



Parkside Community Foundation
Primary School

Attendance Policy and Procedure

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1. AIMS

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It 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:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 Executive Headteacher/Head of School

The Executive Headteacher/Head of School are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention with support to pupils and families
- Working with School Liaison Officers to tackle persistent absence
- Advising the Executive Headteacher/Head of School when to issue fixed-penalty notices

3.4 Class Teachers

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

3.5 School staff (admin/office)

School staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Contact parents on the first day of each absence period.

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school or to report their child's absence before 9am 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

3.7 Pupils

Pupils are expected to:

- Attend school every day on time

4. RECORDING ATTENDANCE

4.1 Attendance register

We will keep an 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 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 if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.40am and closes at 8.55am. The register for the second session will be taken after lunch.

4.2 Unplanned absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by calling the school office (see also section 7).

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 3 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/carers 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/carer notifies the school in advance and provides evidence of the appointment. This can be done by sending a request via email with an attachment or coming in to the school office. However, we encourage parents/carers 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/carer 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
- After the register has closed will be marked as absent, using the appropriate code

Pupils arriving after this time must enter school by the main entrance and report to reception where their name and the reason for lateness will be recorded.

Frequent lateness after the register has closed (U) will be discussed with parents and carers and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in June 2020, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)

Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

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:

- Send a message on SchoolComms or via email on the first day of unexplained absence to ascertain the reason. If the school do not receive a response, we will call the pupil's parent/carer on the morning of the second day of unexplained absence. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit to the pupil's address or ask the police to carry out a welfare check.
- Identify whether the absence is approved or not
- Identify the correct 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
- Call the parent/carer on each day that the absence continues with explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving their School Liaison Officer.

4.6 Reporting to parents/carers

The school will inform parents about their child's attendance and absence levels via yearly written reports.

AUTHORISED AND UNAUTHORISED ABSENCE

Approval for term-time absence

The Executive Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent or carer 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

No parent or carer will be penalised for any Covid-19 related absence.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Executive Headteacher will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see section 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 parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils 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
- Other possible 'exceptional circumstances' where the Executive Headteacher/Head of School may grant term-time holiday

5.2 Legal Sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. STRATEGIES FOR PROMOTING ATTENDANCE

- The school celebrates 100% attendance with daily class certificates
- Attendance is displayed on boards in corridors in year areas
- Assemblies are held weekly - celebrating attendance and punctuality
- Medals are rewarded to pupils who achieve 100% attendance for the year
- Challenges and incentives are held termly for pupils who achieve 100% attendance during the challenge time set
- Pupils are rewarded with Bronze, Silver and Gold certificates for 100% attendance for a term
- Rewards are decided by the class teacher for the class with the highest termly attendance.

7. ATTENDANCE MONITORING

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data fortnightly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Head of School and other school leaders to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. MONITORING ARRANGEMENTS

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

9. LINKS WITH OTHER POLICIES

This policy links to the following policies:

