



THE KING'S SCHOOL

GRANTHAM

Attendance Policy and Procedure

Contents

1	Aims.....	2
2	Scope and application.....	2
3	Regulatory framework.....	2
4	Publication and availability.....	3
5	Definitions and interpretation.....	3
6	Responsibility statement and allocation of tasks.....	3
7	The importance of good attendance.....	4
8	Proprietor responsibilities.....	5
9	Academy responsibilities.....	5
10	Staff responsibilities.....	5
11	Academy arrangements.....	6
12	Monitoring attendance.....	6
13	Pupil responsibilities.....	7
14	Additional needs.....	7
15	Parent responsibilities.....	8
16	Training.....	8
17	Information sharing.....	9
18	Record keeping and confidentiality.....	9
19	Version control.....	9

Appendix

Appendix 1	School arrangements.....	10
Appendix 2	Attendance register.....	16
Appendix 3	Attendance Letter 1 – Initial concern regarding attendance.....	18
Appendix 4	Attendance Letter 2 – Ongoing attendance issues.....	19
Appendix 5	Attendance Letter 3 – Failure to improve attendance (Fixed Penalty Warning and Meeting in School to discuss Attendance).....	20
Appendix 6	Attendance Letter 4 – Final Warning for Persistent Absence.....	21
Appendix 7	Attendance Letter 5 – FPN LETTER 1: GENERIC (Holidays).....	22
Attendance Letter 6	– FPN LETTER 1: GENERIC (Term Time).....	24

1 Key School contacts

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1 Aims

- 1.1 This is the attendance policy of The King's School (the **Academy**).
- 1.2 The Academy aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make their full contribution to the life of the Academy, consistent always with the needs of the Academy community;
 - 1.3.2 to prioritise and where possible improve attendance and punctuality across the Academy;
 - 1.3.3 to develop and maintain a whole school culture that promotes and demonstrates the benefits of good attendance and acknowledges that poor attendance is a potential safeguarding risk;
 - 1.3.4 to reduce the level of absence and be clear about the Academy's approach to the management of absence / non-attendance;
 - 1.3.5 to ensure poor attendance is challenged to ensure pupils are kept safe;
 - 1.3.6 to recognise and promote the principle that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.
 - 1.3.7 to help to promote a whole school culture of safety, equality, inclusion and protection.

2 Scope and application

- 2.1 This policy applies to the whole Academy.
- 2.2 This policy is designed to address the specific statutory obligations on the Academy to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Education (Pupil Registration Regulations) 2006;
 - 3.1.4 Equality Act 2010; and
 - 3.1.5 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

- 3.2 This policy has regard to the following guidance and advice:
- 3.2.1 [Working together to improve school attendance](#) (DfE, applies from September 2022);
 - 3.2.2 [Improving school attendance: support for schools and local authorities](#) (DfE, August 2022);
 - 3.2.3 [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](#) (DfE, September 2022);
 - 3.2.4 [Keeping children safe in education](#) (DfE, September 2022);
 - 3.2.5 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
 - 3.2.6 [Children missing education](#) (DfE, September 2016);
 - 3.2.7 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.8 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, September 2022);
 - 3.2.9 [Remote education guidance](#) (DfE, March 2022);
 - 3.2.10 [School suspensions and permanent exclusions](#) (DfE, September 2022); and
 - 3.2.11 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
- 3.3.1 Safeguarding and child protection policy and procedures;
 - 3.3.2 Risk assessment policy for pupil welfare;
 - 3.3.3 Missing pupil policy;
 - 3.3.4 Policy on special educational needs and learning difficulties;
 - 3.3.5 Behaviour policy.

4 Publication and availability

- 4.1 This policy is published on the Academy website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Personal Assistant to the Head during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.
 - 5.1.2 References to the **Proprietor** are references to The King's School, the Academy Trust.
 - 5.1.3 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
 - 5.1.4 **DSL** means the Academy's designated senior lead for attendance.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of

the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:

- 6.2.1 eliminate discrimination and other conduct that is prohibited by the Act;
 - 6.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - 6.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 6.3 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School.
- 6.4 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Justin Dixon [DSL/A]	As required, and at least termly
Monitoring the implementation of the policy	DSL/A	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the Academy's processes under the policy	DSL/A	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

