

Attendance policy

Luddenham School



EVERY CHILD CAN ACHIEVE

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| Written by: | Claire Vincett Taken from the Key Model policy updated Sept 2025 | Date: Autumn 25 |
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Contents

| | |
|--|----|
| 1. Aims | 2 |
| 2. Legislation and guidance | 2 |
| 3. Roles and responsibilities | 3 |
| 4. Recording attendance..... | 6 |
| 5. Authorised absence | 7 |
| 6. Strategies for promoting attendance | 8 |
| 7. Supporting pupils with poor attendance | 9 |
| 8. Supporting pupils who are absent or returning to school | 10 |
| 9. Attendance monitoring | 11 |
| 10. Monitoring arrangements | 13 |
| 11. Links with other policies | 13 |
| Appendix 1: attendance codes | 14 |
| Appendix 2-10 Template letters | |
| Appendix 11 - Support Plan template | |
| Appendix 12 Morning absence flow chart | |
| Appendix 13 - Managing persistent absence | |

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- 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.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) 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 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The [Equality Act 2010](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Ofsted's 2025 framework toolkit](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

3.11 Curriculum and Standards Committee

The curriculum and standards committee are responsible for:

- Evaluate pupil attendance data across the school and report to the full board

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance

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

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

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Claire Vincett and can be contacted via headteacher@luddenham.kent.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- 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

The attendance officer is Claire Vincett and can be contacted via headteacher@luddenham.kent.sch.uk

3.5 Class Teacher

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 on the same day.

3.6 School office staff

School office staff will:

- Monitor the use of the reporting system Studybugs to monitor absence
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the headteacher/family liaison officer where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

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

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

Parents are expected to:

- Make sure their child attends every day on time
- Report their child's absence using Studybugs 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. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting family liaison officer, , who can be contacted via 01795 532061 option 2

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

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

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

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

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

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

Pupils must arrive in school by 9.00am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.15am. The register for the second session will be taken at 1.00pm and will be kept open until 1.15pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01795 532061 / office@luddenham.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 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.

4.3 Planned absence

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

Notifying the school of this type of absence is done by calling the above number or emailing the school office.

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. See 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 at 9.15am/1.15pm will be marked as late, using the appropriate code L
- After the register has closed will be marked as absent, using the appropriate code U

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:

- 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 or conduct a home visit. A home visit will be made by two members of staff to ensure the safety and welfare of the child and is completed with the best intentions.
- 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
- Where relevant, report the unexplained absence to the pupil's social worker and/or 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 we may issue a notice to improve, penalty notice or other legal interventions. (See section 7 below) as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see the definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via seasonal term reports and verbally at parents evening appointments.

5. Authorised absence

5.1 Approval for term-time absence

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as:

Rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least one week in advance before the absence, and in accordance with any leave of absence request form, accessible [Late/Absence Procedures | Luddenham School](#). The headteacher may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

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

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

We work closely with parents on a one-to-one basis to develop strategies for improving attendance, as each child's circumstances are different. We do not publicly discuss attendance as it's not the child who decided if they come to school or not, but the parent/carer.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

7.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice 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.

A notice 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.

It 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, or prosecution considered, 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

7.4 Penalty notices

The headteacher (or a deputy headteacher, authorised by 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, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

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

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority through discussion with our KPAS officer.

8.2 Pupils absent due to mental or physical ill health

We would focus on discussing the individual circumstance with the parent/carer and possibly the KPAS officer if appropriate to discuss possible next steps to improve attendance.

8.3 Pupils absent due to other barriers to attendance

- Having SEND
- Being disadvantaged

- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

The initial focus will be on working with parents/carers to discuss possible reasonable adjustments and/or interventions that could support the child to attend more regularly. Regular monitoring of these children should mean that interventions and support are timely and appropriate, well-chosen and targeted. A note of what has been agreed will be captured on the child's CPOMs record (Child Protection Online Monitoring System)

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

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

To ensure that reintegration back into school is as successful as possible the school will:

- Liaise with the parents/carers to gather context and information to consider whether any reasonable adjustments need to be made, which could include a reduced timetable, risk assessment.
- Any amendments will have an agreed time frame, but no longer than 8 weeks where the aim would be for full time education.
- A plan will also be shared with class teachers so they can make the necessary adjustments to support learning in the classroom.

