



# GREENWOOD ACADEMIES TRUST

## Kingswood Secondary Academy

### Attendance Policy

**Last Review:** September 2025

**Reviewed by:** Dan Scallan

**Next Review:** September 2026

#### **Named Personnel with designated responsibility for Attendance.**

<b>SLT responsible for Attendance</b>	Dan Scallan (dscallan@kingswoodsecondaryacademy.org)
<b>Attendance Officer</b>	Melissa Symons (msymons@kingswoodsecondaryacademy.org)
<b>Attendance Administrator</b>	Greta Vizma (gvizma@kingswoodsecondaryacademy.org)
<b>SENDCo</b>	Justyna Skorwider (jskorwider@kingswoodsecondaryacademy.org)
<b>Year 7</b>	Talitha Hinnis (thinnis@kingswoodsecondaryacademy.org)
<b>Year 8</b>	Josh Golding (jgolding@kingswoodsecondaryacademy.org)
<b>Year 9</b>	Grant De Kock (gdekock@kingswoodsecondaryacademy.org)
<b>Year 10</b>	Liam Feely (lfeely@kingswoodsecondaryacademy.org)
<b>Year 11</b>	Rhian O'Malley (romalley@kingswoodsecondaryacademy.org)
<b>Year 12</b>	Jon Green (jgreen@kingswoodsecondaryacademy.org)
<b>Year 13</b>	Jon Green (jgreen@kingswoodsecondaryacademy.org)
<b>School Contact number</b>	01536 741857 (Attendance – option 1)

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**Our expectations are that every student has 97% attendance and strives to achieve 100%**

Students are given the knowledge to understand correlations between attendance and achievement; this is done through a range of Academy forums and strategies. Our ethos towards attendance is reinforced by a thorough system, with an emphasis on home-school communication. Our attendance standard is 97% and any attendance below that will incur a level of intervention to support students and families. All students should be in school, on time, every day the school is open unless the reason for the absence is unavoidable.

**Why regular attendance is so important.**

Attendance (%)	Days absent	Weeks absent	Hours of learning missed
95%	9 days	2 weeks	45 hours
90%	19 days	4 weeks	95 hours
85%	29 days	6 weeks	145 hours
80%	38 days	8 weeks	190 hours

There are strong and proven links between student attendance and educational achievement. Attendance of less than 95% (i.e., absences of 9.5 days or more out of the 190 student days in the school year) has been shown to compromise student attainment. At 90% attendance students miss the equivalent of almost 4 weeks education (19 days) and only 10% of students who are persistently absent from school achieve 5, 9-4 grades at GCSE.

***Ensuring students attend regularly at school is a parent /carer’s legal responsibility.***

1.1 Statement of Intent

Kingswood Secondary Academy aims to work together with parents/carers to ensure that all children and young people registered at the Academy attend both regularly and punctually in order to maximise their development and achievement. It is our aim that every student at Kingswood understands the importance of attending regularly and is working towards achieving a 100% attendance rate.

This policy highlights the importance of attendance in the education of our children. Kingswood Secondary Academy is committed to working towards our attendance targets as a milestone in striving towards the goal of 100% attendance for all. We are committed to our whole Academy approach in supporting parents and encouraging students to attend. We operate an open-door policy and will always address individual needs to the best of our ability. In return we expect the support of both parents and children in achieving the best possible levels of attendance that we can.

The Academy has a legal duty to publish its absence figures to parents and governors to promote attendance. Equally, parents have a legal duty to make sure that their children attend.

All Academy staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Research shows that good attendance at school provides an additional safeguard for vulnerable pupils. The Academy will inform the families or Social Worker of those students who are vulnerable or at risk, immediately, if a student is absent or attendance is causing concern. A plan will be in place if there are regular barriers to attending. If a pupil has an Education, Health & Care plan, the Academy will communicate with the LA EHCP Team at an early stage once they become aware of barriers to attendance that relate to the child's needs and arrange a clear plan of action to support the child's attendance.

## 1.2. Parents'/Carers' Responsibilities

- Parents/carers have a legal duty to ensure that children of compulsory Academy age attend on a regular and full-time basis.
- Parents/carers should ensure that if their child is to be absent from Academy for any unavoidable reason such as sickness, they contact the Academy as soon as possible on each morning of absence. This may be done by telephone, email or in person.
- Only the Academy can authorise an absence, based on the explanation provided by the parents/carers and the students overall attendance record. Should parents/carers fail to provide a satisfactory reason for their child's absence the Academy will record such absence as unauthorised until a reason is provided.
- Parents/carers should ensure that their child arrives at Academy in time to reach their form room by **8.35am**. If a student arrives after 8.40am they should report directly to student reception. Morning register closes at 9.10am, any child arriving after the registers close will be recorded with a code of U which is 'late after registration is closed' for that session which will impact on the student's attendance.
- To provide additional evidence as and when requested to support attendance including providing medical evidence for any continuous absence of 3 days or more.

