Kingsley Primary School

Attendance Policy

Reviewed November 2025
To be reviewed November 2026

Attendance Policy

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Whole School Attendance Policy

Kingsley Primary School

Policy Consultation and Review

This policy is available on our school website and on request from the school office. We also inform parents about this policy when their child(ren) join our school and regularly thereafter through our school newsletter and other relevant opportunities.

This policy will be reviewed in full by the Governing Body and relevant key staff on an annual basis. The policy was last reviewed in November 2024 and is due for review in November 2025.

Approved by : A.Darby Headteacher Date: 27/11/24

Approved by : J. Vale Chair of Governors Date: 27/11/24

ATTENDANCE POLICY

1. Statement of Intent

At Kingsley Primary School we recognise that positive behaviour and good school attendance are essential for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance. Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.
We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Promoting Regular Attendance

At **Kingsley Primary School** we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details
Senior Attendance Champion**	**Kendra Robinson**	**01429 273102**
Local Authority Attendance Officer	**Laura Wilson**	**01429 523239**
Named Governor/Trustee for Attendance	**John Vale**	**01429 273102**

Improving school attendance is everyone's business, it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

3. Registration

There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present or absent. The Education (Pupils Attendance Record) Regulations 2006 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Both staff and pupils should see that taking of registers as an integral part of the school day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers.

Electronic registration takes place by each teacher both morning and afternoon. This information is immediately available to the attendance co-ordinator to allow efficient checking.

Department of Education requires all teachers to use the symbols shown in Appendix 2 for the marking of registers.

In accordance with current legislation, each class in school has an attendance register. It is school policy that registers are completed by **8:55 am for KS1 and 9:00am for KS2** and they will be collected and returned to the school office. **The afternoon registration is taken and ends at 3:25pm for KS1 and 3:30pm for KS2.**

We believe that pupils arriving late seriously disrupt their work and that of others. Our policy is to encourage punctuality. 10 minutes will be allocated for registration purposes at the beginning of each session. Children will be recorded as being late once registration has taken place.

Our registration procedure is included as Appendix 3.

4. Absence

It is the parent's responsibility to inform school of the reason for a child's absence on the first day of their child's absence. This will allow the class teacher and attendance co-ordinator to interpret the category of absence.

If parents do not contact school on the first day of their child's absence, the Attendance Co-ordinator will contact parents to ascertain reasons for the absence and offer advice and support where appropriate. It is important that contact with parents is made on the first day of absence to ensure that parents are aware that their children have not arrived at school that day. Contact will also be made on the 3rd and 5th day of absence.

It is a fact that parentally-condoned unjustified absence is a serious problem in some schools. This can be every bit as damaging as the more traditional forms of truancy. Although not a significant problem at Kingsley Primary School, staff should be vigilant to avoid it becoming a problem.

Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or where no explanation is forthcoming at all the absence will be treated as unauthorised. Where

parentally condoned unjustified absence appears to be a problem in relation to a particular pupil, the Attendance Co-ordinator will intervene at an early opportunity. If no improvement is noted after the Outreach Worker Linda Craig has intervened a referral will be made to the Local Authority's School Attendance Officer.

An excessive amount of unauthorised absence can also seriously disrupt continuity of learning and encourage disaffection. We must be alert to emerging patterns of absence. We may authorise absence retrospectively where we are satisfied as to the explanation offered. Absences of pupils without valid reason or for which no explanation has been provided will be treated as unauthorised.

Leave for medical or dental appointments will be given (i.e. the absence will be authorised) where confirmation has been received from the parent (either in person, in writing or by a telephone call) or on production of an appointment card. To minimise absence from school, parents are requested to return children to school after medical and dental appointments if they are well enough to be at school (i.e. following dental check-ups or routine appointments).

Teachers are not asked to do analysis of attendance but are asked to make use of the outcomes of analysis, which may have relevance to pupil achievement.

Where a pupil is present for registration but then has to attend an appointment, school need take no action beyond recording the fact that (for the purpose of emergency evacuation) the pupil, although registered, is not physically present. Similarly the school must note the presence of a pupil (again for purposes of emergency evacuation) who was not present at the time when the register was being taken but returns later from an appointment. Office staff will check the inventory console signing in system and make a note in the relevant day's column in the register as to the times the child came or left so that there is information on the child's whereabouts in the event of emergency evacuation.

Our policy deals in general with the categories of absence and cannot cover every eventuality. It will be necessary on occasion to exercise reasonable discretion when investigating some absences. However, the following key points must be remembered:-

- Registered pupils of compulsory school age are required by law to be in school;
- Whilst it is right that schools should recognise that individual pupils and families have problems the aim should always be to expect regular attendance.
- Lateness should be actively discouraged;
- Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming (for whatever reason) or cannot be sought by the Attendance Co-ordinator, the absence must be treated as unauthorised and the register completed accordingly;
- We are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered;
- Explanations such as minding the house, looking after other children, shopping trips and birthday celebrations within school hours will not be acceptable reasons for absence;

- Parents should not expect, or be led to expect that, as of right, schools will agree to family holidays during term time. Each application will need to be considered on an individual basis.

- Even where absence is authorised, staff will be alerted to emerging patterns of absence, which may seriously disrupt continuity of learning.

- In promoting regular attendance, we will work in partnership with the Local Authority, external agencies and local businesses.

5. Leave of absence

At Kingsley Primary School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 19th, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Hartlepool, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).
The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, it is charged at a flat rate of

£160 and is payable within 28 days. **There is no reduced sum available in this instance**.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

5a. Requests for leave of absence

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances, and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Where no request for leave of absence is received from parents but school have reason to believe that absence is for the purpose of a term-time holiday, school will address this with a letter to parents. The letter will request suitable evidence (for example evidence of attended medical appointments) to allow absences to be authorised. If no suitable evidence is received, school will unauthorise the absence and refer to the Local Authority if the unauthorised absence meets threshold for consideration of a penalty notice.

6. Lateness

It is our policy to actively discourage late arrival. In recognition of local circumstances (such as bad weather or occasional public transport difficulties), we may keep registers open for a reasonable period.

For registration to mean anything at all, a firm line will be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

Anyone arriving late must report to the main office and the child's name and class will be entered in the Inventry console signing in system. Information collected in the late book may be used as evidence when attempting to engage with the family to make improvements.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. The Attendance Co-ordinator/Headteacher will seek an early meeting with parents of those pupils who persistently fail to arrive on time without a valid reason and look at ways to improve attendance and punctuality in future. If parents do not have any valid reason for the child's persistent lateness the Headteacher will implement a monitoring plan. If no

improvement is noted as a result of the monitoring plan, the Attendance Co-ordinator will consult with the School Attendance Officer. See Appendix 6 for number of late marks notification letter.

7. Role of School Attendance Officer (Local Authority)

The role of the designated Attendance Officer is to:

- Liaise, where appropriate, between home and school (following school intervention).
- Investigate irregular attendance or lateness which may give rise to concerns that a child may be at risk.
- Complete a regular register check; giving feedback and advice on improving attendance.
- Enforce the Law in relation to school attendance.
- Advise and or assist school in setting attendance targets.

8. Referral to the School Attendance Officer (Local Authority)

Referral to the School Attendance Officer will be considered when a child's attendance falls below 90%, in the following circumstances:

- Absence is regular and/or repeated and therefore affecting the child's education.
- When a pupil has been absent for two consecutive weeks and the absence is unauthorised the child can be referred to the School Attendance Officer as 'missing'.
- The intervention by school has failed to secure a pupil's regular attendance.

Progress reports on referrals will be given to the school at regular intervals by the School Attendance Officer (as agreed between school and the School Attendance Officer).

Details of the procedure followed by the School Attendance Officer can be found in the Local Authority Attendance Handbook.

When making a referral to the School Attendance Officer, it is important that the following information is included:

- Parents/pupils attitudes towards school
- Parental reasons for non-attendance
- Action taken by school to resolve any identified problems.
- Information regarding any special educational needs the pupil may have, academic attainments and support being provided by the school.

10. Role of School Attendance Co-ordinator

- To promote and safeguard the welfare of the children in school.
- To contact parents/carers on the first, third and fifth days of absence to ascertain reasons for missing school.
- To be an integral part of schemes and initiatives in the school aimed at improving pupil attendance and improving punctuality.
- To liaise with teachers over the attendance of pupils and to establish early contact with parents/carers.
- To assist in the development and evaluation of strategies aimed at resolving issues relating to non-attendance and lateness.
- To assist in the speedy and effective exchange of pupil information between schools following the transfer of a pupil.
- To assist in the induction of children into the school with regard to the general ethos of the school, rules and behaviour guidelines.
- To work in partnership with pupils, parents/carers, school staff, the Local Authority, relevant agencies and support units.
- To support and motivate parents on matters relating to attendance and behaviour.
- To prepare and present reports as necessary, to maintain appropriate records and statistics.
- To assist the Head Teacher in the preparation of information relating to attendance.
- To have due regard to confidentiality, child protection procedures, health and safety issues, appropriate statutory requirements and relevant policies of the Local Authority.

12. Rewarding Good Attendance and Punctuality

Rewarding good attendance and punctuality at Kingsley Primary School is very important.

At the end of each term an attendance assembly will take place where pupils with 100% for that term will be rewarded. This will take for the form of certificates and prizes.

An attendance board is positioned in a prominent corridor in school where all children can see their class attendance marked as a rocket reaching for the stars. Each week the highest class is rewarded, and the class teacher will negotiate with the children on what this will be.

13. Improving Punctuality

- All pupil lateness is recorded daily and persistent lateness without justification or a reasonable explanation will result in contact being made with parents/carers.
- However, if this causes no improvement or if the improvement is short lived then the Attendance Co-ordinator will bring it to the attention of the SAO at one of their regular meetings.

- There will be regular half termly reviews of the achievement of the targets set.

14 Attendance Targets and Results

To enable Kingsley Primary School to achieve their attendance target, these systems have been developed to provide detailed robust data on school attendance.

- The Head Teacher and School Attendance Co-ordinator regularly reports to the Attendance Governor, who in turn, reports back to the full Governing body.

- Attendance is published annually on the school profile and is also made available to all parents/carers through inclusion in the school newsletter.

- Good and improved attendance is celebrated throughout the school.

- Information for parents on the importance of attendance and punctuality is regularly sent home to parents of pupils who demonstrate an attendance or punctuality concern.

List of Appendices

1. Attendance codes, descriptions and meanings
2. Daily registration procedure
3. Application for pupil leave of absence
4. Notification of decision
5. Suspected holiday letter
6. Late marks notification letter

Appendix. 1

Attendance Session Codes from 19/08/2024

Present	
/ \	Present (AM,PM)
L	Late arrival before the register has closed
Approved Education Activity	
B	Attending any other approved educational activity (changed definition from 19/08/2024)
K	Attending education provision arranged by local authority (new from 19/08/2024)
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
Authorised absence	
C	Leave of absence for exceptional circumstance (changed definition from 19/08/2024)
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (new from 19/08/2024)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable (new from 19/08/2024)
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointments)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (new from 19/08/2024)
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Not counted in possible attendances	
D	Dual registered at another school (i.e. pupil attending other establishment
Q	Unable to attend the school because of a lack of access arrangements (new from 19/08/2024)
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available (new from 19/08/2024)
Y2	Unable to attend due to widespread disruption to travel (new from 19/08/2024)
Y3	Unable to attend due to part of the school premises being closed (new from 19/08/2024)
Y4	Unable to attend due to the whole school site being unexpectedly closed (new from 19/08/2024)
Y5	Unable to attend as pupil is in criminal justice detention (new from 19/08/2024)
Y6	Unable to attend in accordance with public health guidance or law (new from 19/08/2024)
Y7	Unable to attend because of any other unavoidable cause (new from 19/08/2024)
Z	Pupil not on admission register
#	Planned whole school closure (changed definition from 19/08/2024)

NOTES:
1) **New codes** (from 19/08/24) appear in **RED**.
2) Codes with **changed definitions** (from 19/08/24) appear in **BLUE**.
3) Codes **H** (Holiday authorised by the school), **J** (Interview) and **Y** (Unable to attend – exceptional circumstances) **not used** from 19/08/24.
4) Codes **B** (Attending any other approved educational activity), **K** (Attending education provision arranged by local authority) and **Y7** (Unable to attend because of any other unavoidable cause) require a **statutory explanation** from 19/08/2024.

Appendix. 2

REGISTRATION PROCEDURE

1. Electronic Registers will be completed as quickly as convenient, preceding both daily sessions. Information will be transferred to the office following the registration period.

2. Children both present and not present will be electronically marked accordingly.

3. Children arriving at school after registration in the mornings must report to the office where they will be recorded in the late book. All late arrivals will be recorded electronically.

   If pupils arrive after close of registration, they will be marked as absent. An explanation note may authorise this absence, e.g. visit to doctor/dentist. Otherwise it will be treated as unauthorised. However, if a child should arrive part way through a session, a note must be made in the signing in and out book and in the register to show that the child is present for safety purposes e.g. fire evacuations.

4. Once we receive a valid reason for an absence, it may be authorised. Reporting by telephone, verbally to a member of staff or a note are all acceptable.

   If no reason is received for a child's absence, school staff will contact parents by telephone on the first, third and fifth days of absence. If contact cannot be made by telephone, a home visit may be made or a letter sent.

5. Parents removing their child from school during a session will be required to explain to the School Attendance Co-ordinator or office staff the reason for this removal. If no reason is forthcoming following the intervention of staff the absence must be recorded as UNAUTHORISED.

6. Any regular authorised absence or any notes or occurrences, which give cause for concern, should be mentioned to the Head Teacher or office staff. If it is felt action is required, school staff may decide to pursue it further or refer the concerns to the School Attendance Officer.

Appendix. 3 **Kingsley Primary School**

Application for Pupil Leave of Absence

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
Important information for parents – please read before completing this form Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'. Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance. Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact Linda Craig.
I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	**Date of Birth:**	**Class:**

Parent/Carer Details (please list all parents)			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	**Date of Birth:**	**School:**

Details of the absence			
Date of First day of absence:		**Date of last day of absence:**	
Total Number of days absent:		**Expected date of return to school:**	
Please provide the reason for this request including supporting evidence:			

Please read the following statement and sign to indicate you understand the this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.

I have read and understood the Local Authorities information regarding penalty notices for absence from school and the action they may take.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

To be completed by the school:			
Date request received by the school:		Total number of days requested:	
Child's Name:		Application Authorised or Declined?	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		Date:	

Penalty Notices regarding absence from school - Guidance for parents

Regular school attendance and parent's legal responsibilities

At Kingsley school our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 19th, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents take several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and a fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**.

There will be no consideration for a third penalty notice within a three period in this instance legal action will be considered.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Appendix. 4

KINGSLEY PRIMARY SCHOOL
Application for Pupil Leave of Absence
Notification of Decision

To the Parent/Carer of:

Child's Name _____

Class Teacher _____

Year Group _____

I acknowledge receipt of your request dated _____ requesting pupil leave of absence for your child during term time.

I have considered your request based on the information supplied by yourself as well as your childs current attendance which is _____ %.

Based on this the following decision has been made:

Leave of absence is not granted ☐
(If you decide to take your child out of school their absence will be recorded as unauthorised)

New government guidelines state that 10 sessions (5 days) of unauthorised absence in any 10 week period could lead to a parental fine.

Leave of absence is granted ☐
and will be recorded as authorised

Signed _____
Head Teacher

Date _____

Dear Parent/Carer

I acknowledge receipt of your request for leave of absence.

The Department for Education makes it clear that Head Teachers should not grant any leave of absence during term-time unless there are 'exceptional circumstances' as pupils need to attend school regularly to benefit from their education. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Unfortunately, in this instance, your request does not constitute 'exceptional circumstances' and therefore, if leave is taken, will be recorded as **unauthorised** absence.

If your child has 5 days or more unauthorised absence from school, in any 10 week period, you could receive a Penalty Notice. Please refer to a summary of the most recent national school attendance guidance overleaf (applies from 19th August 2024).

If you have any queries, please do not hesitate to contact school.

Yours sincerely

Mrs AJ Darby
Head Teacher

School Attendance – Changes Parent/Carers Need to Know

The law entitles every child of compulsory school age the right to access an education appropriate to their needs. It is a legal responsibility of parents/carers to ensure that their child receives that education.

The Department for Education have significantly toughened the law in relation to school attendance and have now published revised guidance that will become mandatory from 19th August 2024. Please ensure you read the following information and particularly review any holiday plans during term-time you may have as a family.

Requests for Leave of Absence

Parents/Carers must request permission in advance from school for leave of absence for any reason, including holidays. Head Teachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance. The 'H' code (authorised holiday) will no longer exist in the new absence codes, to reflect this change in policy.

If you take your child out of school without permission this may lead to enforcement action (penalty notice or prosecution).

National Thresholds

From September 2024, schools need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Half of a day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. The 10 school week period may span different terms or school years, for example: 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn term.

Penalty Notices

Under the new national framework, Penalty Notices will be considered when a child has missed ten or more sessions (five days) due to unauthorised absence in a period of ten school weeks. From September 2024, Penalty Notices (fines) charged to parent/carers will be £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Penalty Notices are issued per parent, per child. Where a penalty notice is unpaid, legal action would be pursued.

Paid within 21 days	Penalty Notice Amount	
	Total for 1 parent	Total for 2 parents
1 child	£80	£160
2 children	£160	£320
Paid within 28 days		
1 child	£160	£320
2 children	£320	£640

Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160. If a third offence is committed within a three-year rolling period, legal action/prosecution would be considered. For further information please refer to the following document: Working together to improve school attendance - GOV.UK (www.gov.uk)

Appendix.5

Unauthorised Holiday in Term Time

Dear Parent/Carer

The law entitles every child of compulsory school age the right to access an education appropriate to their needs. It is a legal responsibility of parents/carers to ensure that their child receives that education.

The Department for Education have significantly toughened the law in relation to school attendance and have now published revised guidance that became mandatory from 19th August 2024.

As you are aware, parents/carers must request permission in advance from school for leave of absence for any reason, including holidays. Head Teachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance.

If your child has 5 days or more absence from school, due to unauthorised holidays in any 10 week period, you could receive a Penalty Notice.

No request for permission for leave of absence in term time has been received with regard to your child/children however we have reason to believe absence between_____ and_____was for the purpose of a term-time holiday. Your child's absence between these dates has therefore been recorded as such. If you have any evidence to prove that your child's absence between these dates was due to other reasons (such as ill health or other exceptional circumstances), it is important you provide evidence of this to school at your earliest opportunity.
Unless satisfactory evidence is received to allow school to authorise the absences detailed above, the matter will be referred to the Local Authority's School Attendance Team for enforcement action to be considered.
Please refer to the attendance policy available on the school's website for further information.
Yours Sincerely

Mrs AJ Darby
Head Teacher

Appendix. 6

Dear Parent/Carer

As you will be aware the Kingsley School gates are open from 8:30am, the school day starts at 8:55am (KS1) and 9:00am (KS2).

If a pupil arrives at the school gate after their starting time this will be recorded as a late at the gate. Arriving late for school can have a significant effect on your child's education as they will miss the teacher's instruction at the beginning of the day.

Arriving late can make children feel uncomfortable when everyone else is settled and it can also cause disruption to the other student's education.

_____ has been late several times during the last half term.

Kingsley can authorise lateness if appointment evidence is given, however, if no evidence is given it becomes an unauthorised absence which could then be referred to the school attendance service.

Total late marks ☐

Total minutes missed ☐

Please do not hesitate to contact me if you would like to discuss this further.

Yours sincerely

Linda Craig
Attendance/Outreach Worker