8.5 Prolonged absence for children in EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy ([Policies | Luddenham School](#))) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

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

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

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

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

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

9.2 Analysing attendance

The school will:

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

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs coordinator (SENCO), designated safeguarding leads (DSLs) and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

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

The 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 (see section 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum [insert frequency] by [name/job title of individual]. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting pupils with medical conditions
- Pupil Mental Health and Wellbeing
- EYFS Policy

Appendix 1: attendance codes

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

| Code | Definition | Scenario |
|--|---|--|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| Attending a place other than the school | | |
| K | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V | Attending an educational visit or trip | Pupil is on an educational visit/trip organised or approved by the school |
| P | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| W | Attending work experience | Pupil is on an approved work experience placement |
| B | Attending any other approved educational activity | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| Absent – leave of absence | | |
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| J1 | Interview | Pupil has an interview with a prospective employer/educational establishment |
| S | Study leave | Pupil has been granted leave of absence to study for a public examination |

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| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| Absent – other authorised reasons | | |
| T | Parent travelling for occupational purposes | Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| Absent – unable to attend school because of unavoidable cause | | |
| Q | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| Y1 | Transport not available | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| Y3 | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| Y4 | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| Y5 | Criminal justice detention | Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or |

| | | |
|--------------------------------------|---|---|
| | | <ul style="list-style-type: none"> • Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – Unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| O | Absent in other or unknown circumstances | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |
| Z | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| # | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

Appendix 2 – Process for supporting attendance

| Date | Support | Staff Member | Description |
|--|----------------------|--|---|
| Term 1 All terms Daily monitoring of pupils with less than 95% attendance Monitoring of data and termly analysis of all data | On-going observation | Class Teacher Family Liaison Officer FLO/ Office Manager Senior Attendance Champion | Class teachers will keep an eye on attendance/ punctuality and have quick catch-ups with parents and their children where there is an immediate concern. FLO may call/ speak to parents to check in and support where needed |
| October | Data analysis | Senior Attendance Champion | SLT will analyse data and share the names and details of those pupils with attendance concerns with class teachers, through teaching and Learning Reviews |
| November | Parent consultations | Class Teacher | Class teachers will share the attendance figure for the year so far with parents and discuss any concerns. |
| December | Data analysis | Senior Attendance Champion | SLT will analyse data and share the names and details of those pupils with attendance concerns with class teachers, through teaching and Learning Reviews |
| January | Individual Meetings | Family Liaison Officer/ Senior Attendance Champion | Class teachers will arrange to meet with parents of those pupils identified as a concern to discuss the issues. (See agenda, script and strategies sections below) |
| February | Data analysis | Senior Attendance Champion | SLT will repeat the analysis process above, highlighting improvements/new pupils of concern. |
| March | Parent consultations | Class teacher | Low level concerns will be discussed at these meetings. Higher level concerns will be discussed at separate meetings after Easter. |
| April | Data analysis | Senior Attendance Champion | SLT will repeat the analysis process above, highlighting improvements/new pupils of concern. |
| April | Individual Meetings | Family Liaison Officer/ Senior Attendance Champion | Class teachers will arrange to meet with parents of those pupils identified as a concern to discuss the issues. (See agenda, script and strategies sections below) |
| May | Data analysis | Senior Attendance Champion | SLT will repeat the analysis process above, highlighting improvements/new pupils of concern. |
| End of Term 5 | Data analysis | Senior Attendance Champion | SLT to analyse data and ascertain impact of support and actions. To be shared with class teachers. |

| | | | |
|----------|--------------------------|---|---|
| Term 6 | Transition meetings | Class teachers and Teaching Assistants | Attendance / punctuality concerns to be shared as part of transition discussions. |
| Annually | Targeted support meeting | Senior Attendance Champion and Office manager | Meeting to discuss schools' approach to attendance and next steps to improve this if applicable |

Appendix 3 – Letter 1, bringing attention to attendance concern



EVERY CHILD CAN ACHIEVE

Address

Date

Dear

Re: Name and class

We would like to draw your attention to name's attendance and would like to work with you to improve this. I have attached a summary of his/her attendance data for your information.