<b>Attendance Officer</b>	Melissa Symons (msymons@kingswoodsecondaryacademy.org)
<b>Attendance Administrator</b>	Greta Vizma (gvizma@kingswoodsecondaryacademy.org)
<b>Absence Line</b>	01536 741857, option 1 for attendance to leave a message

### 1.3. Academy Responsibilities

- The Academy will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily (at 8.40am and at 12.30pm). Registers will close at 9.10am and at 1pm. For morning registration, any child arriving after **8.40am** but before **9.10am** will be recorded with a code of L which is 'late before registration is closed' and any child arriving **after 9.10am** (the closing of the morning register) will be recorded with a code of U which is 'late after registration is closed' for that session which will impact on the student's attendance.
- Teachers will complete registers in accordance with the guidance contained in the staff handbook. The attendance administrator will highlight any errors and/or inconsistencies daily and ensure class teachers correct these issues.
- Where a student is attending offsite provision, the provider will maintain a register in accordance with policy and notify the Academy directly of all incidences of non-attendance.
- All members of staff are encouraged to contact parents/carers when they are concerned about a student's attendance. Staff should inform the Attendance Team when they take such action so it can be recorded on CPOMS.
- Should a child/young person be absent the class teacher will enter the appropriate code in the register.
- The Deputy Principal and attendance administration team will regularly collect attendance data and will use this data during meetings with the Academy's Headteacher, Heads and Deputy Heads of Year, Form Tutors, students, and Academy Advisory Council
- The Academy employs a number of strategies to promote regular, punctual attendance:
  - I. Regular class teacher input about the importance of attending to be shared in tutor time and daily lessons
  - II. Unexplained absence will be followed up on the first day with a text message and email home
  - III. Students who are on the Persistent Absence list and under Child in Need or Child Protection proceedings will have daily telephone calls
  - IV. Attendance data will be monitored each week by the Deputy Principal and attendance administration support team
  - V. Where attendance falls to 95% this will trigger intervention strategies which will ultimately, if not remedied, result in a referral to EIPT (Education Inclusion Partnership Team) and possible legal intervention
  - VI. Where attendance falls below 90% and all appropriate interventions have taken place, the case will be discussed with EIPT.

### 1.4. Rewarding Attendance

- At Kingswood Secondary Academy we believe that it is important to use positive and proactive strategies to promote good attendance in addition to the rigorous monitoring and interventions for poor attenders

- SLT and class teachers will communicate regularly with parents/carers regarding attendance including praising and encouraging good attendance.
- Appropriate personal encouragement or congratulation will be offered to learners.
- RISE points will be issued daily and weekly to students to reward attendance.
- RISE points can be used by students to 'purchase' rewards from the RISE Store
- Rewards will be offered to those students whose attendance is 100% including the opportunity to win a significant prize at the end of the academic year.
- Students have the opportunity to win a weekly prize if their attendance for that week is 100%
- The Form with the highest attendance in each year group wins a weekly prize.
- Students with 100% attendance for the term will also have the opportunity to win a larger prize.
- Staff will provide a good example by always being punctual to all sessions and actively promoting good attendance and punctuality.

#### 1.5. Attendance Targets and Data

- Kingswood Secondary Academy's attendance target for the academic year 2024-2025 is 96%. This target takes into consideration the medical needs of some of our students
- As part of this process a PA (Persistent Absentee) Register will be maintained and regularly reviewed
- Where a student's attendance falls below 95%, we will identify these students "at risk" of persistent absenteeism and will implement strategies to address this
- A student becomes a 'persistent absentee' when they miss 10% or more across the Academy year for whatever reason. Absence at this level will be doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this
- We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

#### 1.6. Holidays in Term Time (Leave of Absence)

- Taking holidays in term time will affect students' academic performance as much as any other absence and will bring the children's attendance percentage down. We expect parents/carers not to take children away in the academic year and remind them that there is no automatic entitlement to take leave of absence during Academy time.
- When a leave of absence is unavoidable and only in extenuating circumstances, parents/carers will be asked to write to the principal.
- Any applications for leave of absence must be made in advance and a decision will be made at the discretion of the principal. In deciding, the Academy will consider the circumstances of each application individually, including any previous pattern of leave in term time
- Any period of leave taken without the agreement of the Academy, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty.

## 1.7 Absence Procedures

**Any student whose attendance is 95% and below and is open to attendance procedures is requested to provide medical evidence for all absences.**

		Description	Consequence
	Good Attendance	100% to 96%	Inclusion in Academy rewards for attendance (weekly, termly, and annually). Such as: certificates, calls home, in-school rewards events, and badges - Positive communication home to parent/carers
	Good Punctuality	No Late Marks	
	Attendance Causing Concern	95% - 93%	- <b>Letter 1</b> sent to parents/carers - Home visits - Proactively using data to identify pupils at risk of poor attendance. - Working with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support
	Punctuality Causing Concern	Late to school or lessons on 3 occasions in a half term	-Sanctions applied for each late to school or lesson mark on Classcharts -Termly letter home - <b>Punctuality report</b> to form tutor
	Attendance Support, at risk of PA	93%-90%	<b>Letter 2</b> sent inviting parent/carer in for Attendance meeting with Year Team - Home visits - Medical evidence may be requested - Daily texts/ call for absence - Proactively using data to identify pupils at risk of poor attendance. - Working with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support
	Punctuality Support	Late to school on 4 or more occasions in a half term	- Punctuality report to Year Team - Punctuality/Attendance meeting with parents/carers if the concern continues

	Persistent Absentee	90% and below	<b>-Letter 3</b> , referral to attendance officer. - Parent Contract Meeting held with Attendance Officer - EHA (Early Help Assessment) offered - Home visits - Daily contact for absence - Consider external referral for support
	Legal Stage	Persistent Absentee, no improvement	<b>- Letter 4 and Letter 5</b> - Referral to the Education Inclusion Partnership Team (EIPT) - Home visits - Review of Attendance Contract

