



**Knowleswood**  
Primary School

# Attendance Policy

# Policy details

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# 1. Policy Statement and Purpose

Knowleswood Primary School is committed to providing a full education to all pupils, that embraces the concept of equal opportunities for all. We provide a welcoming and caring environment where every pupil feels safe and valued. Regular attendance and excellent punctuality are essential in ensuring pupils make sustained academic progress and social development.

The academy works in partnership with pupils and their parents or carers to promote the importance of regular and punctual attendance. Regular and punctual attendance is vital in ensuring that all children have full access to the curriculum, because valuable learning time is lost when pupils are absent or late.

The purpose of this policy is to ensure excellent attendance for all, that maximises pupil potential. As an academy, we recognise that regular attendance has a positive impact on the motivation and attainment of pupils. As such, this policy serves to give clear guidance to all stakeholders on their roles and responsibilities; provide advice and information on statutory duties of parents / carers and the Academy and demonstrate how the Academy will work in partnership with families, the local authority and other organisations to support the best possible attendance of all pupils.

# 2. The Importance of School Attendance

**Regular attendance at school is vital to support pupils to achieve and help them get the best possible start in life. Good attendance is central to pupils' academic achievement and personal development.**

Research shows that going to school is directly linked to improved exam performance which should in turn lead to further learning / life opportunities and better job prospects.

As well as this, going to school helps to develop:

- friendships
- social skills
- team values
- life skills
- cultural awareness
- career pathways

We know that 90% of persistent non-attenders do not achieve expected levels of development at KS1 and KS2 and do not gain five or more good GCSEs. Around one third achieve no GCSEs at all.

Young people who regularly miss school without good reason are also more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour. In addition, Keeping Children Safe in Education, makes clear the fact that Children Missing Education are at significant risk of being

victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

## Attendance and Punctuality - Lost Learning Hours

Attendance	Impact	Hours lost per year
100%	0 Days Lost	0 Hours Lost
95%	9 Days Lost	45 Hours Lost
90%	19 Days Lost	95 Hours Lost
85%	28 Days Lost	140 Hours Lost
80%	38 Days Lost	190 Hours Lost
70%	46 Days Lost	230 Hours Lost

Minutes late each day	Impact per year
5 minutes	3.5 Days Lost
10 minutes	7 Days Lost
15 minutes	10.5 Days Lost
20 minutes	14 Days Lost
25 minutes	17.5 Days Lost
30 minutes	21 Days Lost

## 3. Legislation and Guidance

This policy meets the requirements of Working Together to Improve School Attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from the following legislation setting 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 (2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

School census guidance

Keeping Children Safe in Education, 2023

Mental health issues affecting a pupil's attendance: guidance for schools

## **4. Roles and Responsibilities**

### **TAGB (Trustee Appointed Governance Board)**

The TAGB is responsible for:

- Promoting the importance of school attendance across the academy
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### **The Headteacher and Senior Leadership Team**

The Headteacher and Leadership Team will offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families. Leadership Team will make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe in education. The Leadership Team will actively promote great attendance at all levels of the organisation to build up a culture of great attendance.

To do this, Leadership Team will be 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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **Strategic Lead for Attendance – Assistant Headteacher**

The strategic lead for attendance is responsible for leading attendance across the school including:

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

## Attendance Officers

The school attendance officer is responsible for:

- Ensuring absence procedures are followed in line with this policy
- Entering codes accurately and keeping the attendance register in line with legislation
- Monitoring and analysing attendance data (see section 7)
- 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
- Working as part of the safeguarding team to report and follow up concerns
- Advising the Headteacher when to issue fixed-penalty notices

## Class Teachers

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes
- Recording all attendance, accurately, on the Management Information System (ARBOR)
- Recording registers in a timely manner
- Giving attendance a high profile and emphasising the importance of school attendance
- Making pupils feel welcome and supporting them after an absence or when late to school
- Helping pupils catch up on missed subject content after absences

## School Office Staff

School office staff are responsible for taking calls from parents/carers and pupils about absence on a day-to-day basis and recording it accurately. They will also transfer calls from parents/carers and pupils to the correct pastoral staff or leaders, in order to provide them with more detailed support on attendance. They will input codes accurately and ensure that late students and students leaving during the day are accounted for. School office staff work closely with the wider attendance team and safeguarding team.

## Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day, on time at 08:30am
- Call the school to report their child's absence before 08:30am 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. If this is really not possible, late afternoon is the best time of the school day, as children will have attended the majority of their lessons and school activity.

## Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every lesson on time
- Support their parents/carers in making sure they get to school on time

## 5. Reporting Absence

Parents/Carers will be expected to provide an acceptable reason for every absence and will be able to report an absence on the day by contacting:

**The School on 01274 778177 & press 1 before 8:30am**

Situation	Who to Contact	How to Contact
Report a daily absence (before 8:30 am)	Attendance Officer – Kirsty Somma	✉ <a href="mailto:attendance@knowleswoodacademy.co.uk">attendance@knowleswoodacademy.co.uk</a> ☎ 01274 778177 & press 1
Follow up on ongoing absence or provide medical evidence	Attendance Officer – Kirsty Somma	✉ <a href="mailto:attendance@knowleswoodacademy.co.uk">attendance@knowleswoodacademy.co.uk</a> ☎ 01274 778177 & press 1
Request support for persistent or severe attendance concerns	Attendance Manager – Lisa Donoghue	✉ <a href="mailto:attendance@knowleswoodacademy.co.uk">attendance@knowleswoodacademy.co.uk</a> ☎ 01274 778177 & press 1
Discuss strategic or whole-school attendance matters	Attendance Lead – Heather Wainman	✉ <a href="mailto:attendance@knowleswoodacademy.co.uk">attendance@knowleswoodacademy.co.uk</a> ☎ 01274 778177 & press 1
General attendance queries or unsure who to contact	School Office Team	☎ 01274 778177 (they will direct you to the right person)

Parents/carers are requested to make contact **on each day of absence** even where pupils are absent for consecutive days, unless otherwise agreed with one of the Attendance Officers.

If absence reasons are medical, evidence will need to be provided such as a stamped medical card, hospital letter or prescription in order for the absence to be authorised. We will mark absence for physical or mental illness as authorised unless we have a concern about the authenticity of the illness.

Where communication is not made with the Academy about the reason for pupil absence this will be deemed as 'unauthorised absence'. The parent/carer will receive contact from the Academy to ascertain reasons for absence. Calls will be made from the beginning of the school day and will be completed by 10.30 am on the same day. Follow up will be based on the following timescales:

- If a pupil is absent without communication, the attendance team will attempt to contact parents/carers. You will receive a phone call after morning registration to request that you contact school to report the reason for your child's absence. If you do not report your child's absence following this call, or you do not answer the call, you will receive a home visit - even if it is the first day of absence.

- When a pupil is absent for two or more days without the school being provided with a reason, a member of the attendance team will conduct a home visit. Home visits from the attendance team are supportive and intended to establish if any actions need to be put in place in order to support a child's return to school.
- If a pupil is absent from school frequently, a home visit may be conducted on the first day of absence.
- If, after home visits and phone calls, the attendance team is still unable to get a reason for absence within 5 days, the attendance team will request the Police carry out a 'welfare check' at home.
- For extended periods of absence without reason, we may also contact the Child Missing Education Team at the Local Authority and/or siblings' schools to support with enquiries about the whereabouts of your child.
- If a child is absent from the Academy for 20 days (or 10 days after an authorised holiday) and their whereabouts are unknown or they are reported to have left the local area, a referral to the Child Missing Education Team will be made and the child will be removed from roll.
- Where pupils are identified as vulnerable, or we have a safeguarding concern, if communication is not made on day one of absence, procedures will be followed through more swiftly with welfare checks requested on day one if deemed necessary

## Reporting and Requesting Planned Absences

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

- Coming into the school office to speak to a member of the team
- Sending an email to [attendance@knowleswoodacademy.co.uk](mailto:attendance@knowleswoodacademy.co.uk)

You will need to show your appointment text or letter to verify your 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 by returning promptly to school following their appointment and by attending prior to the appointment if it is not first thing in the morning. The appointment should be made at the start/end of the academy day, where possible, to minimise disruption to learning.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible on the requested absence. Go to section 7 to find out which term-time absences are authorised.

## 6. Recording Absence

### Attendance register

By law, all schools are required to keep an attendance register. The academy uses an electronic system (ARBOR) to accurately record attendance and punctuality on a daily basis.

There is a daily registration session at the start of every day, during which pupils receive their morning registration mark. Any pupils arriving late (after 9:00am) will be given a late mark, and details and reason for lateness recorded. An 'L' code is added to the register. The class teacher will record this on the system when they arrive. Afternoon attendance is recorded during afternoon registration.

The attendance register marks whether every pupil is:

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

Each day, pupils can access the building from 8:30am. Doors close at 8:40am. Registration closes at 9:10am and any pupil arriving after this time will lose half a day of attendance and be marked with a U (see appendix 1 for attendance register codes).

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 also record:

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

The school day ends at **3:10 pm**, and parents/carers are expected to collect their children promptly at this time to ensure a smooth and safe dismissal.

