



Attendance Policy

March 2026

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Aims

Our school aims to meet its obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and Guidance

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

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

It also refers to:

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

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

Roles and Responsibilities

The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

The Headteacher

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and authorising the Senior Attendance Champion to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

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

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

The designated senior leader responsible for attendance is Becky Biddlecombe and can be contacted via 01622 808873 or becky.biddlecombe@jubileeprimaryschool.org.uk

The Attendance Officer

The school attendance officer is responsible for:

- 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
- Advising the headteacher/Senior attendance champion (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is **Mini Sreejith** and can be contacted via 01622 808873 or office@jubileeprimaryschool.org.uk

Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9am and 1:30pm every day.

Office Staff

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system (Bromcom)
- Transfer calls from parents/carers to the Attendance Champion where appropriate, in order to provide them with more detailed support on attendance
- Complete first day calling where an absence has not been reported

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time

- Call or email the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the class teacher or Family Liaison officer, Tina Kinns, who can be contacted via 01622 808873 or pastoralsupport@jubileeprimaryschool.org.uk

Pupils

Pupils are expected to:

- Attend school every day, on time

School Procedures and Practice

Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:30-8:40am and ends at 3pm (EYFS & KS1) and 3:10pm (KS2).

The register for the first session will be taken at 8:45am and will be kept open until 9:10am. The register for the second session will be taken at 12:30pm (EYFS & Y1), 1pm (Y2 & 3) and 1:30pm (Yrs 4, 5 & 6) and will be kept open until 1:40pm.

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01622 808873 or office@jubileeprimaryschool.org.uk

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Planned absence

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

If a parent wants to request a leave of absence, they should complete our school form. This can be collected from the school office.

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A pupil who arrives late:

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

The Attendance Champion will look at punctuality on a weekly basis. Where there are patterns of behaviour, the Family Liaison Officer will call the parents to discuss what support can be put in place. The FLO will also talk to the child. This information is recorded on a spreadsheet and monitored on a weekly basis. Where this is no improvement, the same procedures as for poor attendance will be followed, e.g. formal letters, meetings and penalties.

Following up unexplained absence

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

- If by 9:30am, no contact has been made to explain the absence, our MIS system will send out an 'absence alert' via email prompting the parent to get in touch. If by 10am, the parent has still not made contact, then the school office will call the parent. On the second and third day, if they still have not made contact; the school office will ring again. If by the fourth day, no contact has been made, then the school may conduct a home visit, leaving a calling card if there is no one at the property. If all of these avenues have been explored, then the school may submit a Child Missing in Education referral to check that the child is still in the area.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- We will contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention as appropriate.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels through our parents evenings, assertive mentoring and end of year reports. For children who are below 90%, the parents will receive more frequent updates.

Granting approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as unexpected, unavoidable and outside of your control.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and on our website. The headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Unauthorised absence

Only the Headteacher can authorise absence using a consistent approach. Although we aim to work in harmony with parents and carers to ensure 100% attendance, the Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell (Letter from the Doctor/Hospital will be required)
- Absence of siblings if one child is ill (the illness authorisation will only apply to the child that is sick, not the sibling)
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates (term calendars are sent out a year in advance, copies are also on our website)
- Medical/dental appointments of more than half a day without very good reason
- Child's/family birthday
- Shopping trips

- Family Holidays

Responding to non-attendance

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

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about

support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

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

They will include:

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

Timeline of Staged Approach for Managing Poor Attendance

Where a child is persistently absent, below 90% attendance, the following stages will be followed:

| Stages | Actions/support | Member of staff |
|--------------------------|--|---|
| First response to Parent | Phone call to notify parent of concerning pattern and offer support. Notify of process that will follow if no improvement is noted. | FLO (Family Liaison Officer) |
| Stage 1 | Letter 1: Reminder and encouragement. | Attendance officer at Jubilee |
| Stage 2 | Letter 2: Meeting request with parent. Create a support plan: discuss barriers and strategies. Refer to outside | Fortnightly reviews with either FLO or Attendance Champion view email, phone call or face to |

| | | |
|---------|---|--|
| | agencies where needed. | face depending on improvement. |
| Stage 3 | Letter 3: Meeting request with Headteacher. | Headteacher, Attendance Champion |
| Stage 4 | Letter 4: Meeting with the Local Authority Attendance Officer. | Headteacher, Local Authority Attendance Officer, Attendance Champion |
| Stage 5 | Punitive measures in liaison with the local authority. | Local Authority Attendance Officer |

Supporting pupils who are absent or returning to school

Pupils absent due to mental or physical ill health or SEND

For pupils who have more complex barriers to attendance, we will engage with other professionals for support and advice. This may include using EBSA training, resources and the EBSA clinic. This may also include working with healthcare professionals or the Specialist Teaching and Learning Service or making a referral to Early Help. We will work closely with families to ensure they are getting the support they need as well as making reasonable adjustments at a school level. We have created an EBSA strategy with a clear pathway on how we support these individuals (Appendix 7).

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

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

Pupils who are absent for more than two weeks will be provided with catch up work and interventions where possible. For children who have been out of education for more than a month, a staggered start may be used to support their reintegration to school.

Strategies for Promoting Good Attendance

At Jubilee Primary School we celebrate attendance through:

- Attendance Ted is awarded every week during Celebration Assembly to the class with the highest percentage attendance that week
- Class with the best punctuality will receive a clock to stick on their classroom door. The class with the most at the end of the term gets 15 minutes extra breaktime.
- Each large term, children with 100% attendance (for this term only not cumulative) will be presented with a certificate.

- At the end of the year, 100% and 99% cumulative attendance awards will be presented with a certificate and badge.
- The school will discuss measures with parents to overcome any barriers to attendance
- The school will use attendance support plans to work with parents, to improve their child's attendance.

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) on a weekly basis, at an individual pupil, year group and cohort level. They will also analysis vulnerable groups and look at trends and patterns.

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

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families

- Provide regular attendance reports class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service, when appropriate. Please see the circumstances below:

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Changing schools

If parents/carers decide to send their child/children to another school or to Home Educate, then they must inform the school in writing as soon as possible. A pupil will not be removed from the school roll until the following information has been confirmed:

- The date the pupil will be leaving Jubilee Primary School, the name of the new school and their starting date.
- The parents' new home address and that of the new school.

The pupil's school records will be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Child Missing Education Team at Kent County Council who will carry out rigorous checks to ascertain the child's whereabouts and ensure their safeguarding. If the school has been notified that you wish to Home Educate, the family will be referred to the Elective Home Education Team at Kent County Council, who will get in touch with you at their earliest opportunity.

Monitoring arrangements

This policy will be reviewed annually by the The Governing Board.

Links with other policies

This policy is linked to our Child Protection and Safeguarding Policy

Governor approval and review dates

Policy Update Statement.

This policy has been updated to bring it in-line with the latest statutory requirements. It has been amended to remove duplications, improve structure and ensure it informs current school policy. Major changes are detailed below.

Changes since last policy version

| Version | Date | Amendment |
|---------|------------|---|
| 2024 | July 2024 | Monitoring Attendance: New section added |
| 2024 | July 2024 | Responding to non-attendance: New section added |
| 2024 | July 2024 | Granting approval for term-time absence: New section added |
| 2024 | July 2024 | Following up absence: New section added |
| 2024 | July 2024 | Lateness and Punctuality: New section added |
| 2024 | July 2024 | School Procedures and Practice: Added section on recording. |
| 2024 | July 2024 | Strategies for promoting good attendance: Rewritten and changed to bullet points |
| 2024 | July 2024 | Roles and Responsibilities: The Governing board: Updated governor responsibilities and changed to bullet points The Headteacher: Updated headteacher responsibilities and changed to bullet points The Attendance Officer: Updated headteacher responsibilities and changed to bullet points Class Teachers: Updating timings. Office Staff: Updated headteacher responsibilities and changed to bullet points Parents: New section added |
| 2024 | July 2024 | Legislation and guidance: Wording altered to reflect updated guidance documents. |
| 2024 | July 2024 | Aims: Wording altered to reflect updated guidance documents. |
| 2025 | July 2025 | Changed time that the registers close to 9:10am. Updated staged approach to non-attendance. |
| 2026 | March 2026 | Updated letters. Added EBSA strategy. |

Approval

This policy was revised and accepted by the Board of Trustees at its meeting in March 2026.

This policy is due for review by March 2027.



Appendix 1 – Form to request pupil absence during term time

JUBILEE PRIMARY SCHOOL REQUEST FOR ABSENCE DURING TERM TIME

This school follows guidance from the DfE and KCC when deciding on holiday leave. Holidays in particular should only be taken during term-time if there are **exceptional** reasons why they can't be arranged during school holidays. Requests will be considered, and other absence from school taken into account (e.g. high levels of sickness).

At this school, we will not authorise absence of the following:

- For all children for the entire month of September (settling in time).
- For all Year 1 children from the beginning of June until after the Phonics screening check (late June).
- For Year 6 children during the entire months of May and June (end of Key Stage assessments).

Absence at ANY time has a detrimental effect on children's academic, social development and progress. Absence is considered by the Headteacher, on behalf of the Governing Body.

I request a leave of absence for my child (name).....
 First date of absence from school.....
 Returning to school on.....
 Total number of school days requested

EXCEPTIONAL reasons why this absence must be in term-time and cannot be within school holidays (note, cheapness of term time holidays, days out or a visit to a relative are not exceptional).

Signed..... (Parent/Carer) Date.....

This form must be completed and returned to the school at least TWO weeks before the planned absence.

Appendix 2 – Letter response by Headteacher

Dear (Parent/carer(s) name)
(Child's name and date of birth)

Thank you for your letter dated (date), requesting permission for (pupil's name) to be absent from school from to As this absence is more than 10 sessions (am and pm registrations), it exceeds the threshold of 10 sessions with a rolling 10 week period.

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time.

The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The DFE 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.

The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time, if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. Therefore, if your child is away from school during this period it will be recorded as an Unauthorised Absence.

As a school, we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Kent County Council's Code of Conduct. The Penalty Notice fine would be :

Each parent can receive a penalty of **£160** for each child's absence if paid within **28 days**, and reduced to **£80** if paid within **21 days**. However, if a second penalty is issued in a 3-year period the fine is **£160** with no option to pay the reduced rate. A third penalty cannot be issued in the 3-year period and therefore you may face prosecution in the Magistrates Court which could result in a maximum fine of **£1,000**.

This reflects the seriousness of unauthorised absence from school. Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection, you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays, except in exceptional circumstances.

Your sincerely,

Dr Nadesan
Jubilee Primary School
Attendance Policy March 2026

Appendix 3 – Letter 1

Dear Parent/Guardian of «Firstname»

We are writing to you as part of our routine attendance checks for all pupils.

«Firstname»’s attendance since September is currently «M__Attendance»%. We completely understand that some absences are unavoidable and that when children are genuinely unwell, keeping them at home is the right decision. We appreciate the care you take in supporting «Firstname»’s health and wellbeing.

We are required to let families know when attendance drops below 96%, as even small amounts of time missed can add up and begin to affect learning over time. Our aim in sharing this with you now, is simply to keep you informed and to help prevent attendance becoming a concern later in the year.

For information, NHS guidance confirms that many children with mild illnesses, such as coughs or colds without a temperature, are often well enough to attend school. The **‘Is my child too ill for school?’** guidance on the NHS website may be helpful when making day-to-day decisions. If there is anything you would like to discuss, or if there is support we can offer, please do get in touch as we’re always happy to help.

If there is little improvement in your child’s attendance in the next month, then we may get in touch to arrange a meeting to discuss what support can be offered. We know every family’s circumstances are different and want to find the best way to work together to support your child in accessing their education.

Thank you for your continued support,

Mrs Biddlecombe (SENCo & Assistant Headteacher) and Mrs Kinns (FLO & SEND Assistant)



Appendix 4 – Letter 2

DATE

Dear Parent/Guardian of «Firstname»

We are writing to you as part of our ongoing attendance monitoring for all pupils.

«Firstname»'s attendance since September is currently «M_Attendance»%. We understand that there are times when children are genuinely unwell and need to be at home, and we recognise that families always make decisions with their child's wellbeing at heart.

As you may be aware, we are required to monitor attendance closely when it falls below 96%, as regular attendance plays an important role in supporting children's learning and progress over time. Even small amounts of learning time missed can add up across the school year (please see the attendance ladder for an illustration of this).

I wrote to your last term to share concerns about «Firstname»'s attendance. Unfortunately, it has not improved as much as we would have hoped. For this reason, we will be arranging a meeting with you to talk together about what support might be helpful in improving attendance moving forward. This meeting is intended to be supportive and solution-focused.

You will receive an email shortly with a proposed date and time for the meeting. We would appreciate your response once you receive it. If there is anything you feel would be helpful for us to know ahead of the meeting, please do let us know.

Thank you for your continued support. We look forward to working with you to help «Firstname» attend school as regularly as possible and get the most from their learning.

Kind Regards,

Mrs Biddlecombe (Assistant Headteacher/SENCo) and Mrs Kinns (FLO & SEND Assistant)

Appendix 5 – Letter 3

We are writing to update you on «Firstname»'s attendance.

Their current attendance is «M_Attendance»%, which shows an improvement since I wrote to you last term. We appreciate the efforts you have made to support «Firstname»'s attendance, as regular attendance plays an important role in supporting learning and progress.

Although attendance has improved, it remains below 90%, which means it is still classed as persistent absence. We therefore need to continue to monitor your child's attendance closely and keep you informed.

Please continue to use the NHS guidance, *“Is my child too ill for school?”*, when making decisions about illness-related absence, and do let us know if there is anything affecting «Firstname»'s attendance or if there is support we can offer.

Thank you for your continued engagement and support.

Yours sincerely

Mrs B. Biddlecombe

Assistant Headteacher/SENCo

Appendix 6 – Notice to Improve Letter

Jubilee Primary School – Notice to Improve

Please read this letter carefully

Dear Parent/Carer,

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 s.444 Education Act 1996.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at Jubilee Primary School.

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. **Telephone calls.** The 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. **Letters.** The school has written to you on various occasions, letting you know about your child's attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **Attendance Support Meetings.** The school invited you to meetings 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, attendance remains a cause of concern. Between ENTER START DATE and END DATE the pupil failed to attend regularly at Jubilee Primary School, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached attendance overview for details.

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 an opportunity to pay a reduced amount of £80 if paid within 21 days.

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

If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible.

Becky Biddlecombe (Senior Attendance Champion)

01622 808873

Becky.biddlecombe@jubileeprimaryschool.org.uk |

Yours sincerely

Dr Nadesan

Headteacher

Commented [JL1]: This should be 10 weeks in line with the Penalty Notice National Framework

Jubilee EBSA strategy

| Stage 1 |
|--|
| <p>What we might notice?</p> <p>A pattern of behaviour with not wanting to come to school. This could be a member of school staff or a parent telling us about the distress experienced at home. There may be avoidance strategies, complaining of feeling unwell, anxiety at night time and not sleeping well, uniform aversions.</p> |
| <p>What can we implement?</p> <ul style="list-style-type: none"> • Reasonable adjustments to clothing. • Soft start to the day: sensory room, sensory circuits, nurture group. • Key person meet and greet. • Discussion with class teacher around possible reasons for school avoidance: subjects? Friendships? Any changes at home? |
| Stage 2 |
| <p>What we might notice?</p> <p>Despite stage 1, the behaviours persist or get worse.</p> |
| <p>What can we implement?</p> <p>FLO to meet to complete EBSA support plan</p> <ul style="list-style-type: none"> • Push and pull factors. • Child to RAG rate the day. When do things feel better? • Identify possible reasons for school avoidance: <p>Avoiding uncomfortable feelings: learning about anxiety, techniques, gradual exposure, providing safe spaces.</p> <p>Avoiding social situations: teach social skills, pre-teach key work that they've missed, buddy, role play.</p> <p>Reducing separation anxiety: set 'special time' 1:1 with the parent, shared object, make goodbye normal, regular opportunities to experience small separations.</p> <p>Pursue tangible reinforcers out of school: playing games etc.</p> <ul style="list-style-type: none"> • Set strategies for both home and school, may recommend a TIM if possibly linked to unmet SEND needs. • May signpost to: School Nurse, Social prescriber, Adult mental health services, Family Hubs, GP, Emotional health and well-being service, Early Help. |
| Stage 3 |
| <p>What we might notice?</p> <p>No improvement after 4 weeks of the stage 2 meeting. Parent may complain of frequent meltdowns, severity may include hurting adults at home.</p> |
| <p>What can we implement?</p> <ul style="list-style-type: none"> • FLO completes ideal school/nightmare school and scale of where Jubilee is with the |

child. What would need to change to raise it by +1 etc.? Use well-being cards if child has limited vocabulary.

- Spence anxiety form sent to parents.
- SENCo to then pull all of this information together and then meet with parents to discuss. Check on adults' mental health. Agree on strategies and provide signposting. Give EBSA booklet and training video.

Stage 4

What we might notice?

Still no improvement. EBSA is becoming more entrenched and consecutive days are now being missed.

What can we implement?

- SENCo to attend EBSA consultation.

Stage 5

What we might notice?

School attendance has stopped completely. Child may be experiencing burnout.

What can we implement?

- EHCNA