### 1.8 Absence work expectations

- To ensure students are not adversely affected by absence, they are expected to complete the work they have missed whilst absent
- If a student is absent due to taking an authorised term time absence, they are expected to catch up the work they have missed upon their return
- If a student is too ill to work whilst absent, they should discuss this with their class teachers upon their return and set a suitable timescale over which they will catch up the missing work
- Class teachers will set Classcharts work on a weekly basis for students to complete if they have missed any lesson (or part of lesson) that week
- Students are expected to catch up on any homework they may have missed whilst absent

### 1.9. The role of the Education Inclusion Partnership Team (NNCC – North Northamptonshire County Council)

- The Education Inclusion Partnership Team works as a last resort strategy in Academy to reduce levels of unauthorised absence and promote whole Academy attendance
- When there is a grave concern about a student’s attendance and if after several steps for support no improvement is recorded (without acceptable reason for this), the Academy has a duty to consider a referral to the EIPT
- The EIPT acts on behalf of the Local Authority in enforcing a parent’s/carer’s duty to ensure their child receives an appropriate education
- In enforcing attendance, the EIPT has a variety of powers to help them ensure that children are properly educated:
  - I. Academy Attendance Orders - Penalty Notices - Education Supervision Orders - Prosecution Parenting Orders
  - II. The Education Act 1996 section 444 states that “if a child of compulsory Academy age who is a registered student at an Academy fails to attend regularly at the Academy, their parent is guilty of an offence”.

As stated in the national framework for Fixed Penalty Notices, a Fixed Penalty Notice will be considered if your child meets the threshold of 10 sessions (5 days) of unauthorised absence, in a rolling period of 10 school weeks. The combination of unauthorised absences can be met in any combination of unauthorised absence, for example, 6 sessions (3 days) taken in one week and 1 session (1/2 day) for the following 4 weeks. In addition, the 10 school weeks can also span over different terms or school years (e.g. 2 sessions (1 day) of unauthorised absence in a Summer Term and a further 8 (4 days) within the Autumn Term).

A Fixed Penalty Notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. From the autumn term 2024, 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period will be charged at a higher rate. Please see below for details:

- The first Fixed Penalty Notice issued to a parent in respect of a particular pupil will be charged £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Fixed Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third Fixed Penalty Notice cannot be issued within a 3-year period. In this case where the unauthorised threshold is met, alternative action will be taken, and the school will consider prosecution or other legal intervention.

## **Frequently asked questions:**

### What is an unauthorised absence and why does it matter to me?

Parents have a legal duty to ensure that their children of compulsory school age are receiving suitable full-time (25+ hours) education. Unauthorised absences are those we do not consider reasonable and for which the school has not given leave. They include such things as parents keeping children off school unnecessarily; truancy; or absences not properly explained. If your son or daughter is on an attendance plan because we already have concerns over their attendance, then odd days off for sickness will be marked as unauthorised. We would need an official notice from your doctor or medical team for us to authorise further absences related to medical issues. Unauthorised absences exceeding 5 days (or 10 sessions) will result in a referral to the Education Welfare Service and or Children and Families at the Local Authority. This could result in a penalty notice being issued and/or a police interview under caution leading to a conviction of an offence of failing to ensure regular attendance of your child at school under Section 444(1)/(1A), of the Education Act 1996, and a fine of up to £2,500.

### What action should I take if my child is too unwell to attend school?

All absences must be reported by 08:30am daily. It is a parent's responsibility to ensure their child attends school regularly and punctually. Telephone the school 01536 741857 and leave a slow, clear message including: Your name, your child's name, tutor group and reason for absence, or email [msymons@kingswoodsecondaryacademy.org](mailto:msymons@kingswoodsecondaryacademy.org). Medical evidence such as a prescription or proof of appointment will be required to authorise an absence. Reporting an absence does not mean it will be authorised.

### Should I keep my child off for 48 hours following sickness and diarrhoea?

We do not apply a blanket 48 or 24-hour quarantine period. The most likely time for a child to be contagious is before they display symptoms of illness. If your child has been sick and you feel that they are sufficiently well to come to school, then please send them in.

### I cannot provide medical evidence because it is impossible to get a GP appointment.

Wherever possible, we will request medical evidence. If your child is off for 3 consecutive days, we will expect you to have taken your child to a GP visit. If your child has had several shorter absences for the same condition, we will also expect a visit to a GP to have been undertaken. Medical evidence makes the difference between authorised absence and unauthorised absence. We do not pursue legal intervention where medical evidence is provided. It is as important for you as it is for us.

### I do not like being challenged regarding my child's absences and reserve the right to make the decision as to whether my child is well enough to attend school.

We are sorry you feel that way, but please bear in mind that our team are simply doing their jobs in complying with school rules and statutory guidance. It is not personal, and we can offer a multitude of support interventions to help your child's attendance improve and safeguard their future success. Remember, we care about your child and their education.

### Why do I have to tell you the details when my child is unwell?

Firstly, your conversation with us is confidential. We do not share details with the wider school community. We do need to keep accurate records, but we need to know exactly what is wrong so that we can offer the right level of support and guidance. We care for every aspect of your child's health and wellbeing. Honest communication will help us to help you.

### Why do I need to call school every day when my child is absent?

We have a duty of care and cannot assume that your child is at home. A daily call to us will give both school and home the confidence of knowing that your child is safe.

### I cannot take your calls or make meetings due to work commitments.

We will endeavour to work around your schedule in the interest of your child. Conversations and face to face meetings are important in building relationships. Family dynamics are unique and so are the interventions we can put in place to help your child to overcome barriers to attendance. Please do not ignore our attempts to contact you. If you cannot answer the phone when we call, we will leave a brief message and ask that you call us back.