- 7.1 The Academy recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the Academy's ethos and culture. In building a culture of good school attendance it recognises:
- 7.1.1 the importance of good attendance as a learned behaviour, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
 - 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, safeguarding wellbeing, and support for disadvantaged pupils;
 - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
 - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
 - 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 Proprietor responsibilities

- 8.1 The Proprietor will:
- 8.1.1 Promote the importance of school attendance in the Academy;
- 2 **Appoint a senior member of staff of the Academy's leadership team as DSLA to have overall responsibility for championing and improving attendance in school;**
- 8.1.2 Ensure that support for attendance, and improving attendance, is appropriately resourced, including, where applicable, through the effective use of pupil premium funding;
- 8.1.3 Ensure that the Academy's leadership team:
- (a) Fulfil their statutory duties in respect of school attendance including support and challenge around the trends or areas identified as needing to improve;
 - (b) Receive regular adequate training to discharge their duties in respect of school attendance;
- 8.1.4 Regularly review the data and reports provided by the Academy to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from: local authority area, region and nationally;
- 8.1.5 Work with Academy leaders to identify areas of focus for improvement;
- 8.2 devise specific strategies to address areas of poor attendance identified through data; and
- 8.3 monitor the impact of school-wide attendance efforts, including any specific strategies implemented.

9 Academy responsibilities

- 9.1 The Academy acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the Academy community.
- 9.2 The Academy will consistently promote the benefits of good attendance and have high expectations for every pupil and it will consult with and communicate effectively with pupils, parents and other stakeholders about this.
- 9.3 Where there are challenges to attendance, the Academy will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 9.4 The Academy will acknowledge good or improved attendance of individual pupils or cohorts.
- 9.5 The Academy will respond to lateness and / or absenteeism proactively, firmly, consistently and with care, with appropriate reference to this policy and its safeguarding and behaviour policies. It will deliver intervention in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 9.6 The Academy will allocate appropriate resources to attendance and improving attendance, including where applicable, through effective use of the pupil premium funding.
- 9.7 The Academy will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently or severely absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.
- 9.8 The Academy teaches the important of good attendance through tutor periods and assemblies.

10 Staff responsibilities

- 3 **The DSLA: The Proprietor has appointed a senior member of staff of the Academy's leadership team as DSLA to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy.**

10.1.1 The DSLA's responsibilities are:

- (a) to formulate a clear vision for attendance improvement;
- (b) to evaluate and monitor expectations and processes;
- (c) to have oversight of and analyse attendance data; and
- (d) to communicate clear messages on the importance of attendance to pupils and parents.

4 **Staff with specific responsibilities for attendance: The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.**

10.1.2 they should:

- (a) have a formal routine for registers being taken accurately each morning and afternoon;
- (b) seek explanations of absences required from pupils on their return to school;
- (c) make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the Academy;
- (d) look out for trends or patterns in a pupil's attendance and inform the DSLA of any specific concerns;
- (e) inform the DSLA of any known future absences for pupils;
- (f) deal with lateness to lessons consistently and promptly;
- (g) consider appropriate sanctions for pupils who arrive late to a lesson in line with the Academy's behaviour policies; and
- (h) discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.

5 **All staff**

10.2 The Academy ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

10.3 The Academy provides appropriate training and professional development for staff consistent with their roles and responsibilities.

11 Academy arrangements

11.1 The Academy will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the Academy's arrangements can be found in appendices 1-3.

12 Monitoring attendance

12.1 The Academy will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the Academy and develop strategies to address them. In order to achieve this it will:

12.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families;

12.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the special educational needs coordinator and designated safeguarding lead);

- 12.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- 12.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- 12.1.5 devise specific strategies to address areas of poor attendance identified through data;
- 12.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and
- 12.1.7 provide data and reports to the Proprietor to support its work.

13 Pupil responsibilities

- 13.1 School attendance is important to pupil attainment, wellbeing and development. The Academy therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- 13.2 Pupils should be aware that:
 - 13.2.1 they are expected to be present in-person for the duration of each school day;
 - 13.2.2 they are expected to punctually attend all timetabled lessons;
 - 13.2.3 they should not leave a lesson or the Academy site without permission;
 - 13.2.4 they should engage with the Academy's arrangements for recording and managing attendance as set out in this policy;
 - 13.2.5 any unexplained absence will be followed up;
 - 13.2.6 persistent or severe lateness or non-attendance will result in action being taken by the Academy. This may take the form of:
 - (a) offers of support to seek to identify and address any barriers to attendance;
 - (b) communication with parents;
 - (c) reporting to other agencies such as children's social care; and
 - (d) sanctions against them or their parents in line with the Academy's behaviour policies.
 - 13.2.7 If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they should speak to their Form Tutor or those staff identified in Appendix 1. Pupils are entitled to expect this information to be managed sensitively.