At Luddenham, we really want every child to be in school every day but do understand that illness can affect attendance. When a child is absent it really impacts their learning, they miss out on teaching while they are away and are less prepared for future lessons when they return.

We would like to advise you that if a child's attendance remains poor, we may request supporting evidence for absences and appointments, as per our attendance policy.

We want to work with all families to support their child's attendance and encourage you to contact us, if we can assist further.

Yours sincerely

Claire Vincett
Headteacher

Appendix 4 – Letter 2, requiring medical evidence



EVERY CHILD CAN ACHIEVE

Address

Date

Dear

Re: Name and class

As you know from our previous letter, we have a concern regarding your child's attendance. We have noticed that their attendance has not improve since we last wrote to you.

We outlined in that letter, that we may require evidence of illness before any future illnesses are authorised. Therefore, from now on, if your child is unwell, please can provide evidence of the reason. This is likely to be confirmation of a doctor's appointment or prescription but could be something else.

At Luddenham, we really want every child to be in school every day and do understand that illness can affect attendance. When a child is absent it really impacts their learning, they miss out on teaching while they are away and are less prepared for future lessons when they return. If your child's attendance continues to not improve, then we will invite you in for a meeting to discuss how we can work together to make improvements to this.

We want to work with all families to support their child's attendance and encourage you to contact us, if we can assist further.

Yours sincerely

Claire Vincett



Appendix 5 – Letter 3, requesting meeting re attendance concern

Address

Date

Dear

Child's name and class

I am writing to update you with regards to **child's name** attendance, which is currently ??%.

We understand that some illness is unavoidable, however, we encourage our students to maintain a minimum of 96% attendance

I would therefore like to invite you to meet with me in order that we can discuss strategies to further support **child's name** to attend school regularly.

Please contact me on headteacher@Luddenham.kent.sch.uk to arrange a convenient time.

Yours sincerely

Claire Vincett
Headteacher



EVERY CHILD CAN ACHIEVE

Appendix 6 – Letter re unauthorised absence

Address

Date

Dear

Request for leave of absence during Term

Time Child's name and class

I have received your **email/written request** to take **child's name** out of school for a **xxx** on **xxx**, a total of **xxx** school sessions each.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for leave of absence in term-time will **not** be authorised as the Regulations only allow absence to be authorised absence (leave) in "exceptional circumstance." Department for Education guidance starts that, *'Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.'*

We expect pupils to attend school every day when the school is open and where there are 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period, a penalty notice must be considered.

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Board of Trustees
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered the request but I am writing to confirm that the leave will not be authorised. If you decide to take **child's name** out of school the Attendance Service may issue a Penalty Notice. For your information Penalty Notices are issued to **each parent/carer** 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. Failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Attendance Service.

Yours sincerely

Claire Vincett
Headteacher



Appendix 7 – Letter re lateness notification

Address

Date

Dear

Child's name and class

At Luddenham, we have high expectations of attendance and punctuality from all pupils. We strive for every child to be in school each day and on time. Regular attendance is essential to ensure children reach their potential both academically and socially.

Following a review of the year group's punctuality, we are writing to parents of those children whose punctuality is below expectations.

Child's first name has been late on a number of occasions, and as a result missed **x minutes** of school, and valuable learning time, this academic year. Persistent lateness can be distressing for the child, is disruptive to the class, and can affect learning as much as absence.

We are keen to work with you and to understand if there are any barriers to arriving on time or reasons for lateness, so we can together support your child, to ensure they reach their potential. If you would like to discuss the situation further, please do let me know and we can arrange to meet or have a phone conversation.

The school gates open at 08:30 and close at 09:00. The official start of school is 09:00. Pupils must arrive in school by 09:00.

We are also obliged to inform you that we may request the support of our Attendance Officer at the Local Authority to identify and support with persistent lateness.

If you have any questions, or there is anything you wish to discuss, please do not hesitate to contact the school.

Yours sincerely

Claire Vincett

Headteacher



Appendix 8 – letter re meeting request to support lateness

Address

Date

Child's name and class

Dear

At Luddenham School, we have high expectations of attendance and punctuality from all pupils. We strive for every child to be in school each day and on time. Regular attendance is essential to ensure children reach their potential both academically and socially.

Following a review of the year group's punctuality, we are writing to parents of those children whose punctuality is below expectations.

Child's first name has been late on a number of occasions, and as a result missed **x minutes** of school, and valuable learning time, this academic year. Persistent lateness can be distressing for the child, is disruptive to the class, and can affect learning as much as absence.

We are keen to work with you and to understand if there are any barriers to arriving on time or reasons for lateness, so we can together support your child, to ensure they reach their potential. We would like to arrange a meeting with you in school. **Please can you reply with your availability.**

The school gates open at 08:30 and close at 09:00. The official start of school is 09:00. Pupils must arrive in school by 09:00.

We are also obliged to inform you that we may request the support of our Attendance Officer at the Local Authority to identify and support with persistent lateness.

If you have any questions, or there is anything you wish to discuss, please do not hesitate to contact the school.

Yours sincerely,

Claire Vincett

Headteacher



Appendix 9 – Letter re worries

Address

Date

Child's name and class

Dear Parent/Carer of {Pupil Name}

{Pupil Name} was absent for {#} lessons due to exam worries so far this school year.

We know that parents worry about their children's mental health. Parents and carers must remember that mild anxiety, whilst sometimes a difficult emotion, is normal. In many instances, attendance at school may serve to help with the underlying issue more than being away from school, which might exacerbate it. Rather than keeping {Pupil Name} away from school during this time we would much rather you encourage your child to attend school and you let us know about your worries so that we can work together on supporting your child.

It is important to us that all children feel safe and supported when attending school and we are keen to work with you to ensure that {Pupil Name} feels this way when attending school.

We would love to meet with you to discuss avenues for support. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards,

Claire Vincett

Headteacher

Appendix 10 – notice to improve letter

Address

Date

Dear

Child's name and class

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence. You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including *(delete as appropriate)*:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. **Reasonable Adjustments.** The school offered your child temporary changes to their normal timetable to support improved attendance,
5. **Improving Attendance Contract.** The school agreed a contract with you to improve your child's attendance. This included actions that both the school and you as a parent committed to.
6. **Referrals to external agencies:** The school referred your child to external agencies so they could access additional support.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details. **You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued / a referral may be made to the Local Authority requesting they issue you with a Penalty Notice. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days if this is the first offence.**

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Yours sincerely

Claire Vincett (Headteacher)

Appendix 10 – Attendance support plan

Attendance Support Plan (Initial meeting)

| | | | |
|--|---|--|----------------|
| Date of meeting: | Time of meeting: | Face to face or virtual: | |
| Chair of meeting: | Role of Chair: | Lead professional for parenting contract: | |
| | | | |
| Pupil name: | Pupil DoB: | Year Group: | School: |
| Pupil address: | | | |
| Pupil's attendance % (Sep to present): | Authorised absence % (Sep to present): | Unauthorised absence % (Sep to present): | |
| Parent / carer (1) full name: | | Parent / carer (2) full name: | |
| Parent / carer (1) address (if different from pupil): | | Parent / carer (2) address (if different from pupil): | |
| Parent / carer (1) Date of birth: | | Parent / carer (2) Date of birth: | |

| MEETING PARTICIPANTS | | | |
|---|----------------------------------|------------------------|---|
| Full name | Role (School, Parent etc) | Present (Y / N) | Contact number and email address |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| BARRIERS TO ATTENDANCE: What are the reasons for the pupil's absences? | | | |
| | | | |

REQUIREMENTS FOR PARENT(S): What do/does parent(s) need to do to help unblock the barriers to the pupil's attendance?

| Action point | Action to be taken | Who may be able to help with this? | When will this need to be done by? |
|---------------------|---------------------------|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

VOICE OF THE PUPIL: What does the pupil feel they can do to help? *(If the pupil attended the meeting and they are age and ability appropriate to be able to participate).*