### My child's attendance has dropped, but you want to meet me to discuss this matter. You know why they cannot attend, what is the point of this meeting?

Our meetings are intended to be supportive. We have staff in school who can support you and your child. If you are seeking external help, it is important to send in your appointment letters and stay in touch.

### My child seems ill, but I do not think it is severe enough to not attend School. What should I do?

Colds, headaches, stomach pains, etc affect us all but not to the point that we need to miss school or work. If your child seems a little under the weather but not ill enough to keep them off school, then please do send them in. If they are struggling to manage the day, we will look to contact you and arrange to send them home. A child sent home by school will have their absence recorded as authorised. Medication, both prescription and non-prescription, can be left with the student reception team if your child should need it during the day.

### My child is just having an 'off day,' can I just keep them off?

Having sporadic days off school can quickly add up. We always want to encourage pupils to attend, sometimes getting out of bed, showering, and putting on a uniform is all it takes to feel a little better. Coming to school on days when you do not really feel like it can make a big difference. We will always send pupils home if they are genuinely unwell.

## APPENDICES

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**APPENDIX 1 – Reason for Absence Letter**

Current Date (Long)

Dear **Salutation**

**Re: Student Name Form: Student Form**

We have not been provided with the reasons for **Student Name** 's absence on the dates listed below. We request that parents/carers contact the school on each day of absence with a reason if their child is not in school.

**Date**

I would be very grateful if you would complete the reply slip below and return it to the attendance office as a matter of priority. Alternatively, please telephone the Academy or contact our Attendance Officer directly (email below). We do ask that it is a parent or carer who telephones the absence line each day of absence to comply with Academy safeguarding procedures. If no reason is provided for these absence dates within one week of the date of this letter, unfortunately a permanent mark of unauthorised absence must be recorded which will affect **Student Names**'s percentage attendance for the school year.

Yours sincerely,

**Mr D Scallan**

**Deputy Principal**

✂.....

To: Miss Symons, Attendance Officer (msymons@kingswoodsecondaryacademy.org)

RE: Student(s) Full Name (Legal)

Current Date (Numerical)

The reason for Student(s) First Name 's absence on the above dates is:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 2 – 2nd INTERVENTION: Letter 1 – Attendance at 95% or below – Year Team

Current Date (Long)

Dear **Salutation**

Re: **Student Name** Form: **Student Form**

**Student** has only achieved **Percentage** attendance so far, this academic year.

Although we are aware that these absences are mainly due to illness, we are obliged to keep you informed of **Student's** attendance statistics, and to encourage the best attendance possible. Illness is recorded as an authorised absence when attendance is 90% or higher, any future absences when a student is below 90% may not be authorised unless medical evidence is provided.

Therefore, I hope you will support me in this matter by reinforcing to **Student** that <sup>he/she/they</sup> must attend school on a regular basis if <sup>he/she/they</sup> is to achieve <sup>his/her/their</sup> full potential.

May I take this opportunity to thank you for keeping us informed as to the reasons for **Student's** absences.

The criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 10-week period). Referral to the Educational Inclusion and Partnership Team could result in a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £160 per parent/adult for each student to be paid within 28 days, decreasing to £80 per parent/adult for each student if paid within 21 days where this is the first penalty notice issued. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £2500.

If you would like to discuss this matter further or to explore any support we can offer, please do not hesitate to contact me at the Academy.

Yours sincerely,

**Head of Year**

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*The Kingswood Secondary Academy is part of the Greenwood Academies Trust*



## APPENDIX 3 – 3<sup>rd</sup> INTERVENTION: Letter 2 – Attendance Below 92% - Meeting with Year Team

Dear **Salutation**

Re: **Student Name** Form: **Student Form**

**Student** has only achieved **percentage** attendance so far, this academic year.

As you will be aware, the Kingswood Secondary Academy strives to ensure that all students reach their potential and make progress every day. Our expectations are for all students to achieve 96% attendance or better. We are keen to work in partnership with you to make sure we are giving clear and consistent messages about the importance and value of good punctuality and attendance as essential life skills. **Student's** attendance has been below 95% and we are writing to let you know that we will be monitoring **his/her/their** attendance on a daily basis to check that there is an improvement. Please be aware that any future absences may not be authorised unless medical evidence is provided.

The criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 10-week period). Referral to the Educational Inclusion and Partnership Team could result in a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £160 per parent/adult for each student to be paid within 28 days, decreasing to £80 per parent/adult for each student if paid within 21 days where this is the first penalty notice issued. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £2500.

I would like to meet with you and **Student** so that we can work together to try and sort out any issues around attendance in school and explore any supportive measures that can be put in place on **Date and time**. Please do not hesitate to contact us if you would like to discuss this matter further or if you feel we could offer you additional support in ensuring good attendance and punctuality.

Yours sincerely

**Head of Year**

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## APPENDIX 4 – 4<sup>th</sup> INTERVENTION: Letter 3 – Meeting with Attendance Officer

Current Date (Long)

Dear **Salutation**

**Re: Parent Contract Meeting**

Student: **Student Name** Form: **Student Form**

**Student** has only achieved **Percentage Attendance** so far, this academic year.

I am writing to you concerning the irregular attendance of **Student**, which is causing concern. I would therefore like you and **Student** to attend a Parenting Contract meeting on **Date/Time**. The aim of this meeting is to explore the reasons behind **Student's** irregular school attendance and to draw up a Contract to help improve **his/her/their** attendance at school. We will also explore any support that can be put in place.