14 Additional needs

- 14.1 The Academy recognises some pupils may find it harder than others to attend school and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and work together to put the right support in place.
- 14.2 The Academy will make reasonable adjustments where a pupil has a disability that affects their ability to attend school regularly. These may include considering support or reasonable adjustments for transport, routines, access to support in school and lunchtime arrangements, and / or time limited phased returns.
- 14.3 It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities and medical conditions as appropriate e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.
- 14.4 Where barriers are outside of the Academy's control, the Academy will work with parents, pupils and external agencies/partners to identify alternative sources of support or consider, where appropriate, making a referral for early help.

15 Parent responsibilities

- 15.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 15.2 This means pupils must attend every day that the Academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy. Where permission is requested for an authorised absence, this will only be granted in exceptional circumstances, considering the specific facts, circumstances and background for the request.
- 15.3 The Academy expects Parents to:
- 15.3.1 make any application for authorised absence at the earliest opportunity and wherever possible before the start of the school day;
 - 15.3.2 ensure that their child attends school by 08.45am for morning registration and arrange their collection or travel after the close of the school day;
 - 15.3.3 notify the Academy of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 15.3.4 cooperate with the Academy to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 15.4 Parents will be given a link to this policy with the Academy's enrolment information and will be reminded of this policy when any changes are made.

16 Training

- 16.1 **Staff:** The Academy ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
- 16.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 16.1.2 the Academy's strategies and procedures for tracking, following up and improving attendance.
- 16.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
- 16.2.1 the law and requirements of schools including on the keeping of registers;
 - 16.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 16.2.3 the necessary skills to interpret and analyse attendance data; and
 - 16.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 16.3 The Academy will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.
- 16.4 The Academy maintains records of all staff training.

17 Information sharing

- 17.1 Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

18 Record keeping and confidentiality

- 18.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 18.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

19 Version control

Date of adoption of this policy	September 2022
Date of last review of this policy	November 2022
Date for next review of this policy	September 2023

Appendix 1 School arrangements

6 Managing attendance

- 6.1 The Academy monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in Appendices 2 and 3 respectively.
- 6.2 The Academy expects all pupils to be present at school for the whole of the school day, from registration at 08.45am to close at 15:45pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

7 Registration and attendance checks

- 7.1.1 Morning registration is at 08.50am. The registers will remain open for 20 minutes after the start of morning registration.
- 7.1.2 Afternoon registration will be at 13:40pm during period 4.
- 7.1.3 Registers will also be completed at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.
- 7.1.4 the Academy uses E-Registration and Attendance Management Systems.

8 Promoting attendance

- 8.1.1 In accordance with the aims and objectives of this policy and the Academy's responsibilities to promote attendance, the Academy will:
- 8.1.2 ensure that staff, pupils and their parents are informed about the benefits of attendance and the risks associated with non-attendance;
- 8.1.3 track pupil attendance and investigate unexplained absences;
- 8.1.4 manage requests for authorised absence carefully with a view to minimising any absence from School;
- 8.1.5 analyse attendance data by individual and cohort in conjunction with the Academy's DSL and DSLA.

9 Reporting absence

- 9.1.1 If a pupil is to be absent from school for any reason, the parent should contact the school by 08:45am on the first day of absence and indicate the likely date of the pupil's return to school. Parents should contact the school on each subsequent day that the pupil absent.
- 9.1.2 In the event of a late arrival of a pupil that is known (dental appointment, medical appointment etc.) the parents should send an email or letter to inform the school. The pupil should report to the School Office on arrival at the school.
- 9.1.3 In the event of a late arrival of a pupil that is unforeseen, parents should make every attempt to contact the school but where this is not possible, a note should be sent with the pupil to explain the reason for the absence. It is up to the school to decide whether it is an authorised absence.
- 9.1.4 Parents should notify the school in good time (usually not less than five working days) of any absence known in advance. Staff will then make arrangement, where possible, for any work missed to be completed at home.

