

Attendance policy

King's Academy Northern Parade



King's Group
Academies

Prepared by:	Liz Davies	Date: September 2024
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Approved by:	KANP Governing Body
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Last reviewed on:	September 2024
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Next review due by:	September 2025
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The King's Group Academy Attendance Lead will overwrite and replace this policy during the Autumn Term 2024.

King's Academy Northern Parade Attendance Policy

Introduction

A good education is vital for children and young people and regular attendance at school is a key factor in opening up more opportunities in adult life. Good attendance helps children to make good progress in school and fulfil their potential in life.

Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles and responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The headteacher is responsible for:

- 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

The Education Welfare Officer

The Education Welfare officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the leadership team
- Arranges calls and meetings with parents to discuss attendance issues

Class teachers

Class teachers are responsible for recording attendance on a daily basis onto Study Bugs.

School attendance team

The school attendance officer and attendance lead are expected to take calls from parents about absence, record it on the school system and monitor Study Bugs.

The Local Authority

The Attendance Officers will work closely and proactively with schools, students, and other agencies to effect positive change and outcomes, improve attendance and reduce persistent absence.

Recording attendance

Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Procedures

	Year R	Year 1&2	Junior School
School gates open at	8:30am	8.30am	8.30am
Doors open at	8:35am	8.30am	8.30am
Doors and gates close	8:45am	8.45am	8.45am
Any children arriving after this time will need to enter via the main school entrance on Doyle Avenue and will be marked as late.			
Registers close	9.00am		9.00am
Any pupils arriving after this time will be given an unauthorised absence mark.			

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible using the Study Bugs app where possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Parents/carers will be asked to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

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

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

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

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by a phone call

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Reporting to parents

The school will report to parents on their child's attendance annually in the written end-of-year report.

Authorised and Unauthorised Absences

One of the most important ways a parent can support the education of their child and the child's social, emotional and academic development is to ensure they attend every day and on time and avoid any unauthorised absences.

The Education Act 1996 section 444(A) requires parents to ensure their children of compulsory school age receive efficient full-time education. The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- 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.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday and it is highly unlikely that holiday will ever be authorised.

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 3 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 (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
- 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
- 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

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (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)
- 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.

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

If parents/carers take their son/daughter out of school, then the absence is deemed unauthorised and may incur a fixed penalty notice by Portsmouth City Council. (see Appendix 2)

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 Days	2 Weeks	60 Lessons
90%	19 Days	4 Weeks	120 Lessons
85%	29 Days	6 Weeks	180 Lessons
80%	38 Days	8 Weeks	240 Lessons
75%	48 Days	10 Weeks	300 Lessons
70%	57 Days	11.5 Weeks	345 Lessons
65%	67 Days	13.5 Weeks	405 Lessons

Strategies for promoting attendance

The school aims to promote good attendance in all pupils. It does this by:

- Weekly attendance awards for each class
- 100% attendance certificates on a termly basis
- Whole school awards for attendance and punctuality

Attendance monitoring

The senior leadership team and the Education Welfare Officer at our school monitor pupil absence on a weekly basis.

A pupil's parent/carer is expected to notify the school via StudyBugs or by telephone in the morning if their child is going to be absent due to ill health.

Absenteeism is dealt with on a scaled system:

	Number of days absent by the end of the year	Number of lessons missed	Absence percentage	Overall attendance percentage
Green	10	50	5%	95%
Amber	20	100	10%	90%
Red	30	150	15%	85%

Green level: Parents/carers are invited in to discuss any attendance issues they have with the school (e.g. Education Welfare Officer, attendance team), whilst being reminded of their statutory responsibility. Establishing good links and a working partnership with parents/carers is an important prerequisite for achieving good levels of attendance. The school will not authorise illness over 5 days unless satisfactory information has been shared with the school e.g. telephone call, proof of medication or photocopy of appointment card.

Amber level: Contact will be made with parents/carers asking them back to meet with a member of the senior leadership team to discuss further issues. If the absences are related to medical issues the parents/carers will then be required to provide evidence of each absence. The evidence can be doctor or hospital appointment cards.

Red level: Parents/carers will be informed that they will be referred to our school safeguarding team and will be invited in for a further meeting to discuss barriers to attendance. Referrals will also be made to outside agencies, e.g. Early Help or the Multi-Agency Safeguarding Hub if necessary. A fixed penalty notice may also be incurred by Portsmouth City Council (see Appendix 2)

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Children who are persistent absentees are classed as a vulnerable group and will be treated with a safeguarding response, in line with KCSiE 2024.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Monitoring arrangements

This policy will be reviewed and updated with guidance from the local authority or DfE and as a minimum annually. 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

Useful Links:

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance/>

<https://what0-18.nhs.uk/professionals/school-childcare-staff/should-child-go-schoolnursery-today>

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
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	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • 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: Portsmouth City Council Fixed Penalty Notice

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance/penalty-notice-leave-of-absence-in-term-time/>

Penalty Notice – Leave of Absence in term time

What is a Leave of Absence in term time?

A leave of absence is where parents or carers of a child decide to take their child out of school during term time. This may include holidays, religious observance, child performance and funeral amongst others.

What does the law say?

Regulation 7(1) of the Education (Pupil Registration)(England) Regulation 2006 states;

'leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school'

Schools may therefore grant a leave of absence in term time, but only if they consider it exceptional circumstances.

Any application for a leave of absence must be made in advance and if granted, it is for the school to determine the number of days a pupil can be away from school.

What are exceptional circumstances?

Neither the regulations nor the Department of Education define what might be considered exceptional circumstances.

It may include serious or terminal illness of a close relative, significant family trauma, a major family event like a relatives wedding or a one-off never to repeated experience. These events are examples only and it is for the school to decide if they consider any request to be exceptional circumstances.

How do I make an application for a Leave of Absence?

A leave of absence form (LOAF) can be obtained from schools.

All applications must be made in advance of the leave and parents should give full details as to why they believe the application is exceptional circumstances.

Will my application just be dismissed?

No, all applications must be judged on their own merits. Schools will consider why the application has been made and balance this against the child's record to ensure it does not have a negative impact on any educational progress.

School can for example take in a range of considerations before making a decision. This may include previous request, current attendance, school policy, attainment and progress, impending tests, exams or significant school events and frequency of applications.

How will I be informed about my application?

Parents will be informed in writing by the school if the leave of absence has been granted or not.

Can I appeal the schools decision?

No, there is no right of appeal, as the discretion to authorise is the schools alone.

Can I get a Penalty Notice if I take the leave without permission?

Yes, if your child has 5 days or more, in an academic year, due to a leave of absence then we will issue a penalty notice.

[Who is responsible and what is the fine?](#)

Each parent is individually responsible for the child's attendance and commits a separate offence if the child does not attend school on a regular basis.

- £80 payable within 21 days
- £160 payable between the 22nd and 28th day.

[If receive a Penalty Notice can I appeal it?](#)

No, there is no right of appeal.

If however the penalty notice was issued to the wrong person, should not have been issued or contained material error, then we may withdraw it upon representations from you.

[Can I speak someone about Penalty Notices?](#)

Yes, we have dedicated members of staff who you can contact on the number below. In addition to this we have additional information on our website.

Please address any queries to:

School Attendance Service
Floor 2, Core 1
Civic Offices
Portsmouth
PO1 2EA
Telephone: 023 9284 1419
Fax: 023 9284 1725