THE KING'S SCHOOL

GRANTHAM

Attendance Policy and Procedure

Contents

Contents
1 Aims 3
2 Scope and application 3
3 Definitions and interpretation 3
4 Regulatory framework 3
5 Publication and availability 5
6 Responsibility statement and allocation of tasks 5
7 Public Sector Equality Duty (PSED) 5
8 The importance of good attendance 6
9 Governing Body responsibilities 7
10 Academy responsibilities 7
11 Staff responsibilities 8
12 Academy arrangements 9
13 Monitoring attendance 9
14 Pupil responsibilities 10
15 Additional needs 10
16 Part time tables 11
17 Persistent and severe absence 11
18 Parent responsibilities 12
19 Attendance legal intervention 12
20 Training 12
21 Information sharing 13
22 Record keeping and confidentiality 13
23 Version control 13
Appendix 1 Academy arrangements 15
Appendix 2 Admission register 19
Appendix 3 Attendance register 20
Appendix 4 Attendance Letter 1 – legal intervention 22

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Key Academy contacts

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Day-by-day monitoring of attendance	Attendance administrator
Week-by-week monitoring of attendance for patterns and trends	Senior attendance champion

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1 Aims

1.1 This is the attendance policy of The King's School (**the Academy**).

1.2 The Academy aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their Academy experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make their full contribution to the life of the Academy;

1.3.3 to prioritise and where possible improve attendance and punctuality across the Academy, reduce absence and set out the Academy's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole Academy approach to safeguarding; and

1.3.5 to help to promote a whole Academy culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole Academy.

2.2 This policy is designed to address the specific statutory obligations on the Academy to record attendance and absence.

3 Definitions and interpretation

3.1 Where the following words or phrases are used in this policy:

3.1.1 references to attendance include references to attendance for all or part of the timetabled school day;

3.1.2 references to the Governing Body are references to The King's School, the Academy Trust;

3.1.3 references to a Parent or Parents means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).

3.1.4 References to a pupil includes anyone who is receiving an education at the academy except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

3.1.5 SAC means the Academy's Senior Attendance Champion

4 Regulatory framework

4.1 This policy has been prepared to meet the Academy's responsibilities under:

4.1.1 Education and Skills Act 2008;

4.1.2 The School Attendance (Pupil Registration) (England) Regulations 2024;

4.1.3 Education (Penalty Notices) (England) (Amendment) Regulations 2024;

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4.1.4 Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

4.1.5 Designated Teacher (Looked-After Pupils etc) (England) Regulations 2009

4.1.6 Equality Act 2010;

4.1.7 Human Rights Act 1998;

4.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**) as amended by the Data (Use and Access) Act 2025

4.1.9 Children's Wellbeing and Schools Act 2026

4.2 This policy has regard to the following guidance and advice:

4.2.1 Working together to improve school attendance (DfE, 2026);

4.2.2 Summary table of responsibilities for school attendance;

4.2.3 Toolkit for schools: communicating with families to support attendance (DfE, updated August 2024);

4.2.4 Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);

4.2.5 'Is my child too ill for school?' guidance (NHS, April 2024);

4.2.6 Keeping children safe in education (DfE, September 2026);

4.2.7 Children missing education (DfE, September 2025);

4.2.8 Supporting pupils with medical conditions at school (DfE, August 2017);

4.2.9 Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

4.2.10 School suspensions and permanent exclusions (DfE, July 2026);

4.2.11 Mental health and behaviour in schools (DfE, November 2018);

4.2.12 Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

4.2.13 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

4.2.14 Providing remote education: guidance for schools (DfE, updated August 2024);

4.2.15 Elective home education: guidance for local authorities (DfE, August 2024);

4.2.16 Elective home education: guidance for Parents (DfE, April 2019);

4.2.17 The designated teacher for looked-after and previously looked-after children (DfE, February 2018); and

4.2.18 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

4.3 The following Academy policies, procedures and resource materials are relevant to this policy:

4.3.1 Safeguarding and child protection policy and procedures;

4.3.2 Risk assessment policy for pupil welfare;

4.3.3 Missing pupils policy;

4.3.4 Policy on special educational needs and disability policy;

4.3.5 Behaviour and discipline policy;

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5 Publication and availability

5.1 This policy is published on the Academy website.

5.2 This policy is available in hard copy on request.

5.3 A copy of the policy is available for inspection from the Personal Assistant to the Head during the Academy day.

5.4 This policy can be made available in large print or other accessible format if required.

6 Responsibility statement and allocation of tasks

6.1 The Governing Body has overall responsibility for all matters which are the subject of this policy.

6.2 The Governing Body is aware of its duties under the Equality Act 2010 and the requirement to meet the Public Sector Equality Duty, as defined in clause 7 below.

