



# Attendance Policy

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## **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.
- 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](#)

## **Roles and responsibilities**

### **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:
  1. The importance of good attendance
  2. That absence is almost always a symptom of wider issues
  3. The school's legal requirements for keeping registers
  4. 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 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
- 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

### **The designated senior leader responsible for attendance (Headteacher at this time)**

The designated senior leader 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 issue
- 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 the headteacher and can be contacted via [ngarvey@eythorne-elvington.kent.sch.uk](mailto:ngarvey@eythorne-elvington.kent.sch.uk)

### **The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- 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 the office manager and can be contacted via email [suyl@eythorne-elvington.kent.sch.uk](mailto:suyl@eythorne-elvington.kent.sch.uk)

### **Class teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9:00am each day

### **School office staff**

School office staff will:

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

### **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
- Call the school 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

- Ensure that holidays are taken in non-term time
- Seek support, where necessary, for maintaining good attendance, by contacting the headteacher

## **Pupils**

Pupils are expected to:

- Attend school every day, on time

## **Recording attendance**

### **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 at the start of the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (See Appendix 1 for the DfE attendance codes), whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent using appropriate code for reason of absence See Appendix 1 for the DfE attendance codes
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will be made on SIMS: See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age 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.

### **Eythorne Elvington Primary School Registration Timings**

The school doors open at 8:30am for all classes.

Registration opens at 8:50am and closes again at 9am when all registers are submitted on SIM.

Children arriving between 9am and 9:20am will enter through the school office and will be marked as late (Code L).

Any children arriving after 9:20am will be marked as an unauthorized absence (Code U).

The register for the afternoon session opens at 1pm and closes at 1:05pm.

### **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 9:00am or as soon as practically possible, by calling the school office

staff, who can be contacted 01304 830376 or [admin@eythorne-elvington@kent.sch.uk](mailto:admin@eythorne-elvington@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.

### **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. Evidence of the appointment may be requested by the school e.g. copy of the letter or screenshot of the appointment notification. 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.

### **Lateness and punctuality**

A pupil who arrives late:

- After the register has closed pupils will be marked as absent, using the appropriate code
- If a child is regularly late, the parents will be given a notice to improve letter

### **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 contact police.
- 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: issue a notice to improve, penalty notice or other legal intervention

## **Reporting to parents**

The school will regularly inform parents (see definition of 'parent') about their child's attendance and absence levels at the end of each term.

## **Authorised and unauthorised absence**

### **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 ➤ 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.

Holidays: The DfE does not consider a need or desire for a holiday in term time to be an exceptional circumstance. Therefore holidays will be noted as unauthorised absences (Code G).

The following reasons will also not be authorised. Note this list is not exhaustive and other reasons will be subject to scrutiny by the Headteacher on a case by case basis:

- Poor weather (except school directed closure);
- Shopping trips;
- Birthday and family treats;
- Theatre trips;
- Going out for the day;
- Travelling time to and from a holiday destination;
- A child or family member's birthday;
- Attending a wedding or other celebration;
- Closure of a sibling's school or class (for example because of strike action);
- Illness where the child is considered well enough to attend school;
- Unable to get up in the morning;
- Arriving to school late after registers close at 9am;
- A sibling is ill and missing school;
- Confusion over school dates

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

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

Request forms can be found on the school website. Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The Headteacher may request 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
- 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)

### **Education off site**

The school can allow pupils to be absent for the following reasons:

- To attend an offsite school-approved educational activity
- For pupils who are dual registered to attend their other school
- To attend provision arranged by the local authority e.g. alternative provision or as part of an EHCP
- To participate in a school-approved sporting activity, community work or agricultural activity

### **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 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 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. (See letter in Appendix 6)

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

### **Reducing persistent absence**

The school's procedures for targeting persistent absence:

- 95 – 100% attendance – the administrator will monitor school attendance termly
- 90 – 95% attendance – the administrator will investigate and notify the Headteacher of any concerns.
- Below 90% - school intervention letters/meeting with parents/carers.
- Where the level of absence has not improved and there are unauthorised absences the school will consider an issuing a Notice of Improvement

- The school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

### **Strategies for promoting attendance**

Parents are reminded of the importance of high attendance when joining the school and at the beginning of every school year. Good attendance is recognized and rewarded in the following means:

- Soft starts for all children, school doors open at 8.30am
- Option of Breakfast Club for children to attend
- Sensory room available for SEN pupils to start their day off
- Attendance shared on reports 3 x a year
- Children with 100% attendance across the course of a school week will receive a raffle ticket to be used in weekly, termly and end-of-year reward draws.
- Termly emails home for those with a termly average attendance of 97% or greater
- Termly certificates for those children who managed 100% attendance during the term.

### **Supporting pupils who are absent or returning to school**

#### **Pupils absent due to complex barriers to attendance**

Headteachers will meet with pupils at risk of persistent or severe absence and their parents to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support.

#### **Pupils absent due to mental or physical ill health or SEND**

Headteacher will meet with pupils at risk of persistent or severe absence and their parents to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. As a last resort a part time timetable may be considered for a short period of time.

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.

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

Headteacher to meet with the student and a family member before they start back to discuss their concerns and agree a plan for their first day. This can help alleviate anxiety. The school will arrange peer support and inform teachers of any special requirements. We will use the meeting to update or complete an Individual Healthcare Plan.