Please be aware that any future absences may not be authorised unless medical evidence is provided.

Whilst your involvement in any Parenting Contract is voluntary, you should be aware that, should **Student's** attendance remain irregular, the Local Authority may take more formal action.

The criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 10-week period). Referral to the Educational Inclusion and Partnership Team could result in a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £160 per parent/adult for each student to be paid within 28 days, decreasing to £80 per parent/adult for each student if paid within 21 days where this is the first penalty notice issued. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £2500.

Should you have any special requirements please do not hesitate to contact me so that arrangements can be made prior to the meeting.

Yours sincerely,

**Miss M Symons**

**Attendance Officer**

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## APPENDIX 5 – 5<sup>th</sup> INTERVENTION: Letter 4 – IRREGULAR SCHOOL ATTENDANCE - FINAL NOTICE

Current Date (Long)

Dear **Salutation**

Re: **Student Name, Student Form**

S444 of the Education Act 1996 states: *'if a child of compulsory school age, who is registered at a school fails to attend regularly, the parent of the child is guilty of an offence'*.

Our records show that **Student** has an attendance record of **Percentage Attendance** which includes **number** sessions of unauthorised absence and **Student's** attendance is deemed as irregular. *Please note it is considered that you may be guilty of an offence under the above Act, as you have failed to ensure **Student** attends school regularly. Attending regularly also requires attending punctually.*

Therefore, unless we see a consistent improvement, we will be presenting this matter to the Local Authority for consideration of legal enforcement action.

The criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 10-week period). Referral to the Educational Inclusion and Partnership Team could result in a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £160 per parent/adult for each student to be paid within 28 days, decreasing to £80 per parent/adult for each student if paid within 21 days where this is the first penalty notice issued. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £2500.

I continue to be available to you to offer support regarding **Student's** school attendance, therefore please do not hesitate to contact me to discuss the situation further.

Yours sincerely

Miss M Symons

Attendance Officer

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## APPENDIX 6 – 6<sup>th</sup> INTERVENTION: Letter 5 – IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE REFERRAL

Dear **Salutation**

**Re: Student name    Form: Student Form**

**Attendance: Attendance Percentage**

I would like to inform you that, unfortunately, the Academy has no alternative but to refer this case to the Educational Inclusion Partnership Team (EIPT) and you will be hearing from them shortly.

The criteria for issuing Penalty Notices for unauthorised term time absence is 10 sessions (equivalent to 5 school days in a 10-week period). Referral to the Educational Inclusion and Partnership Team could result in a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £160 per parent/adult for each student to be paid within 28 days, decreasing to £80 per parent/adult for each student if paid within 21 days where this is the first penalty notice issued. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £2500.

Yours sincerely

**Miss M Symons**

**Attendance Officer**

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***The Kingswood Secondary Academy is part of the Greenwood Academies Trust***



## APPENDIX 7 – Absence and Attendance Codes

The following codes are the codes used by school to analyse attendance data:

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities, and the Government to gain a greater understanding of the level of, and the reasons for, absence.

Code	Description	Statistical meaning	Legal meaning	Affects attendance negatively
/ or \	Present	Present	Present	NO
B	Attending any other approved educational activity	Approved educational activity	Attending approved educational activity	NO
C	Leave of Absence for exceptional circumstance	Authorised absence	Absent	YES
C1	Participating in a regulated performance or employment	Authorised absence	Absent	YES
C2	Pupil subject to a part-time timetable	Authorised absence	Absent	YES
D	Dual registration	Attendance not required	Not counted in attendances	NO
E	Exclusion	Authorised absence	Absent	YES
G	Family holiday (not agreed)	Unauthorised absence	Absent	YES
I	Illness	Authorised absence	Absent	YES
J1	Interview	Authorised absence	Attending approved educational activity	NO
K	Attending alternative provision arranged by the LA	Approved Educational Activity	Attending approved educational activity	NO
L	Late (before registration closes)	Present	Present	NO
M	Medical/dental appointment	Authorised absence	Absent	YES
N	Reason not yet provided for absence	Unauthorised absence	Absent	YES
O	Unauthorised absence	Unauthorised absence	Absent	YES
P	Approved sporting activity	Approved educational activity	Attending approved educational activity	NO
Q	Unable to attend the school because of a lack of access arrangements	Attendance not required	Not counted in attendances	NO
R	Religious observance	Authorised absence	Absent	YES
S	Study leave	Authorised absence	Absent	YES

T	Gypsy, Roma, and Traveller absence	Authorised absence	Absent	YES
U	Late (after registration closes)	Unauthorised absence	Absent	YES
V	Educational visit or trip	Approved educational activity	Attending approved educational activity	NO
W	Work experience	Approved educational activity	Attending approved educational activity	NO
X	Non-compulsory school age absence	Attendance not required	Absent	NO
Y1	Transport normally provided not being available	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y2	Widespread disruption to travel	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y3	Part of the school premises being closed	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y4	Whole school site being unexpectedly closed	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y5	Pupil is in criminal justice detention	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y6	In accordance with public health guidance or law	Attendance not required	Unable to attend due to exceptional circumstances	NO
Y7	Any other unavoidable cause	Attendance not required	Unable to attend due to exceptional circumstances	NO
Z	Student not on roll	Attendance not required	Student not registered at the school	NO
#	Planned whole school closure	Attendance not required	Planned whole school closure, no session to take place	NO