**EYFS and KS1:** Enter and leave through their classroom doors.

**Year 3:**

- **Enter:** Hall at the back
- **Leave:** Side dining entrance next to the school roundabout

**Year 4:**

- **Enter:** Playground
- **Leave:** Same door they entered

**Year 5:**

- **Enter:** Hall at the back
- **Leave:** Same door they entered

**Year 6:**

- **Enter:** Playground
- **Leave:** Door next to the nursery entrance at the back

## Lateness and punctuality

The statutory register of the academy closes at 9:10am daily. After this point, a pupil arriving late without prior notice or a reasonable explanation, will receive an unauthorised absence mark.

A pupil who arrives late:

- After 8.40am will enter through the school office, between 8.40am and 8.55am will be marked as present, because the class registration session is still ongoing, using the appropriate code (/)
- After 8.55am, but before 9:10am, will enter through the school office, and be marked as late, using the appropriate code (L)
- After 9:10am, will enter through the school office, and be marked as late after registration closes, using the appropriate code (U)

If a pupil arrives after 8:40am, they will need to enter through the front entrance. Parents must:

- Speak to the school office to ensure that an accurate record of the lateness is recorded; or
- parents will be contacted by the academy to inform them and ascertain a reason for lateness.

## Persistent lateness

It is not acceptable for pupils to persistently arrive late to school (whether before or after the register has closed) as this not only hinders their progress but also disrupts the learning of others. The Attendance Officer will monitor late arrivals and follow this up through:

- Punctuality letters sent home
- Punctuality Panels

Pupils need to arrive at the academy on time in order to be ready for the day ahead. If they are late numerous times across the week, the following phone calls will be made:

- ➔ 1 late in a week – phone call home by Teacher
- ➔ 2 lates in a week – Phone call home by Attendance Officer
- ➔ 3+ lates in a week – Phone call home to arrange meeting with Headteacher

*All lates and conversations with parents will be recorded by the academy.*

If a pupil is persistently late to school and has two parent meetings across a half term, they are to be referred to the Attendance Officer. A home/school agreement will be prepared and signed to inform the Academy that parents will support punctuality and be at the forefront of any improvement. The Class Teacher and Attendance Officer will work with pupils and families regarding punctuality and attendance.

To support all students to attend and be punctual, we run a breakfast club (free to all students) before school, to ensure that pupils can start the day positively and be on time. If a pupil is persistently late, they may be referred to breakfast club to support punctuality.

If all the above are unsuccessful, the Academy will use legal channels in accordance with the local authority policy. This may mean that court action is taken.

## **Recording Attendance at offsite provision / dual registered pupils**

- Attendance at alternative provisions is monitored daily using Arbor. The Attendance Officer will make initial contact with parents where pupils are absent - pupils will be given a 'B' code on Arbor when they have attended external alternative provision. Any absences will be recorded using the appropriate absence code.
- Some provisions, as well as managed moves, are used on a dual-registration basis - The Attendance Officer will oversee this and will give the pupil the appropriate enrolment status. In these cases, pupils will be given a 'D' code when they are on roll with the provision for all periods where the pupil is expected to attend the other provision/school.
- pupils who are Guest Pupils at another school will remain as 'single registration' at Knowleswood Primary School. Where the pupil has attended the other school, a 'B' mark will be recorded. All absences will be logged with the appropriate code.
- Attendance Officers) from the Academy will conduct home visits where appropriate.
- Attendance Coordinator provides daily/weekly attendance figures to key staff
- Once a placement is set up, pupils must attend. Failure to do so will carry the same consequences as non-attendance within the Academy.
- Attendance Coordinator to request regular attendance certificates for pupils attending dual-registration provisions/schools.

## **Reporting to parents/carers**

Pupil attendance is available 'live' in the Arbor App. Teachers will also share attendance with pupils and parents regularly, including at parents' evenings.

Your child's attendance and punctuality will be reported to you each half-term, via marvellous me; and at the end of the year on the school report.

If your child's attendance falls, or is declining over time, we may send a text to highlight this.

In circumstances where levels of punctuality and/or attendance are unacceptably low, you will receive a letter explaining this, and a copy of your child's attendance certificate.

# **7. Authorised and Unauthorised Absences**

## **Medical and Illness**

Children should attend school on every possible day they can. Mild illnesses such as colds and coughs should not prevent a pupil from coming to school. Guidance for school leaders on authorising absence for mild illnesses, or

mild anxiety, from the chief medical officer can be found [here](#) and details when parents or carers should make sure pupils attend.