10 Arrangements for reporting subsequent absence

- 11 **Absence will be recorded on the Attendance Register as set out in Appendix 3. Parents should contact the school on each subsequent day that the pupil absent.**
- 12 **Managing absence**
- 1.1 The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Master to account for the implementation of this policy.
- 1.2 The Head Master is responsible for:
- 12.1.1 Implementation of this policy at the school.
 - 12.1.2 Monitoring school level absence data and reporting it to governors.
 - 12.1.3 Discuss with parents, requests to take boys out of school during term-time.
 - 12.1.4 Supporting staff with monitoring the attendance of individual pupils.
 - 12.1.5 Requesting fixed-penalty notices, where necessary.
- 12.2 Deputy Head Master and Assistant Headteacher (Sixth Form) are responsible for:
- 12.2.1 Monitor attendance and identify any pupil who may be a cause for concern through weekly meetings with the Attendance Administration Officer.
 - 12.2.2 Discuss the attendance of pupils with each Head of Year (HOY) at the weekly HOY briefing.
 - 12.2.3 Contact and make referrals to the Local Authority as necessary and appropriate to discuss specific pupil attendance matters following discussion with the relevant HOY.
 - 12.2.4 Make referrals to the Education Welfare Service when appropriate and having discussed the pupil with the relevant HOY.
 - 12.2.5 Recommend Fixed Penalty Notices to the Head Master.
 - 12.2.6 Discuss attendance with the Head Master prior to each Governors meeting with specific reference to the school attendance targets.
 - 12.2.7 Report to the Senior Leadership Team (SLT) on attendance matters each term.
- 12.3 The Attendance Administration Officer is responsible for:
- 12.3.1 Taking calls from parents about absence and recording it on SIMS.
 - 12.3.2 Ensures that all registers are complete each morning and afternoon session.
 - 12.3.3 Contact parents if a pupil is not in school and no reason has been provided for the absence.
 - 12.3.4 Ensure that tutors and HOY are informed of any communication with parents.
 - 12.3.5 Maintain a pupil and staff signing in/out book.
 - 12.3.6 Issue the monitoring data to HOY each week, and to the Deputy Head Master and Assistant Headteacher (Sixth Form).
 - 12.3.7 Make statistical returns when required.
 - 12.3.8 Monitors attendance data across the school and at an individual pupil level.
 - 12.3.9 Produce letters/emails requesting information from parents in order to authorise absence when these have not been forthcoming.
 - 12.3.10 Arranges calls and meetings with parents to discuss attendance issues.
 - 12.3.11 Works with HOY to tackle persistent absence, including working with External agencies and Education and Inclusion officer at the Local Authority (LA) where required.

- 12.4 Heads of Year are responsible for:
- 12.4.1 Reinforce good practice in tutor meetings/briefings.
 - 12.4.2 Oversee the registration process and ensure that registers are completed accurately and on time.
 - 12.4.3 Follow up on queries from daily information on lesson registration and weekly printouts from am and pm registration.
 - 12.4.4 Monitor the attendance of pupils in their year group and analyse data each week.
 - 12.4.5 Be a point of contact for parents.
 - 12.4.6 Liaise with the Attendance Administration Officer and initiate contact with parents in cases of prolonged unexplained absence.
 - 12.4.7 Arrange a School Attendance Panel Meeting for parents of pupils whose attendance is causing concern.
 - 12.4.8 Identify and discuss with the Deputy Head Master (Year 7-11) or Assistant Headteacher (Sixth Form), any pupil who should be referred to the Local Authority.
 - 12.4.9 Ensure that long-term absentees have access to the curriculum, as far as is possible, by liaising with teachers.
 - 12.4.10 Re-integration of long-term absentees.
- 12.5 Form Tutors are responsible for recording attendance on a daily basis and:
- 12.5.1 Completing registers accurately and by 9:00am.
 - 12.5.2 Challenge suspicious or inappropriate reasons for absence. Only the school can authorise absence, a note or explanation from parents does not guarantee authorisation. If a Form Tutor does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head of Year.
 - 12.5.3 Inform their Head of Year of any concerns relating to pupil attendance.
 - 12.5.4 Mark the register in the morning (this is the responsibility of Subject teachers in the afternoon during period 4), making sure that each boy is marked either present (/) or absent (N). No registration should be left blank. A pupil who arrives late as a result of a music lesson or examination should be marked present.
 - 12.5.5 Collect letters from parents to explain absence and forward to the school office who will record the reason for absence.
 - 12.5.6 All instances of unauthorised absence should be followed up and the Head of Year informed.
 - 12.5.7 No pupil should be absent without a reason being provided. The Attendance Administration Officer will contact parents by 9.50am and insert an absent code.
- 12.6 Parents
- 12.6.1 Parents are expected to follow section 1.5 of Appendix 1. In addition, they should support their son to achieve maximum attendance.
- 12.7 Students
- 12.7.1 The school expects all pupils to attend every session that the school is open.