**Authorised absence codes:**

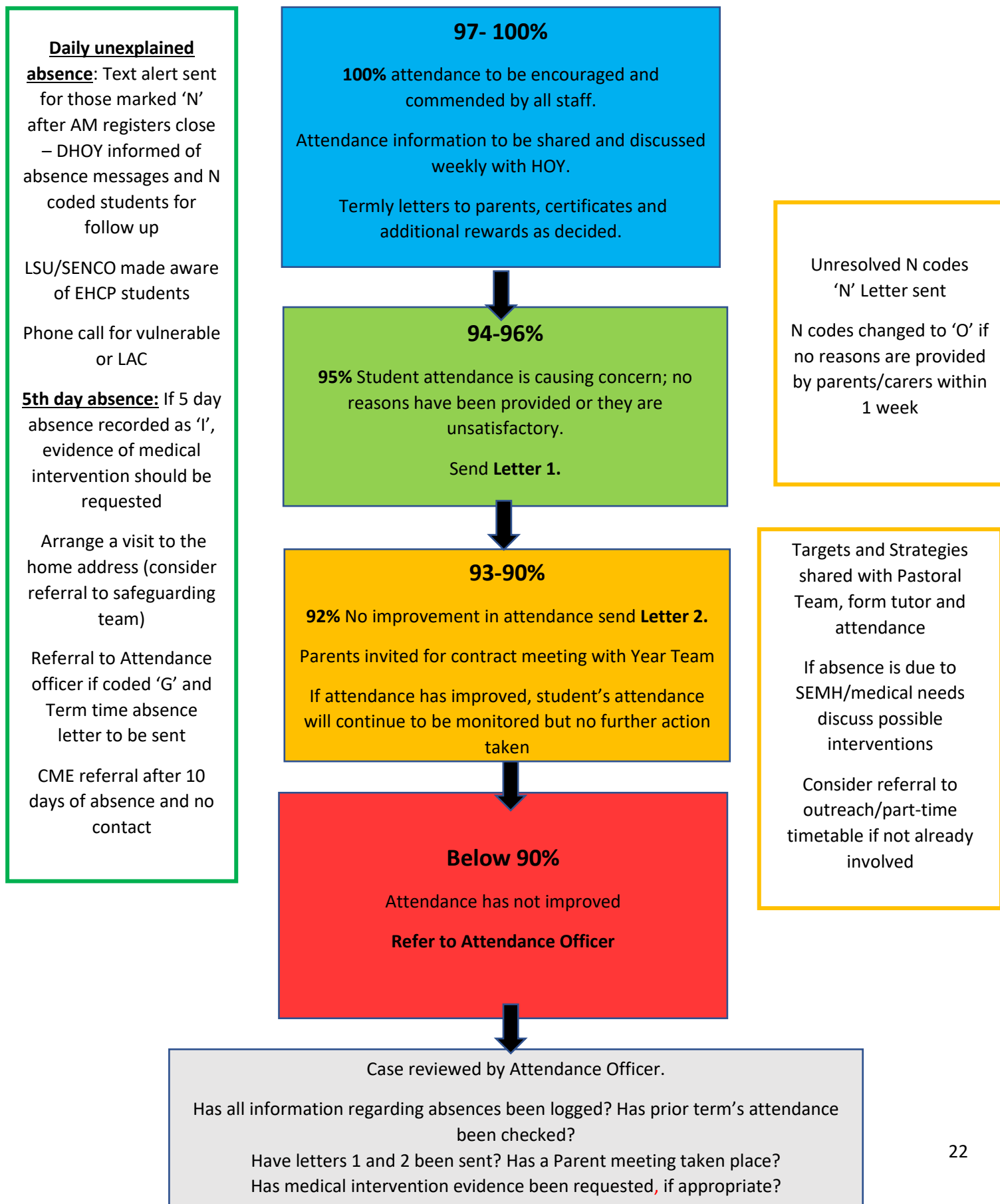
Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Student is participating in a regulated performance or employment
C2	Authorised leave of absence	Student is subject to a part-time timetable
E	Excluded	Student has been excluded but no alternative provision has been made
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious Observance	Student is taking part in a day of religious observance
S	Study Leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roman, and Traveller absence	Student from a Traveller community is travelling, as agreed with the school