## Approval for term-time absence

The Government's amendments of the Education Regulations 2006 removed the right of Headteachers to authorise family holidays and extended leave. The academy policy, therefore, reflects this legislation.

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

Exceptional circumstances is a very specific term and can be defined as an incident or circumstance that is, rare, sudden, unforeseen, and has significant impact on the child, and is likely to be temporary. Examples of circumstances that may be exceptional, include:

- Bereavement of a family member who shares the family home
- Marriage of a family member who shares the family home
- Obligatory religious observance
- Attendance at an Embassy or consulate to renew travel documentation

Examples of circumstances that may not be exceptional, include:

- A family holiday
- Visiting a relative who is unwell
- Celebratory trips or visits, such as the wedding of a distant relative or friend, a birthday, or work-related travel
- Anything event or occurrence which is ongoing over time, or is recurring or likely to happen on a number of occasions during the child's education

These lists are not exhaustive, and inclusion as an example does not imply that Headteachers cannot exercise their legal discretion in these instances.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. Leave of absence forms can be requested from the school office, or at the end of this document. The headteacher may require evidence to support any request for leave of absence including travel tickets; medical evidence; letters from authorities.

Valid reasons for authorised absence include:

- Illness (including mental 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 parents/carers belong. If necessary, the school will seek advice from the religious body to confirm whether the day is set apart. The academy authorises **up to two days** for a religious absence per academic year and **one day** per religious event

- Traveller pupils 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

## Fines and Sanctions

We are a 'support first school'. We aim to understand reasons for patterns of poor attendance. However, we do not accept poor attendance. Our offer includes early support, so that low attendance does not become a problem. We offer parents help in a range of areas – or signpost them to services which can help. This includes support regarding financial/debt, housing, parenting, medical needs, mental health. This offer is systematically extended in all parental communications.

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. The school is obligated to pass information about unauthorised absence to the local authority. This can lead to a fixed penalty notice issued from the authority. If issued with a fine, or penalty notice, each parent/carer must pay £160 if paid within 28 days of receipt. However, a discounted rate of £80 will apply if the fine is paid within 21 days. The payment must be paid direct to the local authority.

Fixed penalties are issued, collected and administered by the Local Authority and not Knowleswood Primary School.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The decision on whether or not to issue a penalty notice may take into account:

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Permission has been refused but the absence occurs anyway
- If an excluded pupil is found in a public place during school hours without a justifiable reason
- If a pupil has not returned to school by the agreed date with no satisfactory explanation and the pupil remains on the roll of the school.
- At least 10 sessions (5 days) of school days lost to unauthorised absence by the pupil in a period of 10 school weeks.

If a pupil fails to return from a leave of absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Student Registration) (England) Regulations 2006. This means that the child will lose their school place.

The school considers each application for term-time absence individually whilst taking into account circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

## 8. Promoting and Supporting Attendance

The Academy recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Knowleswood Primary School also recognises that some pupils are more likely to require additional support to achieve excellent attendance, for example, those pupils with special educational needs, those with physical or mental health needs, and looked after children.

The academy implements a range of strategies to support improved attendance. Strategies used will include:

- Regular communication with home
- Offering incentives and rewards
- Mentoring
- Support plans
- Rewards systems
- Referral to the Educational Welfare Officer

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs; Knowleswood Primary School will consider the use of legal sanctions.

As a very last resort - and only in exceptional circumstances, the Academy may implement a part time timetable to support regular attendance. This would only be as a very last resort.

### ***Rewarding Attendance***

We believe that recognising and celebrating excellent attendance is just as important as supporting improvement. A wide range of positive incentives are in place to motivate pupils and celebrate attendance success. These are shared regularly with families via the school website and social media.

Timeframe	Incentives & Rewards
Daily	- 100% Attendance Treats: One pupil spins the Attendance Wheel or picks from the Treat Box - Birthdays: Pupils attending on their birthday receive a birthday card and 15 minutes in activity club at the end of the day.
Weekly	- Individual Rewards: <ul style="list-style-type: none"> <li>● 100% attendance = small in-class treat</li> <li>● Recognised in Learning Champion Assembly (with The Headteacher)</li> <li>● Attendance certificate awarded in assembly</li> <li>● Attendance stamps (those who are monitored) → Friday treat from team</li> </ul> Class Rewards: <ul style="list-style-type: none"> <li>● Class with highest attendance wins trophy + treat (hot chocolate, cookies, etc.) + 15 mins golden time</li> <li>● Classes meeting target get juice/hot chocolate, biscuit + 10 mins extra play</li> </ul> Attendance data posted on staff doors and celebrated school-wide