Safeguarding Policy and Procedure

Child Protection Policy

Positive Behaviour Policy

10. Attendance codes

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

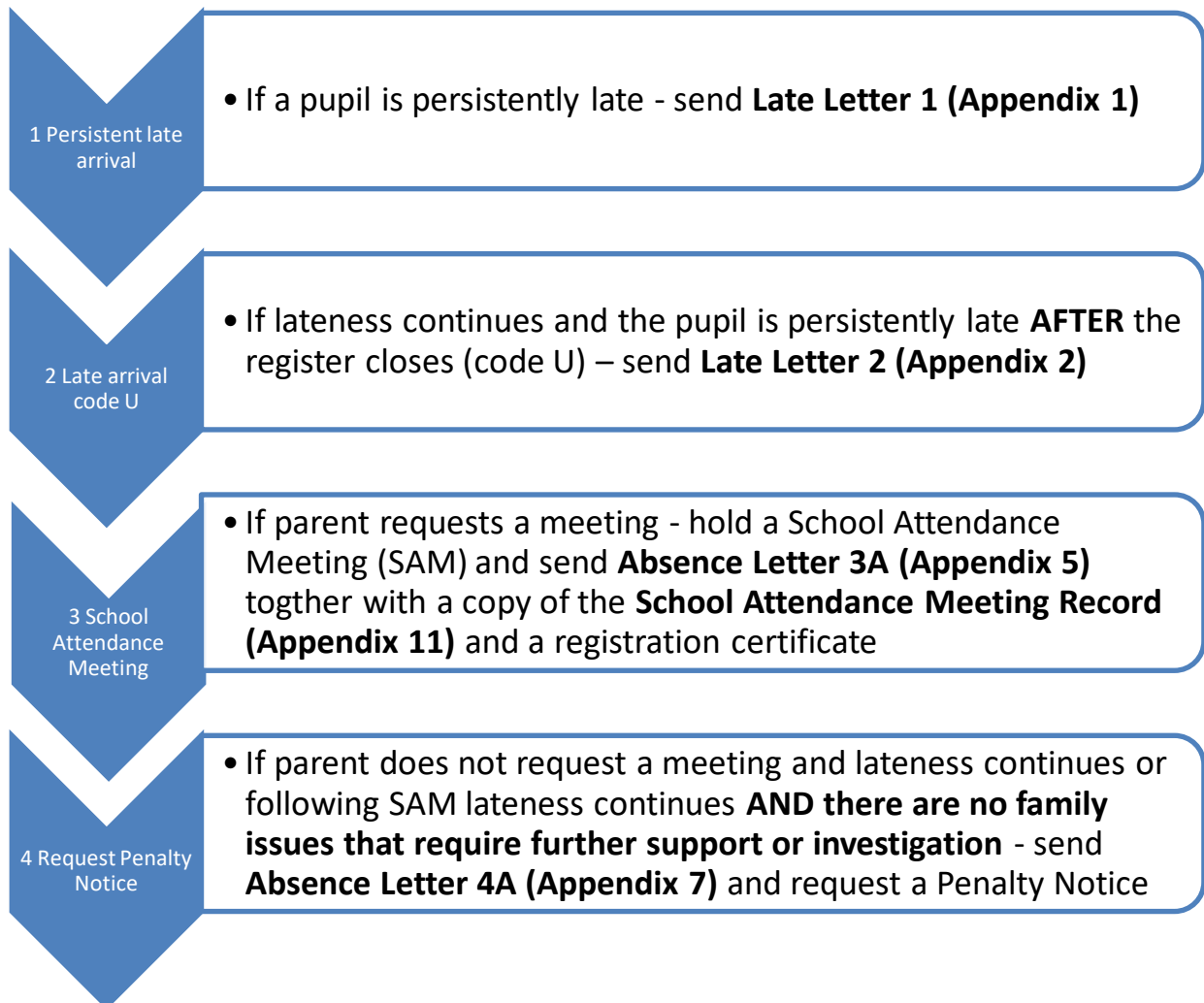
| Code | Definition | Scenario |
|------|-------------------------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|---------------------------|-----------------------------|--|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |

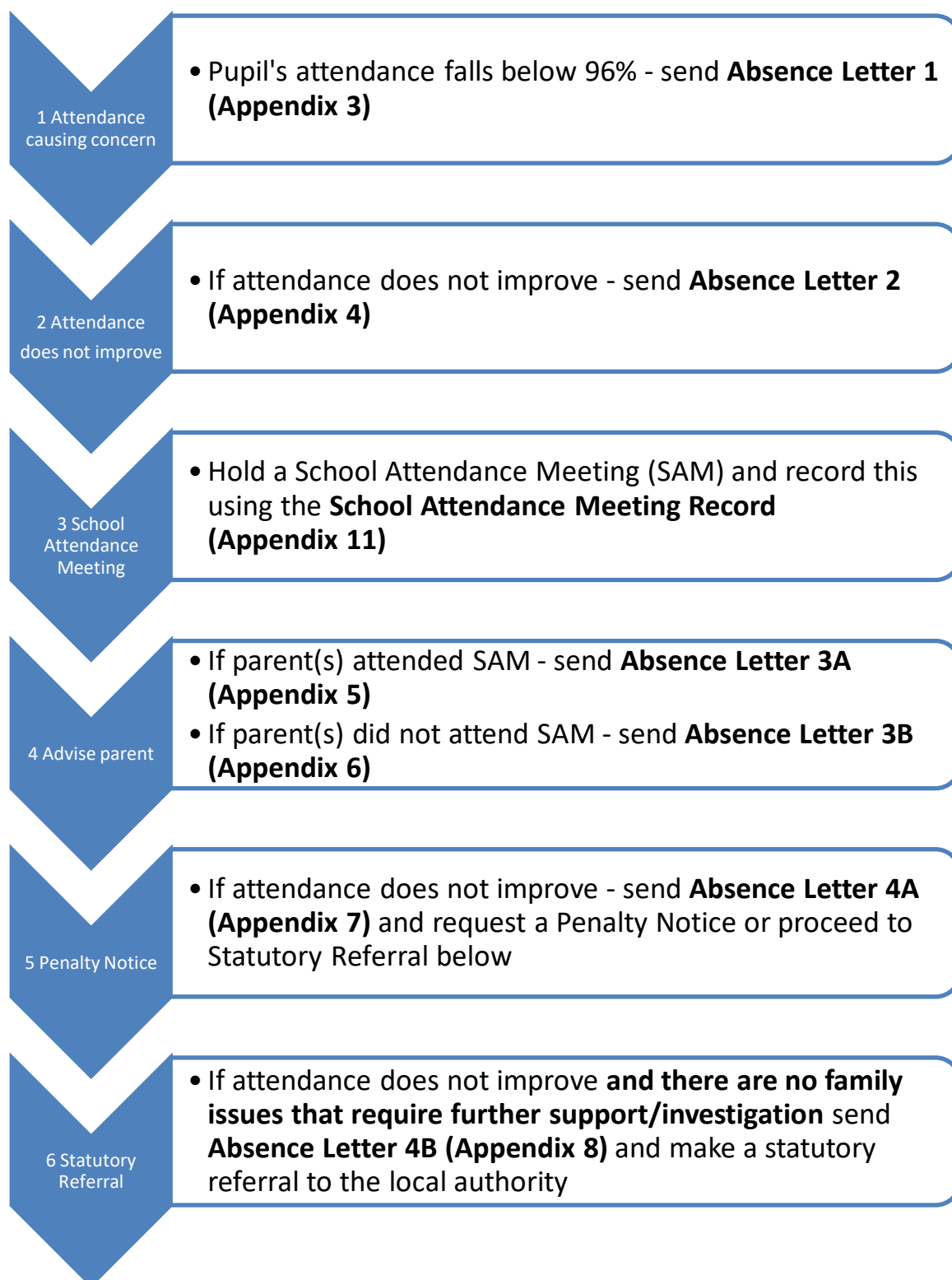
| | | |
|-----------------------------|-----------------------------------|---|
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|-------------|---|--|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Lateness Procedure



Absence Procedure



Absence for Gypsy, Roma, Traveller Pupils

Gypsy, Roma, Traveller pupils are expected to attend school in the same way as all other pupils and parents should aim for their child to achieve 100% attendance. If appropriate, send **GRT Absence Letter 1 (Appendix 9)**.

If a child has no fixed abode and the family are required to travel for the purposes of the parents' trade or business, adjustments can be made.

Requests for absence must be made in advance and a return date provided. If not, a pupil may be referred to the local authority as a Child Missing Education and could be removed from the school roll. If necessary, send **GRT Absence Letter 2 (Appendix 10)**.

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Policy adopted by Governing Body on _____

To be reviewed on _____

Signed by Executive Headteacher _____

Signed by Chair of Governors _____

Appendix 1

Late Letter 1 – concern re late arrival at school

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived late at school. Below for your information is a summary indicating the days «forename» was late:

Late before registration closed: «total_lates_before» half day sessions

Late after registration closed: «total_lates after» half day sessions

Pupils are expected to arrive by «time». All pupils who arrive late must report, with their parent (*if appropriate*), to the school office where the reason for lateness will be recorded. The pupil will be marked as late in the register.

The register will close at «time». Pupils arriving after the register has closed will be marked as late after registration and this will count as an unauthorised absence.

A pupil's lateness will seriously disrupt their learning and can 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

Appendix 2

Late Letter 2 – continued late arrival at school

Dear «salutation»

Re «forename» «surname»

Further to my letter of «date», I am writing to express my concern that «forename» continues to arrive late for school after the register closes. Below, for your information, is a summary indicating the days «forename» was late:

| | |
|----------------------------------|--|
| Late before registration closed: | «total_lates_before» half day sessions |
| Late after registration closed: | «total_lates after» half day sessions |

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

If you would like to attend a meeting to discuss the concerns about «forename»'s school attendance, please contact «staff name» using the contact details provided.