6.3 The Governing Body recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in school, referred to in this policy as the SAC.

6.4 To ensure the efficient discharge of its responsibilities under this policy, the Governing Body has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Justin Dixon, The Senior Attendance Champion (**SAC**)	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy	SAC	As required, and at least annually
Formal annual review	Governing Body	Annually

7 Public Sector Equality Duty (PSED)

7.1 The Governing Body, in carrying out its functions, must have regard to the general duty by:

7.1.1 When making any decision that will affect a pupil or staff member with a protected characteristic, having due regard to the need to:

(a) eliminate discrimination and other conduct that is prohibited by the Equality Act 2010;

(b) advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

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(c) foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

7.1.2 Having due regard to the need to advance equality of opportunity as set out in Paragraph 7.1.1 involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and

(c) encourage persons who share a relevant protected characteristic to participate in public life or any other activity in which participation by such persons is disproportionately low.

7.1.3 Having due regard to the need to foster good relations as set out in Paragraph 7.1.1(c) above involves having due regard, in particular, to the need to:

(a) tackle prejudice; and

(b) promote understanding.

7.1.4 Compliance with the general duty may involve treating some persons more favourably than others, but that is not to be taken as permitting conduct that is otherwise prohibited under the Equality Act 2010.

7.2 The Governing Body must also comply with Specific Duties by:

7.2.1 Publishing information to demonstrate how it is complying with the General Duty set out above. This information may include non-confidential school performance data, policies, evidence of engagement, school development plans and equality milestones (this information must be updated at least annually).

7.2.2 Preparing and publishing one or more specific and measurable equality objective at least once every four years, together with evidence of the steps taken and progress made towards meeting previous equality objectives.

8 The importance of good attendance

8.1 The Academy recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the Academy's ethos and culture. In building a culture of good school attendance it recognises:

8.1.1 the importance of good attendance, alongside good behaviour, as a central part of the Academy's vision, values, ethos, and day to day life;

8.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

8.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;

8.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

8.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

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9 Governing Body responsibilities

9.1 The Governing Body will:

9.1.1 promote the importance of school attendance in the Academy;

9.1.2 appoint a senior member of staff of the Academy's leadership team as SAC to have overall responsibility for championing and improving attendance in school;

9.1.3 ensure that support for attendance, and improving attendance, is appropriately resourced, including, where applicable, through the effective use of pupil premium funding;

9.1.4 ensure that the Academy's leadership team:

(a) fulfil their statutory duties in respect of the academy's attendance including support and challenge around the trends or areas identified as needing to improve;

(b) receive regular adequate training to discharge their duties in respect of Academy attendance;

9.1.5 regularly review the attendance and absence data and reports provided by the Academy to identify patterns in attendance and common issues and barriers to pupils attending school using appropriate comparators including data from: local authority area, region and nationally;

9.1.6 work with Academy leaders to identify areas of focus for improvement;

9.1.7 devise specific strategies and support to address areas of poor attendance identified through data; and

9.1.8 monitor the impact of Academy-wide attendance efforts, including any specific strategies implemented.

10 Academy responsibilities

10.1 The Academy acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the Academy community.

10.2 The Academy will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

10.3 The Academy will incentivise attendance in accordance with its ethos.

10.4 Where there are challenges to attendance, the Academy will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

10.5 The Academy will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy and its safeguarding and behaviour policies. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

10.6 The Academy will allocate appropriate resources to attendance and improving attendance, including where applicable, through effective use of the pupil premium funding.

10.7 The Academy will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

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10.8 The Academy teaches the importance of good attendance through tutor periods, assemblies, *displays, staff training, and regular communication with Parents in the termly newsletter*.

11 Staff responsibilities

The SAC

11.1 The Governing Body has appointed a senior member of staff of the Academy's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within the Academy.

11.1.1 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of the academy's strategies and processes;

(d) to have oversight of and analyse attendance data; and

(e) to communicate clear messages on the importance of attendance to pupils and Parents.

Designated Teacher for looked-after and previously looked-after pupils

11.2 The Academy has a designated member of staff who is responsible for the promotion of the educational achievement of looked-after and previously looked-after pupils. They should:

11.2.1 monitor and review attendance of the cohort and consider how school policies, including behaviour policies are sensitive to their needs and support good attendance;

11.2.2 work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance;

11.2.3 ensure that they, and other Academy staff, have strong awareness, training and skills around the specific needs of this cohort in the context of attendance;

11.2.4 promote a culture in which looked-after and previously looked-after children can discuss attendance; and

11.2.5 work directly with Parents and social workers to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the Academy

Staff with specific responsibilities for attendance

11.3 The staff identified at the beginning of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

11.3.1 have a formal routine for registers being taken accurately, at the same time for all registered pupils, in both the morning session and the afternoon session, including for any pupil on a part-time or phased timetable;

11.3.2 record all absences promptly and accurately using the processes specified;

11.3.3 seek explanations of absences required from pupils on their return to school;

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11.3.4 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the Academy;

11.3.5 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;

11.3.6 deal with lateness to lessons consistently and promptly;

11.3.7 consider appropriate support and / or sanctions for pupils who have been absent in line with this policy;

11.3.8 consider appropriate support and / or sanctions for pupils who arrive late to a lesson in line with the Academy's behaviour and discipline policies; and

11.3.9 discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

11.4 The Academy ensures that all teaching and non-teaching staff know the importance of good attendance, understand this policy and are consistent in their communication with pupils and Parents about it.

11.5 The Academy provides appropriate training and professional development for staff consistent with their roles and responsibilities.

12 Academy arrangements

12.1 The Academy will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the Academy's arrangements can be found in Appendix 1.

13 Monitoring attendance

13.1 The Academy will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the Academy and develop strategies to address them. Such analysis may include:

13.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

13.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

13.1.3 undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for those cases. This should not just focus on persistent and severe absence, but look at all severities of absence to identify pupils who can be supported earlier before patterns become entrenched;

13.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

13.1.5 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

13.1.6 devising specific strategies to address areas of poor attendance identified through data;

13.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

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13.1.8 providing data and reports to the Governing Body to support its work.

The Academy will decide which cohorts of pupils should be included in their data analysis based on their context and school population. This may include year groups, pupils with special educational needs or disabilities, pupils with a social worker or who are looked-after by the local authority, pupils eligible for free school meals, and any pupils from backgrounds (including ethnicities, religions or beliefs, or sexual orientations where applicable) in the school community that have, or have historically had, lower attendance than their peers.

14 Pupil responsibilities

14.1 Academy attendance is important to pupil attainment, wellbeing and development. The Academy therefore has high expectations of pupils as to their attendance and has systems in place to incentivise / reward good attendance and manage poor attendance.

14.2 Pupils should be aware that:

14.2.1 they are expected to be present in-person for the duration of each school day;

14.2.2 they are expected to arrive on time and attend all timetabled lessons;

14.2.3 they should not leave a lesson or the Academy site without permission or otherwise in accordance with Academy rules;

14.2.4 they should engage with the Academy's arrangements for recording and managing attendance as set out in this policy;

14.2.5 any unexplained absence will be followed up;

14.2.6 persistent lateness or non-attendance will result in action being taken by the Academy. This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with Parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them or their Parents in line with the Academy's behaviour policies and / or Appendix 4 to this policy.

14.2.7 If pupils are having difficulties with attendance or punctuality they may speak to any member of staff, although the Academy encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils can expect this information to be managed sensitively.

15 Additional needs

15.1 The Academy recognises some pupils may find it harder than others to attend school due to their additional needs such as physical or mental health difficulties or special educational needs and disability. The Academy will work with those pupils and Parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

15.2 The Academy will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. Any adjustments will be agreed by and regularly reviewed with the pupil and their Parents.

15.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

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15.4 Where a pupil has an education, health and care plan the Academy will communicate with the local authority where the pupil's attendance falls or the Academy become aware of barriers to attendance that relate to the pupil's needs.

15.5 In cases of both long term physical or mental ill-health, the Academy will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

15.6 Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the Academy can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

15.7 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

15.8 Where barriers are outside of the Academy's control, the Academy will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

15.9 Where Parents do not engage in support, the Academy will work with the local authority and other local partners to formalise that support and as a last resort, enforce attendance through legal intervention in accordance with Appendix 4 to this policy.

15.10 The Academy will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

16 Part time tables

16.1 In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

16.2 The Academy will agree part-time timetables with the Parent the pupil normally lives with. The Academy will regularly review the timetable and include the pupil and their Parents to ensure it is only in place for the shortest time necessary. Any part-time timetable will have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part- time timetable for a prolonged period.

16.3 The Academy will inform the local authority of any part-time timetable where the pupil has an education, health and care plan.