13 **In order to reduce persistent absence, the school will follow the procedure below:**

Stage	Action
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1	An attendance letter will be sent home to parents where appropriate
2	A phone call will be made between the Head of Year and parents to discuss why student attendance is below the expected level.
3	The head of year will invite parents into school for a meeting to discuss strategies to encourage student attendance and to outline the implications of attendance not improving. We will contact external agencies including the Education and Inclusion officer at the LA.
4	The case will be referred to the Educational Inclusion Team at the local authority. We will work with them to support each student to attend.

14 **Local Authority Procedures**

- 14.1 Children missing in education procedures;
- 14.2 The Local Authority has a duty under section 436A of the Education Act 1996 to establish the identities of children who are missing from education. These children could be not registered at a school, their family's whereabouts are unknown, or they are not attending or receiving an alternative education provision. The CME team can be contacted at CME@lincolnshire.gov.uk or 01522 782030.
- 14.3 Fixed penalties are one of the tools available to the Local Authority (LA) to tackle poor school attendance and anti-social behaviour issues. Where appropriate alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the LA.
- 14.4 Use of fixed penalty notices will be restricted to two per child per academic year. In situations where a parent meets the criteria for more than one penalty notice to be issued because there is more than one child with irregular school attendance, multiple issues may occur. Where a child resides with two parents a separate penalty notice will be issued to each parent.
- 14.5 Parents must always be forewarned of the possible issue of a fixed penalty notice by the school through a Fixed Penalty Notice Formal Warning letter. There is no restriction on the number of times a parent may receive a Formal Warning letter regarding the potential issue of a fixed penalty notice.
- 14.6 If a penalty notice is issued whether paid or not it may be used in evidence in subsequent criminal proceedings in relation to either non-school attendance or being in a public place during school hours whilst excluded from school. This includes regular patterns of term time absence such as unauthorised annual holidays.
- 14.7 The circumstances in which a Fixed Penalty notice may be issued are:
- 14.7.1 Where a child is absent from school due to unauthorised absence of 15% or above over a six-week period. This will include lateness after the close of registration.
- 14.7.2 Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion.
- 14.8 The Inclusion and Attendance Team of the LA are responsible for the administration and issue of penalty notices. Where an application for a formal warning or fixed penalty notice is accepted the LA will issue the warning or notice in writing to the parent(s) concerned and where there is more than one parent a separate written notification will be sent to each parent for each child that that the notice relates to. The notice will be sent to the parent by first class post and by email if one is provided by the school.
- 14.9 The penalty notice is presumed to be served on the parent to whom it is sent on the second working day after it was posted. If a parent pays the penalty notice within 21 days from the date it is served the sum due from the parent to discharge the penalty notice is £60.00. The

parent can still pay the notice after 21 days but the payment increases to £120 and this must be paid before 28 days have passed from the date of service. If a parent pays the amount due within the times set out then no further action will be taken. Once a penalty notice has been issued no prosecution for the non-attendance detailed in the penalty notice can be brought against the parent until the payment period of 28 days has passed and the fixed penalty has not been paid. All payments must be made to the LA.

- 14.10 There is no right of appeal against a penalty notice and a parent can either accept and pay the fine of decline payment subject to them being aware that further action may be taken by the LA if the penalty notice remains unpaid.
- 14.11 Non-payment of a fixed penalty notice is not in itself an offence. The fixed penalty notice is issued as an alternative to bringing a prosecution in the magistrates' court for the offence set out in the formal warning letter. However, if the offer of dealing with the offence as a fixed penalty is not taken up by payment of the sum due within the 28-day period then consideration will be given to issuing criminal proceedings against the parent in the magistrates' court for the non-attendance of the child.