## **Attendance monitoring**

### **Monitoring attendance**

The school will monitor attendance and absence data (including punctuality), weekly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

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

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

Letters will be sent out to parents whose attendance is causing concern and therefore the school are monitoring closely. Letters will also be sent out each term to parents which strong attendance or improved attendance figures.

### **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of 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

### **Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis➤ Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to facilitate discussions with pupils and families, and to the governing board and school leaders (including SENCO and designated safeguarding 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

### **Reducing persistent and severe absence**

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- 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

### **Monitoring arrangements**

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

### **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.

- / Present (AM)**
- \ Present (PM)**
- B Education off site (not dual registration)**
- C Other authorised circumstances**
- C1 Absence for a regulated performance or employment abroad**
- C2 Pupils on part-time timetables**
- D Dual registration**
- E Excluded**
- G Family holiday (not agreed)**
- J1 Leave of absence to attend an interview for employment or admission to another education institution**
- K Education provision arranged by a local authority, rather than the school**
- L Late (before register closes at 9.15am or 1.30pm)**
- M Medical/Dental appointments**
- N No reason yet provided for absence**
- O Unauthorised absence**
- P Approved sporting activity**
- Q Pupils unable to attend school due to lack of access arrangements**
- R Religious observance**
- S Study Leave**
- T Traveller absence**
- U Late (after registers closes at 9.15am or 1.30pm)**
- V Education visit or trip**
- W Work experience**
- X Non-compulsory school age absence**
- Y1 Unable to attend - Absence due to transport normally provided not being available**
- Y2 Unable to attend - Widespread disruption to travel**
- Y3 Unable to attend - Part of school closed**
- Y4 Unable to attend - Unexpected whole school closure (different from # for planned closures)**
- Y5 Unable to attend - Pupils in the criminal justice system**

- Y6    Unable to attend - Absence due to public health guidance or law Y7**
- Unable to attend - Any other unavoidable cause**
- All should attend / No mark recorded**

## **Appendix 2 – Late Letter (Attendance code L)**

Dear «Name»

Re: «Pupil's name»

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

At Eythorne Elvington Community Primary School the register is open at 8.50am and closes at 9am. After 9am, any children arriving will need to come through the school office and will be marked as late.

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,

Headteacher

### **Appendix 3 Late Letter (Attendance Code U)**

Dear «Name»

Re: «Pupil's name»

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

At Eythorne Elvington Community Primary School the register opens at 8.50am and closed at 9am. From 9am any child arriving at school will receive a late mark in the register (Code L). From 9.20am – 30 minutes after the register opened, children arriving beyond this time 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 Notice of Improvement, referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «Name» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely,

Headteacher

## **Appendix 4 Absence Letter**

Dear «Name»

Re: «Pupil's name»

I am writing to express my concern over the number of occasions that «Name» has been absent from school. «Name» current school attendance is X%.

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 «Name»'s attendance.

If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Headteacher

## **Appendix 5 School Attendance Invite to a Meeting**

Dear «Name»

Re: «Pupil's name»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «Name»'s attendance at school is currently «Number» % which means he/she has missed «Number» sessions. or «Number» days. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «Name»'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card.) If medical evidence is not provided, 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 «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»

«Name»

If this appointment is inconvenient, I would be grateful if you could contact me on «Telephone number» so that an alternative time can be arranged.

If you do not attend this meeting and «Name»'s absence continues to deteriorate, a referral may be made to the Inclusion and Attendance Service.

Thank you for your co-operation.

Yours sincerely

Headteacher

## **Appendix 6 Notice of Improvement (10 or more unauthorised sessions)**

Dear «Name»

Re: «Pupil's name» – Notice of Improvement

At «School Name» School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

«Name»'s attendance at school is currently «Number» % which includes 'Number' unauthorized sessions from the '(date to 'date)'. We have enclosed a copy of their registration certificate.

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 would refer you to our Attendance Policy and The School Attendance (Pupil Registration) (England) Regulations 2024 regarding parent's responsibility for their child's school attendance.

We have provided the following support to help improve XXX attendance:

xxxxxxx

We therefore invite you to a meeting on XXXX to discuss the Notice of Improvement and what support we can give you to meet this notice.

The Notice of Improvement timeframe will run from XXXXXX for 4 weeks. Medical evidence will need to be provided for any absence due to ill health. This can be in the form of a doctor's letter, appointment letter or evidence of attending a medical appointment. If XXX has any further unauthorised absences within this period we may request a Penalty Notice be issued or prosecution considered. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days and this is your first penalty notice within a 3 year rolling period. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

We look forward to seeing you on XXX

Yours sincerely

Headteacher

## **Appendix 7 Penalty Notice Warning (not holiday absence)**

Dear «Name»

Re: «Pupil's name»

At «School Name» School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised sessions («Number» days ). I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 10 week period.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £160, reduced to £80 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 LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me. If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Headteacher

## **Appendix 9 Holiday Refusal (under 10 sessions in last 10 week period)**

Dear «Name»

Re: «Pupil's name» Request for leave during Term-Time

I have received your XXXXXX advising us that you are taking XX and XX out of school for a family holiday between XXX to XXX, a total of XXX school sessions (XX days).

I refer to The School Attendance (Pupil Registration) (England) Regulations 2024 and the school Attendance Policy 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. Please can I refer you to our attendance policy and regulations which states that 10 school sessions (5 school days) of unauthorised absence in the last 10 school weeks may result in a penalty notice being requested. This may come in to force should there be any further unauthorised absence.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days and this is your first penalty notice within a rolling 3 year period. 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

Headteacher