strategies to support where EBSA (Emotional Based School Avoidance) or ABSA (Anxiety Based School Avoidance) is a concern and will work with families to secure good attendance.

The Federation works closely with external partners, KPAS (Kent Pru and Attendance Service), Early Help, Social Care, Specialist Teaching Service to ensure that families and children are supported in ensuring good attendance. The Federation will seek to exhaust all informal methods of improving attendance, including attendance contracts, before pursuing enforcement processes.

8. Supporting pupils who are absent or returning to school

8.1. Pupils absent due to complex barriers to attendance

The Federation always seeks to understand reasons for attendance, particularly where those are complex and require different approaches to support.

Within the Federation, there are several staff trained in strategies to support EBSA and ABSA. There are also several staff who hold, or who are working towards Trauma and Mental Health Informed Practitioner Status. Along with this the Federation works hard in establishing relationships with professionals and external agencies who may be supporting a child. This enables the school to work closely with those families in order to secure the best strategies that will enable them to attend school.

8.2. Pupils absent due to mental or physical ill health or SEND

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 related to the pupil's needs, the school will inform the local authority.

The Federation seeks to support families and will use a wide range of approaches, in consultation and with external partners in order to support those children in school attendance.

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

Where a pupil has been absent from school after a lengthy or unavoidable period of absence, we will seek to work with the family to ensure that their reintegration back into school is as supported as possible. This may result in a period of time on a reduced timetable, building to full time hours.

9. Attendance monitoring

9.1. 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. The school has granted the DfE access to its management information system so that data can be accessed regularly and securely.

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.

9.2. Analysing attendance

The Federation 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

9.3. Using data to improve attendance

The Federation 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 severe absence, and their families (as per arrangements in 9.4 below)
- Provide regular attendance reports to the designated senior leader with responsibility for attendance to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, 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

9.4. 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 Federation 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
- 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
- Implement sanctions, where necessary (see section 6.2, above)
- Work with the Schools Liaison Officer to monitor those children falling under persistent or severe absence categories and seek advice about how best to support those families
- Monitor more closely those children who have higher rates of absence and use letters (see appendix 2 – 7 for template letters) and meetings with parents to seek to understand the challenges around attendance and put in supportive measures.

10. Monitoring arrangements

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

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

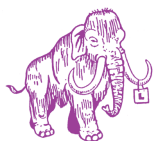
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	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: <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: Attendance Letter – Lates: L Code

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



Goodnestone Church of England Primary School,
The Street, Goodnestone, Canterbury, Kent, CT3 1PQ
01304 840329
headteacher@goodnestone.kent.sch.uk

Nonington Church of England Primary School,
Church Street, Nonington, Dover, Kent, CT15 4LB
01304 840348
headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: *Pupil Name*

I am writing to express my concern over the number of occasions that *Pupil Name* has been arriving late at school. Below for your information is a summary of attendance indicating the days *Pupil Name* was late (Code L):

(Dates of lates)

Total lates before registration closed: *(Total of lates)* half day sessions

School starts at 8.55 am and 1.00 pm for all pupils.

A pupil's lateness will disrupt their learning. It can disrupt the class teacher and the rest of the class when they arrive late and can also be embarrassing for your child.

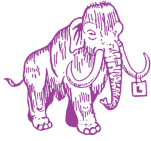
I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Vicky Solly
Headteacher

Appendix 3: Attendance Letter – Lates: U code

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



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01304 840348
headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: *Pupil Name*

I am writing to express my concern over the number of occasions that *Pupil Name* has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days *Pupil Name* was late (Code U):

Dates of Lates

Total lates after registration closed: (*Total Lates*) half day sessions

At our school the register is taken at 9.00 am and is closed at 9.05 am for the morning session and taken again at 1.05 pm and closed at 1.10 pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

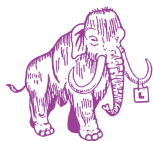
If (*pupil name*) continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Vicky Solly
Headteacher

Appendix 4: Attendance Letter – Absence

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



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headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: *Pupil Name*

I am writing to express my concern over the number of occasions that (*pupil name*) has been absent from school. I attach for your information a summary of attendance indicating the days (*Pupil Name*) was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

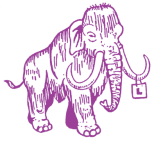
I am sure you share my concern and would wish to work with the school to improve (*Pupil Name's*) attendance. If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Vicky Solly
Headteacher

Appendix 5: Attendance Letter – Invitation to Attendance Meeting

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



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headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: *Pupil Name*

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. (*Pupil Name's*) attendance at school is currently % which means he/she has missed (*total authorised absences*) half day sessions for authorised absence and (*total unauthorised absences*) half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in (*pupil name's*) attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at?? It is important that you and (*Pupil name*) attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, please contact the school office so that an alternative time can be arranged.

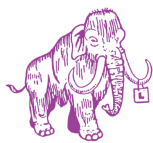
If you do not attend this meeting and (*Pupil name's*) absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Appendix 6: Attendance Letter – Response to request for leave of absence (not authorised)

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



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Nonington Church of England Primary School,
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headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: Request for leave during Term-Time, *Pupil name*

I have received your request to take (*pupil name*) out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:
agreement to each request is at my discretion, acting on behalf of the Governing Body
each case will be judged on its merits
my decision is final
leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

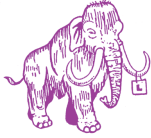
Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

Thank you for your co-operation.

Yours sincerely

Appendix 7: Attendance Letter – Response to retrospective request for leave of absence (not authorised)

The Federation of Goodnestone and Nonington Church of England Primary Schools



Headteacher: Mrs Victoria Solly
Chair of Governors: Dr Brian Jacobs



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01304 840348
headteacher@nonington.kent.sch.uk

Address of Recipient

PRIVATE AND CONFIDENTIAL

Date

Dear

Re: Request for leave during Term-Time, *Pupil name*

You failed to apply in advance for permission for (*pupil name*) to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:
agreement to each request is at my discretion, acting on behalf of the Governing Body
each case will be judged on its merits
my decision is final
leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

Yours sincerely

Vicky Solly
Headteacher

Appendix 8: KPAS guidance on Attendance Contracts

Guidance can be found here:

https://www.kelsi.org.uk/_data/assets/pdf_file/0006/155454/Attendance-contracts-guidance.pdf

Guidance should be used alongside the checklist for schools:

https://www.kelsi.org.uk/_data/assets/pdf_file/0005/155453/Attendance-contract-checklist-for-schools.pdf

Appendix 9: KPAS template attendance contract

KPAS attendance contract template can be found here:

https://www.kelsi.org.uk/_data/assets/pdf_file/0004/155452/Attendance-contract-template.pdf