Timeframe	Incentives & Rewards
Half-Termly	-Praise Points: 98%+ attendance earns Praise Points (trackable via Arbor app) - Prize Draw: Pupils with full attendance & punctuality entered into big prize draw - 100% Attendance: • Certificate + assembly recognition • Afternoon celebration (e.g., disco, picnic, lunch with SLT) * Golden ticket invitation after break - Hampers: Craft kits, books, fidget toys – awarded and shared on social media - Ad-Hoc Events: Random 100% weeks with surprise rewards
Termly	- 100% Attendance: Badge + certificate + entry into prize draw - Trips & Activities: Aspens-pizza/smoothie making, Grasshoppers visit, etc. - Badges & Certificates: • Bronze – 95%+ • Silver – 97%+ • Gold – 100% - Class Reward: Best attendance class wins a non-uniform day - Community Events: e.g., flapjacks, BBQs for 100% pupils + parents (run by Aspens)
Yearly	- 100% Pupils: Major trip (e.g., Yorkshire Wildlife Park, Seaside – TBC) - Achievement Medals: Bronze (95%+), Silver (97%+), Gold (100%) - Top Class: Wins £100 voucher (2 weeks before year-end) - Families: With 96%+ entered into draw for local attraction ticket
Ongoing Support	- Staff model and promote good attendance - Home–school attendance agreements signed at parents’ evening - Breakfast Club open to all pupils to support punctuality and attendance

## Legal Intervention

The law requires parents to ensure that their child attends school regularly. The academy has a primary responsibility in dealing with the issue of attendance, in partnership with parents and pupils. The majority of attendance issues will be dealt with by the academy, however, on occasions, attendance concerns may need to be passed on to the Local Authority.

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission. Schools also have a safeguarding duty, under section 175 Education Act 2002, to investigate any unexplained absences.

If a pupil is missing school without good reason and support options have been exhausted without improvement/engagement, schools can refer to the Local Authority for legal intervention. This is likely to result in the pupil case file being referred for consideration in the Magistrates Court.

Local Authorities and schools can use various legal powers if a child is missing school without a good reason and when other methods of support and challenge have not worked. This action can include:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a ‘penalty notice’)

## **9. Attendance Monitoring**

The school will monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level. Through this analysis we will identify whether or not there are particular groups of children whose absences may be a cause for concern

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 academy governing council and Regional Director.

### **Analysing attendance**

The school will analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families. We will look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.

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

The school will provide regular attendance reports to class teachers and to school leaders, to facilitate discussions with pupils and families and use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

### **Identifying and supporting Persistent and Severely Absent Pupils**

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. The academy will work with parents/carers, staff, agencies and pupils to prevent children from falling into either of these categories.

The school will use attendance data to find patterns and trends of persistent and severe absence. We will hold regular meetings with the parents/carers of pupils and all adults who are listed as holding parental responsibility, who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. We will provide access to wider support services to remove the barriers to attendance.

Pupils with attendance of less than 90% will be identified by the attendance team and referred to the attendance officer for more intensive casework. Preventative intervention work will be done to avoid pupils reaching PA status.

### **Identifying and supporting Children Missing in Education**

We recognise that a child going missing from education is a potential indicator of abuse or neglect. A pupil is counted to be 'Missing in Education' if they have been absent for 20 consecutive days from the academy (with no reason for absence given) or if they have not returned for 10 consecutive school days after returning from an authorised absence. Where a child is identified as missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016) and follow the Bradford Local Authority procedures.

School and college staff members must follow the Bradford Children's Services LA protocols

Contact: [CME@bradford.gov.uk](mailto:CME@bradford.gov.uk) 01274 438877

Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. Academy staff members must follow the academy's procedures for dealing with pupils who are absent/go missing (flow chart of actions can be seen in the appendices), particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of going missing in future.

## 10. Links with other Policies

This policy links to the following policies:

- Academy Safeguarding Policy
- Behaviour policy
- Exclusions Policy

# Appendix 1 – Coding

Code	Description	Meaning	New for Aug 2024
/	Present for school morning session	Present	
\	Present for school afternoon session	Present	
L	Late arrival before the register closed (within 30mins of school start time)	Present	
B	Attending any other approved educational activity – not to be used for Virtual learning (not dual registration) <b>Schools must also record the nature of the educational activity</b>	Approved educational activity	
K	Attending education provision arranged by the local authority <b>Schools must also record the nature of the educational activity</b>	Approved educational activity	X
P	Participating in sports activity	Approved educational activity	
V	Attending an educational visit or trip	Approved educational activity	
W	Attending work experience	Approved educational activity	
C	Leave absence for exceptional circumstance (not covered by another appropriate code/description)	Authorised absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	X
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence	X
E	Suspended or permanently excluded and no alternative provision	Authorised absence	
I	Illness (not medical or dental etc. appointment)	Authorised absence	
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence	X
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	
R	Religious observance	Authorised absence	
S	Leave of absence for the purpose of studying for a public examination	Authorised absence	
T	Traveling with parent for occupational purposes	Authorised absence	
G	Family holiday not agreed or days in excess of agreement	Unauthorised absence	
N	No reason yet provided for absence	Unauthorised absence	