15 **Applications for authorised absence**

- 15.1 Applications for absence during the school day e.g. for medical appointments will only be permitted if made in writing to the Head at admin@kings.lincs.sch.uk.
- 15.2 Apart from illness, no pupil should be away from school without prior permission from the Head
- 15.3 Dental or medical appointments should be made during school holidays except in cases of emergency when the School Office should be informed at admin@kings.lincs.sch.uk
- 15.4 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from school.
- 15.5 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.
- 15.6 Any application for permission for absence from school should be made by Parents or carers and addressed to the Head admin@kings.lincs.sch.uk
- 15.7 Only exceptional circumstances will warrant an authorised leave of absence from school. The Academy will consider each application for authorised absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

16 **Admission register**

- 16.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the Academy will:
- 16.1.1 maintain an admission register of pupils admitted to the Academy (also known as the school roll); and
 - 16.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points.
- 16.2 The admissions register contains specific personal details of every pupil in the Academy, including their date of admission, information regarding parents and carers and details of the school they last attended.
- 16.3 The Academy will not 'off-roll' pupils, that is, it will not remove a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal would be primarily in the interests of the school rather than in the best interests of the pupil.
- 16.4 Where the Academy notifies the local authority that the pupil's name is to be deleted from the admission register, the Academy must provide it with the following information:
- 16.4.1 the full name of the pupil;
 - 16.4.2 the full name and address of any parent with whom the pupil lives;
 - 16.4.3 at least one telephone number of any parent with whom the pupil lives;
 - 16.4.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - 16.4.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - 16.4.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

Appendix 2 Attendance register

17 Attendance register

- 17.1 Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the Academy has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.
- 17.2 The attendance of pupils of non-compulsory school age will be recorded in the same way to so attendance can be monitored, unexplained absences are investigated and the Academy can ensure their safety and welfare.
- 17.3 The Academy will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 17.4 The Academy is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 17.5 On each occasion it will be recorded whether every pupil is:
 - 17.5.1 present;
 - 17.5.2 absent;
 - 17.5.3 attending an approved educational activity;
 - 17.5.4 unable to attend school due to an exceptional circumstance.

18 Recording absence

- 18.1 Absence will be recorded as set out in 3 and 5 below using national absence codes correlating to:
 - 18.1.1 authorised absence;
 - 18.1.2 excluded (while still on the admission register);
 - 18.1.3 holiday authorised by the Academy;
 - 18.1.4 illness;
 - 18.1.5 medical or dental appointments;
 - 18.1.6 religious observance;
 - 18.1.7 study leave;
 - 18.1.8 Gypsy, Roma and Traveller absence.

19 Authorised absence from school

- 19.1 All applications for authorised absence from school should be made with reasonable notice and addressed to Head.
- 19.2 Only exceptional circumstances will warrant an authorised leave of absence. The Academy will consider each application for authorised absence individually taking into account the specific facts and circumstances and the relevant background context behind the request.
- 19.3 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is authorised to be away from school.
- 19.4 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

20 Remote education

- 20.1 The Academy is required to record all absence from in-person lessons.
- 20.2 The Academy may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the Academy site, to keep pace with their education.
- 20.3 There is no specific code for remote education and in these circumstances the attendance code used will be "authorised absence". Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

21 **Unauthorised absence**

- 21.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Academy is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
 - 21.1.1 holiday has not been authorised by the Academy or is in excess of the period determined by the Head;
 - 21.1.2 the reason for absence has not been provided;
 - 21.1.3 a pupil is absent from school without authorisation;
 - 21.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 3 Attendance Letter 1 – Initial concern regarding attendance

Dear [Name of Parent],

Your son has achieved less than 95% attendance this term which is below our minimum expectation.

Good attendance is very important so that pupils are given as much opportunity as possible academically and socially. When children are absent from school, they often find it difficult to catch up on the work they have missed and as a result are less likely to want to attend in the future.

Our analysis of the summer GCSE results has shown that students who had an attendance average of 90% scored 1 grade lower in GCSE mathematics and English compared with students who had an attendance of 95% or higher. Students who had an attendance average of 85% were on average 2 grades below their peers who had 95% attendance or higher.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our students will achieve their full potential.