SUPPORT FROM SCHOOL

| Action point | Support to be provided and for whom is it? | Which action in the requirements for parent(s) section does this relate to? | When will this be put in place or completed? |
|---------------------|---|--|---|
| 1 | | | |
| 2 | | | |

| | | | |
|---|--|--|--|
| 3 | | | |
| 4 | | | |
| 5 | | | |

SUPPORT FROM SERVICES OUTSIDE OF SCHOOL (i.e., multi-agency teams such as Early Help)

| Action point | Support to be provided and for whom is it | Which action in the requirements for parent(s) section does this relate to? | When will this be put in place or completed? |
|---------------------|--|--|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| | | | |
|---|--|--|--|
| 5 | | | |
|---|--|--|--|

ANY OTHER COMMENTS FROM PARTICIPANTS PRESENT:

Parental consent to information sharing: I/we understand that information about me/us has been and will continue to be collected by schools and local authority services (where relevant) to assess and provide appropriate support. I understand the school and/or local authority may also use this information for monitoring and safeguarding purposes and information could be shared with external agencies and service providers, without parental consent.

A copy of this parenting contract will be circulated to all participants present as well as any relevant professionals unable to attend the meeting. As stated in part (7), section 19 of the [Anti-social Behaviour Act 2003 a parenting contract](#) must be signed by parent(s) and signed on behalf of the governing body, therefore this contract may be viewed by the chair of governors.

Additional information for schools parents and local authorities about parenting contracts can be found in Department for Education guidance, including [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#).

PARENT DECLARATION

By signing this contract, I agree to comply with the requirements for parent(s) specified within it for the duration the contract runs.

I am aware that refusal to commit to meeting the expectations set out in this contract may result in its termination and other routes being pursued by the school, including a referral to the local authority which could subsequently lead to prosecution in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision.

PARENT (1)**SIGNATURE:**

.....

PRINT NAME:**RELATIONSHIP TO PUPIL:****DATE:****PARENT (2)****SIGNATURE:**

.....

PRINT NAME:**RELATIONSHIP TO PUPIL:****DATE:****SCHOOL DECLARATION**

By signing this contract, I agree to provide support to the parent(s) to help achieve the requirements as outlined above and that a signature by a member of school staff is made on behalf of the governing body as set out in section 19 of the [Anti-social Behaviour Act 2003 part \(7\)](#).

| NAME | JOB TITLE | SIGNATURE | DATE |
|------|-----------|-----------|------|
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| | | | | | | |
|------------------------------|--|--|------------------------------|--|----------------------------------|--|
| Date of next meeting: | | | Time of next meeting: | | Location of next meeting: | |
|------------------------------|--|--|------------------------------|--|----------------------------------|--|

PARENTING CONTRACT (Review meeting)

| | | |
|-----------------------|--------------------------|--|
| Review number: | Date of meeting: | Time of meeting: |
| Location: | Chair of meeting: | Lead professional for parenting contract: |

MEETING PARTICIPANTS

| Full name | Role (School, Parent etc) | Present (Y / N) | Contact number and email address |
|-----------|---------------------------|-----------------|----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | |
|--|--|--|
| Pupil's attendance % (Sep to present): | Authorised absence % (Sep to present): | Unauthorised absence % (Sep to present): |
| Attendance % change since previous meeting: | Authorised absence % change since previous meeting: | Unauthorised absence % change since previous meeting: |

REVIEW OF PREVIOUS REQUIREMENTS

| No | What was the requirement? | Who was helping to achieve the requirement? | Was the requirement achieved? | What is needed next? (If requirement not achieved) |
|----|---------------------------|---|-------------------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

ADDITIONAL COMMENTS FROM PARTICIPANTS:

DECLARATION

For parents, a signature is acknowledgement that failure to comply with the requirements set out without justifiable reasons may result in the contract being terminated and other routes being pursued, including prosecution by the local authority in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision.