## Absence Codes

<b>O</b>	Absent in other or unknown circumstances (not covered by any other code/description)	Unauthorised absence	
<b>U</b>	Arrived in school after registration closed (after 30mins of school start time)	Unauthorised absence	
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances	
<b>Q</b>	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances	X
<b>X</b>	Non-compulsory school age pupil not required to attend	Not counted in possible attendances	
<b>Y1</b>	Transport normally provided by LA or school not available	Not counted in possible attendances	X
<b>Y2</b>	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances	X
<b>Y3</b>	School premises partially closed	Not counted in possible attendances	X
<b>Y4</b>	Whole school site unexpectedly closed	Not counted in possible attendances	X
<b>Y5</b>	Pupil in criminal justice detention	Not counted in possible attendances	X
<b>Y6</b>	Unable to travel or attend due to public health guidance or law on transmission of disease	Not counted in possible attendances	X
<b>Y7</b>	Unable to attend due to unavoidable cause <b>Schools must also record the nature of the unavoidable cause</b>	Not counted in possible attendances	X
<b>Z</b>	Pupil's name entered in advance of start date, not yet on roll	Not counted in possible attendances	
<b>#</b>	Planned whole school closure – no session to take place	Not counted in possible attendances	

<b>Retired codes no longer in use after 19th August 2024</b>		
Code	Description	Meaning
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

Key	Present
	Approved Education Activity (Present)
	Authorised absence
	Unauthorised absence
	Not counted in possible attendances

# Appendix 2 – Parents Attendance Policy

## Parents Attendance Policy

**95% - 100% GREAT WORK!** Your child's attendance is excellent - there are no attendance concerns and your child will thrive in school.



**92% - 95%** School will identify your child's attendance has dropped. You will receive a letter to notify you and offer support to improve this. All attendance and punctuality will be monitored for two weeks. If this doesn't improve we will move to the next stage of monitoring.



**90% - 92%** Your child is at risk of falling below 90%. You will receive letters to notify you. You will be required to meet with the attendance team to discuss how we can work together to improve your child's attendance. At this meeting we will discuss the support that is available to you and will write a joint action plan.



**90% and below.** If your child falls into this category they are classed as a persistent absentee. If their attendance does not improve due to unauthorised absence and you do not engage with school, we have a duty to inform the Local Authority who may proceed with Statutory Action. This can lead to a penalty fine of a prosecution.



**Attendance below 50% is called 'Severe Absence'.** If your child falls into this category you may be referred to external agencies such as the Local Authority or Children's social care. It is important that you discuss any reasons for absence with the school in order to be supported in improving your child's attendance.

### Punctuality

Rise and shine, don't be late, 8:30 is the time to start your day great. If children arrive at school after 8:40am, they will receive a late mark. Late marks affect children's overall attendance percentage.

### Holidays

Holidays during term time will not be authorised. This will result in a £80 fine per parent. This is issued by the Local Authority.

### Medical Appointments

Appointments should be booked out of school time where possible. If this is not possible we will require proof of appointment to avoid the absence being authorised.

## Appendix 3 - Recognition and Rewards

At Knowleswood, we believe that recognising and celebrating good attendance is just as important as supporting improvement. We recognise and celebrate good attendance and punctuality in the following ways:

Reason	Rewards	Frequency
One pupil with 100% attendance	Spin attendance wheel + treat box prize	Daily
Child attends school on their birthday	Birthday card + small treat	
Pupils with 100% attendance (weekly)	Small in-class treat	Weekly
Pupils with 100% attendance (weekly)	Recognition in Learning Champion Assembly with Head of School	
Class with highest attendance	Trophy + surprise treat (cookies, popcorn, etc.) + 15 mins golden time	
Pupils with 100% attendance (weekly)	Certificate awarded in assembly	
Pupils with 100% attendance (weekly)	Weekly attendance stamps → Friday treat from attendance team	
Class/School attendance celebration	Attendance displayed on staff doors and across school	
Pupils with 100% attendance (half-term)	Certificate + celebration in assembly	Half-Termly
Pupils with 100% attendance (half-term)	Afternoon celebration (ice cream picnic, lunch with SLT, or disco)	
Pupils with 100% attendance (half-term)	Golden ticket invitation after the holiday	
Selected pupils/school	Hampers (crafts, books, fidgets) awarded in assembly + promoted on social media	
Pupils with 100% attendance (term)	Special trips/activities (pizza/smoothie making, Grasshoppers trip)	Termly
Pupils with 95%+ / 97%+ / 100% attendance	Bronze, Silver, Gold badges + certificates	