Your son has had an above average amount of time off school this year. It may be that these absences have been due to illness, but it is important that we make you aware that this needs to improve over the coming term.

I would like to thank you in advance for your support and I hope to see an improvement in your son's attendance this term. Please do not hesitate to contact me should you wish to discuss anything in relation to this letter.

Yours sincerely,

Head of Year

Appendix 4 Attendance Letter 2 – Ongoing attendance issues

Dear [Parent],

I write to inform you that your son's attendance is still below our minimum expectation. This follows a letter dated _____ regarding unsatisfactory attendance.

We would ask for your support in ensuring that attendance improves over the coming weeks. I shall contact you to discuss your son's attendance. We shall also closely monitor your son's attendance and invite you into school to discuss this further if there is no improvement.

The law entitles every child of compulsory school age to a full-time education. It is the legal responsibility of every parent to make sure their child receives that education. This means that pupils must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance by the Head Master.

Where permission is requested for an authorised absence, this will only be granted in exceptional circumstances, considering the specific facts, circumstances and background for the request. Holidays during term time will be unauthorised and parents may be issued with a Fixed Penalty notice by the Local Authority.

If, following this letter, your son's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the Inclusion and Attendance team at the Local Authority for support in this matter which may include a Fixed Penalty warning for absence or lateness to school.

I look forward to working with you to explore barriers to attendance.

Yours sincerely,

Head of Year

Appendix 5 Attendance Letter 3 – Failure to improve attendance (Fixed Penalty Warning and Meeting in School to discuss Attendance)

Dear [Parent],

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT:

This letter is a Fixed Penalty Formal Warning and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period to , was absent/late on sessions out of possible half-day sessions of which were unauthorised and in addition he was late on occasions.

's attendance will be reviewed from the date of this warning, with the expectation that his attendance increases to 100% over the next 6 weeks. Failure to comply may result in a Fixed Penalty being issued.

Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

I shall be contact shortly to arrange for you to come into school to discuss strategies for improving your son's attendance.

Yours sincerely,

Head of Year

Appendix 6 Attendance Letter 4 – Final Warning for Persistent Absence

Dear [Parent],

IRREGULAR ATTENDANCE AT SCHOOL: FINAL WARNING TO PARENTS

NAME OF YOUNG PERSON:

DATE OF BIRTH:

REGISTERED PUPIL AT:

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly thereat, the parent of the child shall be guilty of an offence against that Section.

TAKE NOTICE that the Local Education Authority considers that you have been guilty of a breach of the law in that you have failed, despite this matter having been previously brought to your attention, to send regularly and punctually to school in accordance with the requirements of the Education Act 1996. In view of this you have made yourself liable to be summoned before a Magistrates Court for each alleged offence.

This warning is issued in the hope that there may be no necessity to take further steps to enforce the law. However, you are warned that if you do not cause to attend school regularly, proceedings will be taken against you. You do not have to answer this letter and may well wish to seek the advice of a solicitor.

Yours sincerely

Appendix 7 Attendance Letter 5 – FPN LETTER 1: GENERIC (Holidays)

Dear Mr (one letter to each parent)

Dear Mrs

NAME OF YOUNG PERSON:

DATE OF BIRTH:

REGISTERED PUPIL AT:

I am writing to inform you that The Education (Pupil Registration) Regulations 2006 has been amended and came into force from the 1st September 2013. The amendments have removed reference to family holiday and extended leave, as well as the statutory threshold of ten school days. Therefore the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence has now ceased.

As a result, a request for leave of absence will not be granted for the purpose of a holiday unless deemed to be 'exceptional circumstances'.

If you wish to seek approval for any request of absence for your child(ren) from School, then you must apply in writing to the Head Master, at least four weeks in advance of the request for absence. You should only then remove your child(ren) if the absence has been authorised and notified to you in writing by the school. Any exceptional circumstances must be clearly set out in the written request to the Head Master who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and/or has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.

If you have any concerns regarding this please contact:, we appreciate your cooperation in this matter.

Yours sincerely,

Head Master

Attendance Letter 6 – FPN LETTER 1: GENERIC (Term Time)

Dear [Parent]

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT:

This letter is a Fixed Penalty Formal Warning and is being sent to you because you have requested a period of absence from school for your child during term time.

During the period you have requested from to , it is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely,