King's Court First School

Attendance Policy

Our attendance aim is to have safe, healthy and successful children which is everyone's responsibility to support the families to achieve.

Introduction

King's Court First School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we have a zero tolerance for unauthorised absence.

The primary responsibility for ensuring that children and young people attend school rests with their parents/carers. However, promoting attendance and tackling absence is the responsibility of schools and agencies within the local authority. There is an expectation at King's Court that pupils will have above 95% attendance. Every opportunity will be used to convey to pupils, their parents or carers the importance of regular and punctual attendance including e.g. newsletters. We recognise that parents have a vital role to play and there is a need to establish strong home-school links whenever there is concern about attendance. All parents are required to sign and commit to sending their child into school every day on the Home School Agreement.

If there are problems which affect a pupil's attendance we will investigate, identify and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

School attendance is subject to Education law and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE).

Each year the school will examine its attendance figures and set attendance/absence targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it, the procedures that the school will use to meet its attendance targets.

We are all responsible for attendance at King's Court First School.

Attendance Leads

Mrs. Susan Pye-Beraet (Designated Senior Lead – (Attendance Lead)

Mrs. Trudie Horsburgh (Attendance Officer)

Legislation and guidance

The KCSIE 2026 has added an update to confirm that the *Working together to improve school attendance* (2024) is now statutory.

In addition to schools now being required to report daily attendance to the DfE, the 2024 guidance set out legal changes around admission registers and penalty notices.

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 Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

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:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy. The link governor for Attendance is Joy Montgomery, Vice Chair of Governors

The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the admin lead or DSLs to be able to do so
- 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

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

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

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Susan Pye-Beraet and can be contacted via 01753 866272.

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 (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs. Trudie Horsburgh and can be contacted via 01753 866272 or by contacting the school office email: office@ kingscourtfirstschool.co.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. This must be done by 9am and 1pm each day when registers are closed and a late mark is issued by the office.

School Admin

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the team leader where appropriate, in order to provide them with more detailed support on attendance

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

- Seek support, where necessary, for maintaining good attendance, by contacting the school to talk to a team leader or the attendance leads.

  Senior Leadership Team: Mrs. Sharma/Mrs. Martin

  Email: office@kingscourtfirstschool.co.uk

  Phone number: 01753 866272

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 in the morning of each school day and once in the

afternoon. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes adapted by the local authority.

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 8.40am and ends at:

3.00-3.10pm: Team Magic (early years)

3.15pm: Team Believe (key stage 1)

3.20pm: Team Inspire (key stage 2)

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.40-8.50am and will be kept open until 9am. The register for the second session will be taken at 12.50pm and will be kept open until 1pm.

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 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via

Email: office@kingscourtfirstschool.co.uk

Phone number: 01753 866272

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

A term time absence form is available at the school office, a copy is inserted below



term-time-absence-form.pdf

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:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Punctuality is of the utmost importance and lateness will not be tolerated.

- The school day starts at **8.40.** Pupils should be in their classroom at this time.
- Pupils will receive a late mark if they are not in their classroom by **8.50.** Registers are marked in the classroom by **8.50**.
- The register closes at **9:00**. Pupils will receive a mark of absence if they do not attend school before this time.

- After lunch, registers are marked by **12.50**. Pupils will receive a late mark if they are not in their classroom by this time. The register closes at **1pm.**
- If child is not in school before **10am** – telephone call to parents – First day calling

In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.

When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours. Medical/Dental appointments must be accompanied by an appointment card or other written confirmation.

If a child is late, after the registers close, it has a negative impact on the child's learning and disrupts all the children in the class.

Following up an unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit by the attendance leads or a DSL, contact the Education Welfare Officer (EWO) social services or the police if there is a safeguarding concern.
- 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 appropriate, offer support to the family improve their child's attendance
- Identify whether the family 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 a notice to improve will be issued.

Reporting to parents

The school will regularly inform parents, as used in this policy, about their child's attendance and absence levels at 3 points in the year:

Autumn term parent/teacher meetings

End of autumn term report to parents – Christmas

End of summer term report to parents

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 an **absence request** 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/exceptional extra-curricular event
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' instances (but are not limited to):

- Attendance at a funeral of a close family member, grandparent, parent, sibling
- Respite care of a child looked after by the Local Authority
- Respite for a child suffering from a life-threatening illness
- A housing crisis which prevents attendance

An absent request will only be granted in exceptional circumstances, an absent request will not 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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- 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

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. Appendix 2 outlines the procedure for absence from school and sanctions.

Penalty notices

The headteacher (or someone authorised by them), 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 or 5 consecutive days)
- 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

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).

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.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

See appendix 3: Penalty Notice Charges

Strategies for promoting attendance

We promote the importance of good attendance by:

- Celebrating good attendance in the newsletter
- Working with families to encourage good attendance for their child and praising them individually for improved attendance.
- Stickers for individual children to celebrate good attendance in school
- Praise and encouragement for key children who are now coming to school on time
- Welcome return to school note
- Annual update on the school attendance target

Supporting pupils who are absent or returning to school

School support

Emotional Literacy Support: ELSA, including ESLA trained support in reception
Nurture room: groups for Key Stages 1 and 2
My Happy Minds mental health programme
Bubble box: discrete method for pupils to share their worries
Calm corners across the school, including school calm corner for all pupils
Nurture blue print detailing whole school expectations and strategies
Trauma Informed Relationships policy, linked with behaviour policy
Local authority ERSA toolkit (Emotionally Related School Avoidance)

Pupils absent due to complex barriers to attendance

The School Admin Officer will ensure that any child currently with a child protection plan or Child in Need (CIN) plan who is absent in the educational setting without explanation is referred to the DSL who will then liaise with the child's key worker's Social Services Team.

Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

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

Where a pupil is returning to school after a lengthy absence the school will offer support through the class teacher initially to settle the pupil back into school. The school will offer further school support if required.

Monitoring attendance

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

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

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.

Arbour is the school assessment data collection system. We collect and track data in the following ways:

- Daily registration
- Daily record for missed attendance at school
- First day calling for all children not in school by 10am
- Key children or worries flagged up by the class teacher
- Half termly reviews by the attendance leads to review attendance plans and celebrate successes using the traffic light monitoring system (see below)
- Half termly register checks by the attendance leads
- Referrals by the DSLs following the traffic light monitoring system
- Meetings with parents if there are attendance concerns to encourage and support good attendance
- Termly updates to governors on the Headteacher's Report
- Termly reporting of the attendance % in the newsletter
- Annual final attendance % in the newsletter

- Attendance leads meet with the EWO 3x annually to monitor attendance

Traffic Light Attendance Monitoring: Clarity of Sequence

98-100%	• Excellent – children are accessing all learning opportunities
96-97%	• Good- very few learning opportunities are missed
94-95%	• Risk of underachievement • Up to 10 school days absent in an academic year
92-93%	• High risk of underachievement • Up to 15 school days absent in an academic year
90-92%	• Severe risk of underachievement • Up to 19 school days absent in an academic year
<90%	• Extreme risk of underachievement • Upwards of 22 school days absent in an academic year

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

Using data to improve attendance

- 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 (see reducing persistent and severe absence below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including SENDCos, designated safeguarding leads 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

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: If there is a concern in line with our traffic light monitoring about a child's attendance, an attendance letter will be sent out.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Attendance Leads. 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
- Trauma Informed Relationships
- Mental Heath

Appendix 1:

School Attendance Codes 2024

Background

The law requires that all schools including independent schools have an admission register and, except for schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register. A school who fails to comply with these regulations is guilty of an offence and can be fined. The DfE are collating all Attendance Data. Data and Benchmarking can take place through your VYED portal.

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (e.g., holidays, insets and polling station days)

Why it Matters.

A school register is a legal document that must be kept for by law. A school's attendance records are important for effective attendance management. They also provide evidence in the event of prosecution of parents under the Education Act 1996, or if seeking an; Attendance Contract, Fixed Penalty Notice, Education Supervision Order, Parenting Order or Attendance Prosecution.

Please Note: Further explanation of the use of the different codes can be found on page 76 onwards of the Working Together to Improve School Attendance

Appendix 2: The procedure for absence from school and sanctions.

First Day Absence

Parents/carers must give a written or verbal explanation, by emailing or ringing the school office of **the reason for the absence**. If no explanation is received by 9.00am school staff will contact the parent by phone call/text in the first instance. Parents/carers should update the school on each subsequent day of absence, unless prior notice has been given of a longer absence due to e.g. hospitalisation.

The reason for the child's absence is recorded on the child's individual file on Arbor.

Third Day Absence

If no explanation has been received a standard letter will be sent home and parents are expected to ring school that day with an explanation.

We notify social services if there is an unexplained absence of more than two days of a pupil who is on the safeguarding register.

Where any child has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to RBWM Social Services Team. Reasonable steps include:

- telephone calls to all known contacts;
- email home
- home visit if necessary with 2 members of staff from King's Court First School, one being a Designated Safeguarding Lead (DSL)
- contact with other schools where siblings may be registered;
- enquiries with other services known to be involved with the child/family; and
- recording all contacts and outcomes on the child's file (Arbor).

Frequent Absence – Escalation of Procedures

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parent/s. The Head teacher (or DSL) will liaise with the schools allocated Education Welfare Officer to ensure necessary action is taken when incidents of poor attendance and/or punctuality are identified.

Where incidents of poor attendance and/or lateness are identified through monitoring parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

Appendix 3: Fixed Penalty Charges

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices on 19th August 2024 there are significant changes in the way that Penalty Notices are to be issued and an increase in the charges associated with them. These are nationwide changes implemented for consistency across all Local Authorities. Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence
For the first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- Reduced to £80 per parent if paid within 21 days.

Please ensure you communicate all absences for your child to school.

Second Offence
Within 3 years of the first offence. The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- No reduction for early payment.

Third Offence Onwards – Within 3 years of the first offence
The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the magistrates court. Fines can be around £2500 per parent, per child. Cases found to be guilty in the magistrate's court can show as a criminal record.

Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or guardian or have not worked, a Notice to Improve should usually be sent to give parents or guardians a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to issue one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (because the parent has already received one for a similar offence).

If sufficient improvement is not made following the service of a Notice to Improve, a penalty notice may be issued either during or at the end of the designated time period.

Don't forget.
Penalty Notices are issues Per Parent, Per Child.
For example 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960

DfE Blog for Parents
https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/

10 sessions in 10 weeks
Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks. **5 Consecutive days** of term time leave can trigger a Penalty Notice