Class with best attendance	Non-uniform day	
Pupils with 100% attendance	Aspens special cooking/community events (flapjacks, BBQ, mince pies with parents)	
Pupils with 100% attendance (year)	Major trip (Yorkshire Wildlife Park, Seaside, Jumperoo/Funzy – TBC)	Yearly
Pupils with 95%+ / 97%+ / 100% attendance (year)	Bronze, Silver, Gold medals + certificates	
Class with best attendance overall	£100 voucher (end-of-year prize)	
Families with 96%+ attendance	Entered into prize draw for family ticket to local attraction	
Staff role-modelling	Staff model and promote excellent attendance	Ongoing
Families	Home–school attendance agreements signed at parents' evening	
Pupils	Breakfast Club offered to support punctuality and attendance	

\* Where there are pupils who are not attending for reasons such as moving school and awaiting a school place, a significant medical need, etc. These pupils will be deducted from weekly calculation, at the Headteachers discretion

\*<sup>2</sup> This reward is measured across the term, so all pupils have the opportunity to achieve this each term. Attendance must be 100%, and no allowances will be made for those whose attendance is below 100% for the term

\*<sup>3</sup> This reward is measured across the year. Attendance must be 95%, and no allowances will be made for those whose attendance is below 98% for the year.

## Appendix 4 - Thresholds and Interventions

At Knowleswood, we believe that everyone should benefit from their education, and we have a menu of support available to help children to maximise their attendance at school. We support good attendance and punctuality in the following ways:

Reason	Support	Duration
Short-term challenging circumstances	Family Support Available on request Sign-posting to other services available	As and when required

Attendance below 95%	Text message and letter home 4 Week monitoring	Four Weeks
Attendance below 92%	Text message and letter home Meeting with the attendance officer Action Plan implemented	Four Weeks
Attendance below 90%	Text message and letter home Meeting with the Headteacher Action Plan updated and reviewed	Four Weeks
Attendance below 90%, and no improvement within 12 weeks	Text message and letter home Meeting with the Headteacher Referral to the Local Authority*	

\* Where all other attempt to improve attendance have failed, and there is no sign of improvement

## Appendix 5 - Responsibilities

### Parental responsibilities

All pupils	Pupils at risk of persistent absence	Persistently absent pupils	Severely absent pupils	Pupils with lower attendance than peers	Support for students with SEND with poor attendance	Support for pupils with a social worker	Monitoring
Parents are expected to:	Parents are expected to:	Parents are expected to:	Parents are expected to:	Parents are expected to:	Parents are expected to:	Parents are expected to:	Parents are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	N/A	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Schools regularly update parents on their child's attendance.</p>



# Appendix 6 - Definitions

## **Fine**

Your local council can give each parent a fine of £80, which rises to £160 each if you do not pay within 21 days. If you do not pay the fine after 28 days, you may be prosecuted for your child's absence from school.

## **Prosecution**

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

## **Education Supervision Order**

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

## **Parenting Order**

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

# Appendix 7 - Templates Letters, Texts & Emails

## Letter 1. Falling below 95% / below average / declining

<Address>

<Address>

<Address>

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Unauthorised Absence	<i>Number of sessions missed out of a possible?</i>

The information below shows how attendance can affect your child's future progression.

<b>Above 97%: Less than 6 days absence a year</b> Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
<b>95%: 10 days absence a year</b> These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
<b>90% and below: 19 days + absence a year</b> The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you are experiencing difficulties as a family, please let us know. We can offer early support, so that low attendance does not become a problem. We may be able to help with a range of areas - or signpost you to those that can help. This could include support for: Financial/debt problems, housing issues, parenting challenges, medical needs, mental health and a range of other areas.

If you think we can help, please get in touch. All requests for support are treated in confidence.

Call Lisa Donoghue (Attendance Officer) or Gemma Hall (School Home Support) on 01724-778177 or you can send an email: [office@knowleswoodacademy.co.uk](mailto:office@knowleswoodacademy.co.uk). Please mark the subject of the email as 'Attendance'

Yours sincerely

Mr R Lewis  
Head of School

**Letter 2. Failure to improve**

**<Address>**

**<Address>**

**<Address>**

**<Date >**

Dear **<name of parent / carer>**

Since our last letter, *<name of pupil>*'s attendance has failed to improve significantly and is now *<attendance percentage>*%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year – your child will spend more time at home than at school this academic year!