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.

Continued unauthorised absence may lead to a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

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 Local Authority.

Yours sincerely

Appendix 3

Absence Letter 1 – concern re poor attendance

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away from school, 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 «forename»'s attendance. If we can help in any way please do not hesitate to contact us.

If «forename»'s attendance continues to be irregular, then we will contact you to arrange a meeting at the school.

Yours sincerely

Dear «salutation»

Re: «forename» «surname»

I note with concern that your child's attendance at school has not improved. «Forename»'s attendance at school is currently «percentage_attendance»% 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 is having an impact on your child's education which we cannot ignore.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for «date/time». It is important that you and «forename» (*if appropriate*) attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by a member of the Senior Leadership Team/attendance monitoring team.

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged. If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action such as a penalty notice or possible prosecution.

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.

Thank you for your co-operation.

Yours sincerely

Appendix 5 Absence Letter 3A - outcome of SAM – parent(s) attended

Dear «salutation»

Re «forename» «surname»

Thank you for attending the meeting to discuss «forename»'s attendance. Enclosed with this letter is a copy of the notes made in the meeting and agreed actions.

We will continue to monitor «forename»'s attendance and I hope that «forename»'s attendance now improves and that action by the Local Authority will not be necessary.

Please note that further unauthorised absences may lead to a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

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 local authority.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Dear «salutation»

Re «forename» «surname»

You did not attend the meeting on «date» to discuss «forename»'s absence from school.

We will continue to monitor «forename»'s attendance and if there are further unauthorised absences this may lead to a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

I must advise you that 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 local authority.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Appendix 7

Absence Letter 4A – Penalty Notice requested

Dear «salutation»

Re «forename» «surname»

With reference to our letter of, «date», «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result, we will now be requesting a Penalty Notice from the Local Authority.

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 Local Authority.

I would like to also remind you that further absences from school as a result of illness require medical evidence (e.g. copy of a prescription, medical/dental appointment card). If medical evidence is not provided when required, these absences will be marked as unauthorised.

Yours sincerely

Dear «salutation»

Re «forename» «surname»

With reference to my letter of, «date», «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result, we have made a statutory referral to the Local Authority.

I would like to remind you that further absences from school as a result of illness require medical evidence (e.g. copy of a prescription, medical/dental appointment card). If medical evidence is not provided when required, these absences will be marked as unauthorised.

Yours sincerely

Appendix 9

Gypsy, Roma, Traveller Absence Letter 1 - concern re poor attendance

Dear «salutation»

«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children should achieve 100% attendance which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance does not improve.

I am unable to authorise any absence during term time unless an acceptable reason has been given, there are exceptional circumstances, or if you will be travelling for occupational purposes and have agreed this with the school in advance.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Appendix 10

Gypsy, Roma, Traveller Absence Letter 2 - absent without return date

Dear «salutation»

Re «forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from «date» as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a return date, I will refer «forename» to the local authority as a Child Missing Education.

After 20 days' absence, there may be grounds to remove «forename»'s name from the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

School Attendance Meeting

Date:

| | | |
|--|--|---------------|
| Student Name: NCY: | | D.O.B: |
| Address: | | |
| <i>Parent/Carer details</i> Full Name: Address: Tel: Attended Yes / No | <i>Parent/Carer Details</i> Full Name: Address: Tel: Attended Yes / No | |
| Other Family/Household Members: | | |
| Attendees: | | |
| Actions to date by school and other agencies: | | |
| Summary of concerns: Attendance % | | |

| |
|---|
| Additional Information: School Nursing referral required? Yes/ No Early Help involvement appropriate? Yes/ No Parenting Programme requested by parent? Yes/ No |
| Targets agreed: |
| Attendance review date: |

Failing to reach agreed targets may result in referral to the Local Authority School Liaison Officer or a request for a Penalty Notice. 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 Local Authority.

| | |
|---|--|
| I/We will do what has been agreed in this meeting. Signed: | |
| Pupil (if appropriate) | |
| Parent/carer | |
| Parent/carer | |
| School staff | |
| Agency | |

Appendix 12 Attendance Home Visit

Date of Visit:

Childs Name & Class:

Home address visited:

Visited by:

| | |
|--|--------------|
| Reason for Visit: | |
| | |
| Outcomes/further action required: | |
| | |
| Signature: | Date: |