For schools, a signature by a member of staff is made on behalf of the governing board as detailed in part (7), section 19 of the [Anti-social Behaviour Act 2003](#)

| FULL NAME | ROLE | SIGNATURE | DATE |
|-----------|------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

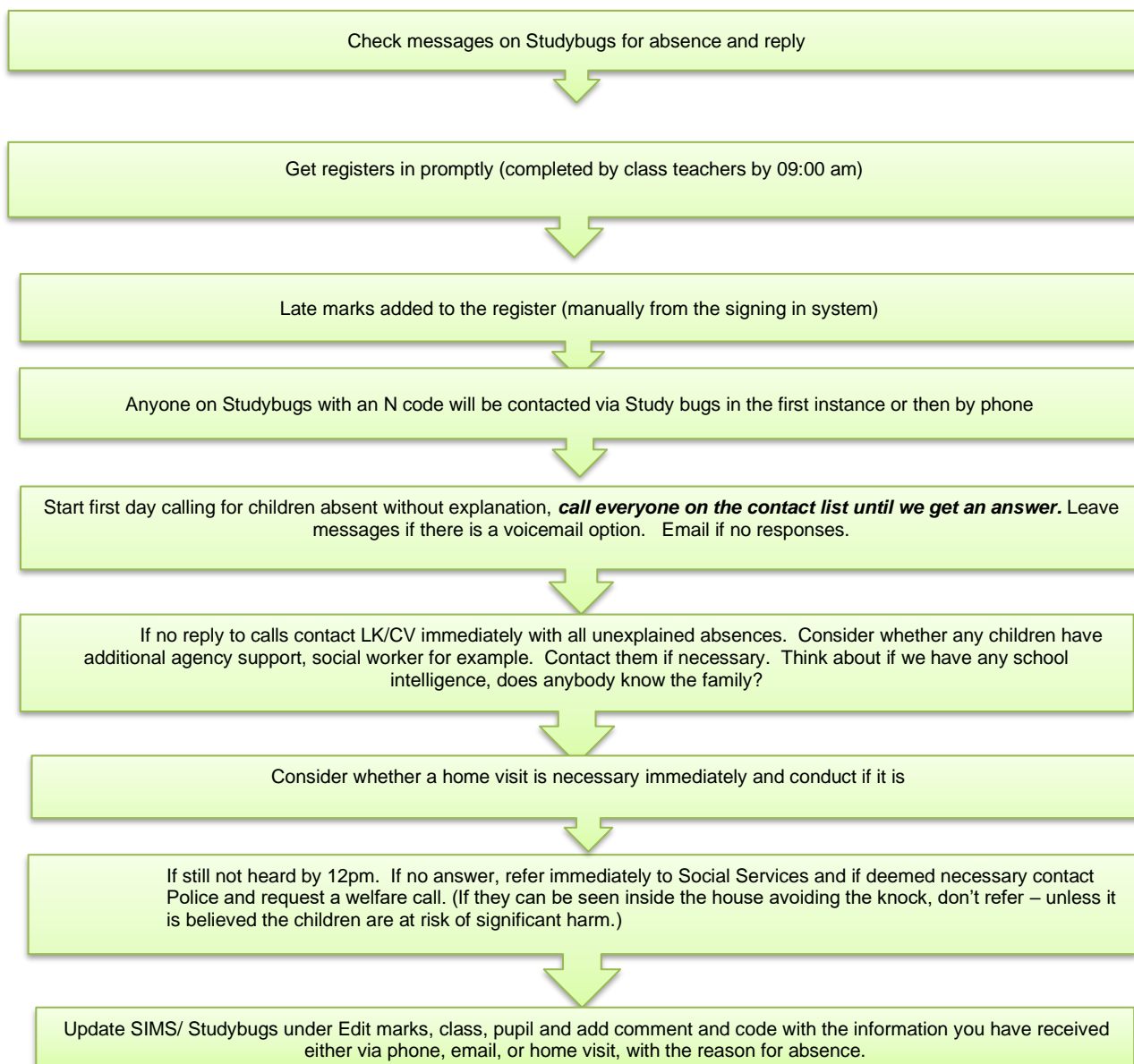
| | | |
|------------------------------|------------------------------|----------------------------------|
| Date of next meeting: | Time of next meeting: | Location of next meeting: |
|------------------------------|------------------------------|----------------------------------|

Appendix 11 – First day absence flow chart

Morning Absence Process

Important

*Children with social services support – Contact caseworker if any of the children on the list are not in first thing.
Did you hear an overseas ring tone – is the family taking a holiday they haven't told us about?*



Appendix 12

Luddenham School Attendance Management Persistent Absentee (below 90%) flow chart