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with *<name of pupil>*. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

Due to the current level of absence please note that any future absences relating to illness and/or medical reason will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence that could be used are Prescriptions, Appointment Cards, Doctor's Notes etc. If this evidence is not supplied, your child's absence will be recorded as an 'unauthorised' absence.

We would appreciate your support to make sure *<name of child>*'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

If you think we can help, please get in touch. All requests for support are treated in confidence.

Call Lisa Donoghue (Attendance Officer) or Gemma Hall (School Home Support) on 01724-778177 or you can send an email: [office@knowleswoodacademy.co.uk](mailto:office@knowleswoodacademy.co.uk). Please mark the subject of the email as 'Attendance'

Yours sincerely

Mr R Lewis  
Head of School

### **Failure to improve - Invite to Panel meeting**

**<Address>**

**<Address>**

**<Date >**

Dear **<Name of Parent>**

**Name of Child: <name of pupil>**

**DOB: <date of birth>**

**Attendance Percentage: <attendance percentage>%.**

You will recall that I wrote to you on <date of Enforcement Letter 1> regarding <name of pupil>'s poor attendance at school. I enclose a copy of <name of student>'s attendance certificate, showing that since <date>, <name of student> has had <number of unauthorised sessions> sessions of unauthorised absence. You will notice that further unauthorised absences have occurred.

Unfortunately, <name of pupil>'s attendance has not improved sufficiently. <name of student>'s current attendance is <attendance percentage>%. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at Knowleswood Primary on <date> at <time>. You will be asked to agree to an attendance contract to support <name of student>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact me as soon as possible.

Absences due to illness will no longer be authorised for your child without medical evidence, such as a letter from your doctor, a copy of your child's prescription, or an appointment card. It is your responsibility to inform the school of any absences due to illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children attend school regularly. This is stated in Section 444 of the 1996 Education Act:

***"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".***

**Should you be prosecuted for failure to ensure <name of student>'s regular attendance at school, you may be fined up to £2,500 and/or face a 3-month custodial sentence.**

Yours sincerely

Mr R Lewis  
Head of School

## **Final Warning Letter**

**<Address>**

**<Address>**

**<Date >**

Dear **<Name of Parent>**

**Name of Child: <name of pupil>  
birth>**

**DOB: <date of**

**Attendance Percentage: <attendance percentage>%.**

The school have offered support to you and your family to try and help improve <Childs Name>'s attendance, including:

1. Telephone calls. School contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. An attendance Overview Letter. We wrote to you, letting you know about <Childs Name>'s attendance. The impact of their continued absence and invited you to contact the school to discuss the situation further.
3. An Attendance Support Meeting Invite. You were invited to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence, and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, <Childs name> attendance remains a cause for concern. Since our last contact <Child's Name> failed to attend regularly at Knowleswood Primary. Which resulted in 10 sessions (half days) or more of unauthorised absences being recorded.

**You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued.**

**A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.**

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

We are available to offer support regarding <name of pupil>'s school attendance, so please do not hesitate to contact Lisa Donoghue (Attendance Officer) on 01724 778177 to discuss the situation further, or Bradford Council's Attendance Support Team as soon as possible on 01274 435743.

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

**If a child of compulsory school age who is a registered pupil at a school fails to attend regularly the child's parent may be guilty of an offence under Section 444, Education Act 1996.**

Yours sincerely

Mr R Lewis  
Head of School

**Unauthorised absence letter/Email**

**<Address>**

**<Address>**

**<Address>**

**<Date>**

Dear **<name of parent / carer>**

According to our records, **<name of pupil>** has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the **<s/he>** is unable to attend school and an expected date when **<s/he>** should return. Unfortunately, we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please Contact Lisa Donoghue with any an update for absences categorised as “**Unauthorised**” Absence.

If you are experiencing difficulties as a family, please let us know. We can offer early support, so that low attendance does not become a problem. We may be able to help with a range of areas - or signpost you to those that can help. This could include support for: Financial/debt problems, housing issues, parenting challenges, medical needs, mental health and a range of other areas.

If you think we can help, please get in touch. All requests for support are treated in confidence.

- Call Lisa Donoghue (Attendance Officer) or Gemma Hall (School Home Support) on 01724-778177 or you can send an email: [office@knowleswoodacademy.co.uk](mailto:office@knowleswoodacademy.co.uk). Please mark the subject of the email as 'Attendance'

Yours sincerely

Mr R Lewis  
Head of School