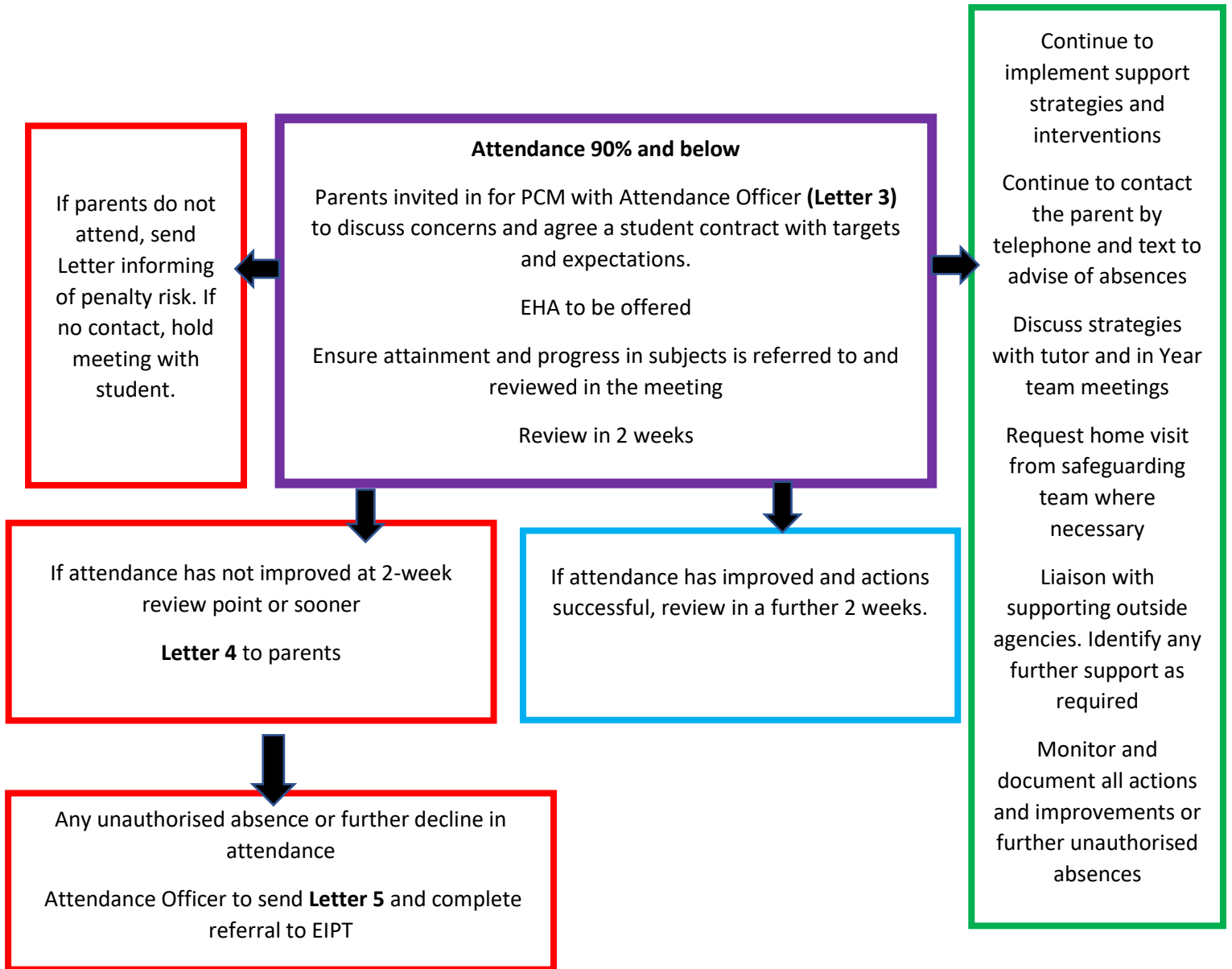
**Unauthorised absence codes:**

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

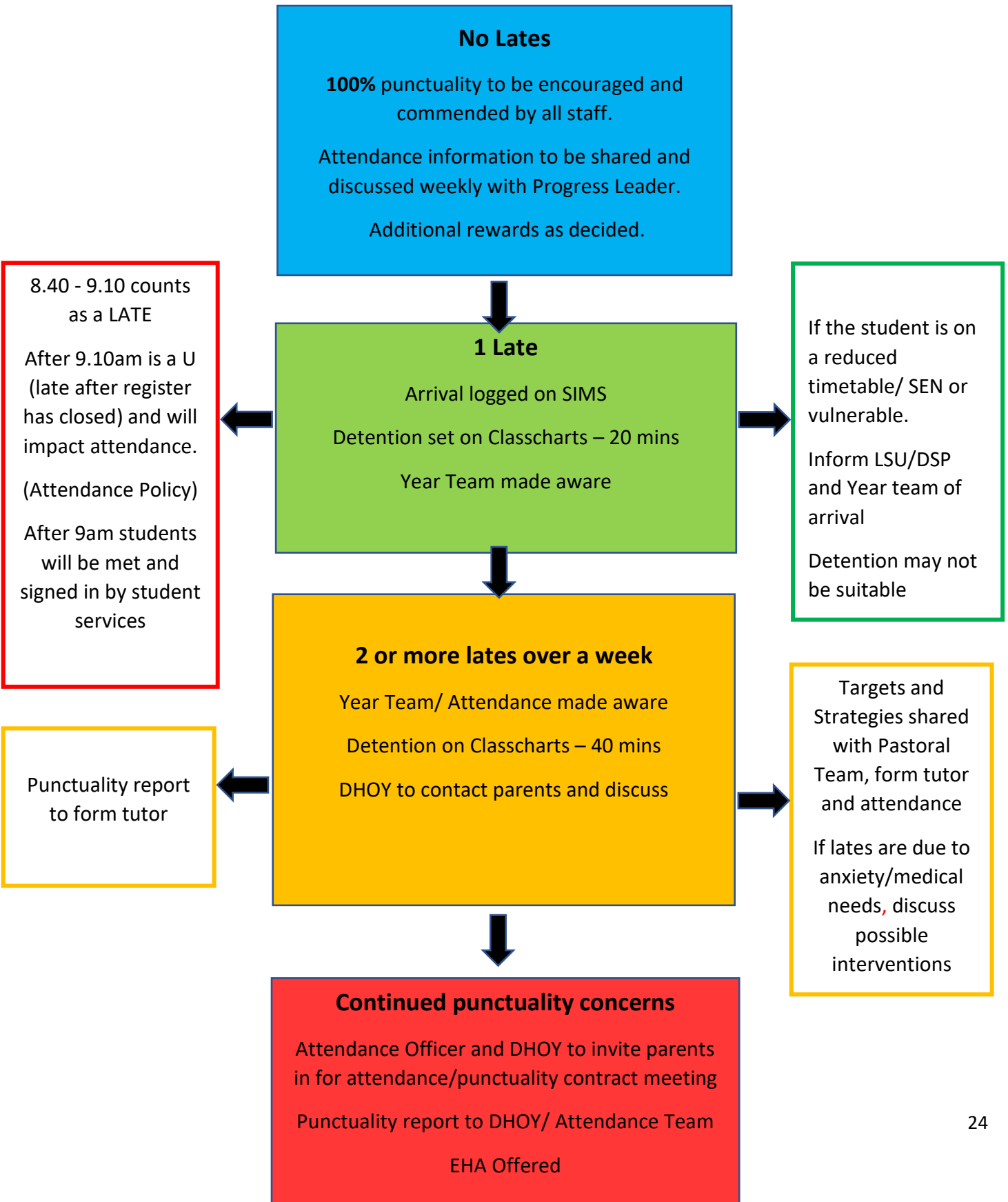
## Appendix 8 – Absence Protocols

### Attendance Intervention Flowchart

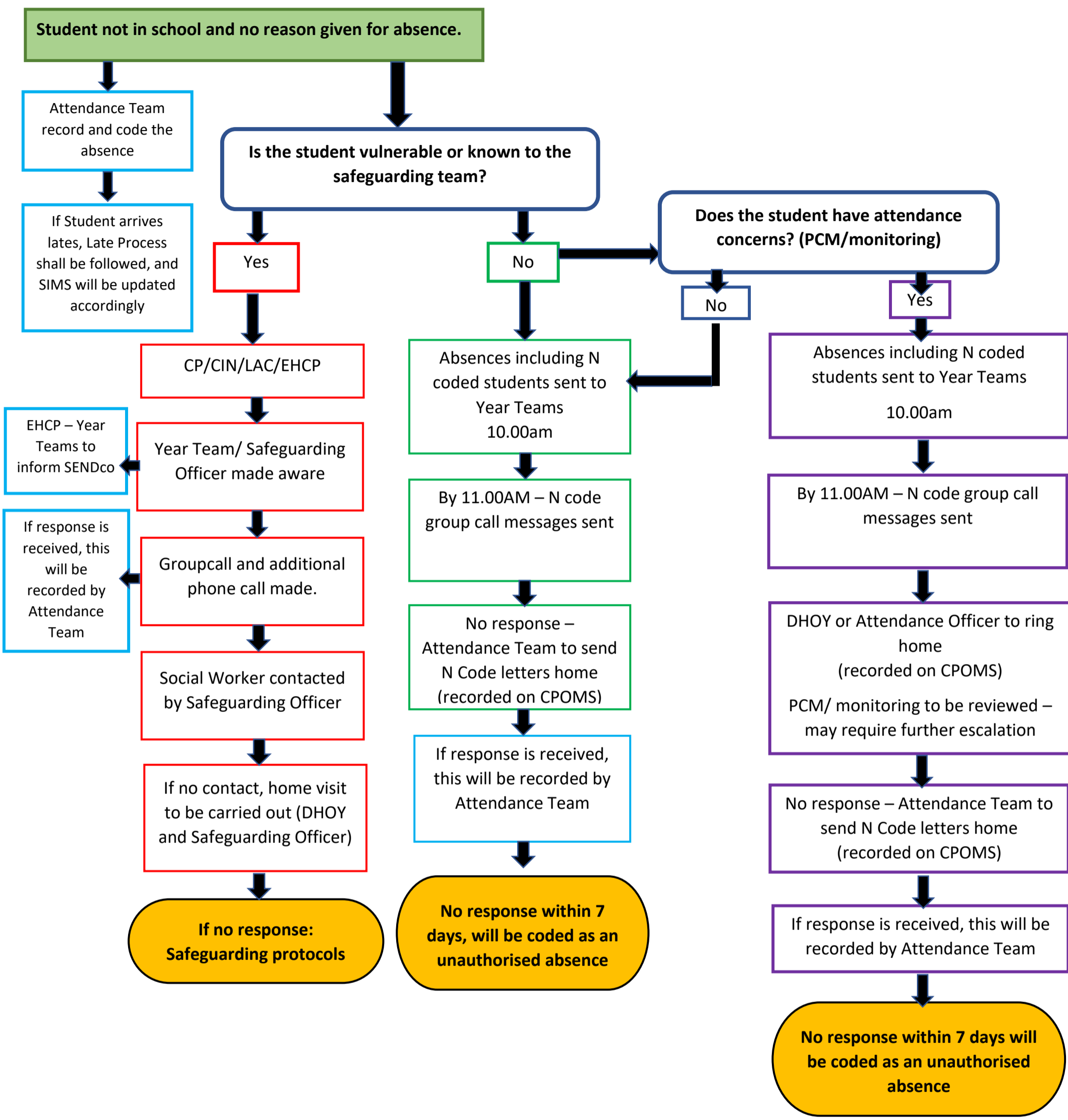




**Late Intervention Flowchart**







**Continued absence with no contact**

Group call daily, N Code letters  
 Additional phone calls  
 3 days – Home visit (DHOY and attendance)  
 10 days – reported as CME (Child Missing in Education)  
 Referral to Attendance officer if coded 'G' and Term time absence letter to be sent

**Repeated Absences with no reason given –**

AO and DHOY to invite parents in for a meeting (attendance) and highlight importance of contact/safeguarding