16.4 The Academy will inform the pupil's social worker and a youth offending team worker of a part-time timetable where the pupil has a one.

17 Persistent and severe absence

17.1 Persistent absence means that a pupil misses 10 per cent or more of possible sessions, which is equivalent to one day or more a fortnight across a full school year. Severe absence means that a pupil misses 50 per cent or more of possible sessions.

17.2 In cases of persistent and severe absences, the Academy will work together with the local authority and other relevant services to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. This may include specific support or a whole family plan, but it may also include consideration for an education, health and care plan

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or an alternative form of educational provision where necessary to overcome the barriers to being in school.

17.3 In cases where the additional support has not improved attendance or where there has been no engagement with the support, the Academy will consider any potential safeguarding issues and whether legal intervention is required in line with Appendix 4.

18 Parent responsibilities

18.1 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.

18.2 This means pupils must attend every day that the Academy 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 Academy.

18.3 The Academy will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

18.4 Expectations the Academy places on Parents can be found in Appendix 1 of this policy.

19 Attendance legal intervention

19.1 Where voluntary support has not been effective and/or has not been engaged with the Academy will work with the local authority to:

19.1.1 Put formal support in place in the form of an attendance contract or an education supervision order;

19.1.2 Issue a notice to improve and / or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the Parents' behaviour;

19.1.3 Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where a pupil's absence becomes severe (below 50% attendance);

19.1.4 Prosecute Parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the Parent is convicted to secure engagement with support.

19.2 Details on the range of legal interventions can be found in Appendix 4 of this policy.

20 Training

20.1 **Staff:** The Academy ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

20.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

20.1.2 the Academy's strategies and procedures for tracking, following up and improving attendance.

20.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

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20.2.1 the law and requirements of schools including on the keeping of registers;

20.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

20.2.3 the necessary skills to interpret and analyse attendance data; and

20.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

20.3 The Academy maintains written records of all staff training.

21 Information sharing

21.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

21.2 The Academy, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms)

21.3 Where appropriate the academy will attend regular targeting support meetings.

21.4 The Academy is legally required to share information from the registers with the local authority. As a minimum this includes:

21.4.1 New pupil and deletion returns;

21.4.2 Attendance returns;

21.4.3 Sickness returns.

21.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the Academy's registers.

21.6 The Academy must provide specific pupil information on request to the Secretary of State. The Academy meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The Academy also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

21.7 Where appropriate, the Academy is expected to inform a pupil's social worker and / or youth offending team worker if there are unexplained absences.

22 Record keeping and confidentiality

22.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.

22.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

23 Version control

Date of adoption of this policy	September 2022
Date of last review of this policy	October 2026

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Date for next review of this policy	November 2027
Policy owner (SMT)	Justin Dixon

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Appendix 1 Academy arrangements

1 Managing attendance

1.1 The Academy monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance.

1.2 It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the Academy for the relevant time period as stated by law.

1.3 The Academy expects all students to be on the Academy site by 8.45am and to be in their form room for registration at 8.50am. Registration runs until 9.10am, when students go to lesson 1. Students are expected to be present for the whole of the school day, which closes at 3.45pm, and this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 The role of Parents / carers

2.1 The Academy expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify the Academy of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with the Academy to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents will be reminded of this policy at the start of each new school year and when any changes are made.

3 Registration and attendance checks

3.1 Morning registration is at 8.50am and the register remains open until 9.10am. A student who arrives after 8.50am but before the register closes is recorded as late. A student who arrives after 9.10am is recorded as late after the register has closed.

3.2 Afternoon registration will be at 13.40pm during period 4 the register remains open for 30 minutes, closing at 2.10pm.

3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom / lesson.

3.4 If a pupil is absent when the register started being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).

3.5 If a pupil arrives after the register has closed but before the end of the session, without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given will be recorded.

3.6 Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

3.7 the Academy uses E-Registration and Attendance Management Systems.

4 Reporting absence

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4.1 If a pupil is to be absent from school for any reason, the Parent or carer should contact the school using MySchoolPortal or telephoning by 08:45 am on first morning of absence;

4.2 Where a pupil is ill, the Academy should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

6.1 The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head to account for the implementation of this policy.

6.2 The Head is responsible for:

6.2.1 Implementation of this policy at the school.

6.2.2 Monitoring school level absence data and reporting it to Trustees.

6.2.3 Discuss with Parents, requests to take boys out of school during term-time.

6.2.4 Supporting staff with monitoring the attendance of individual pupils.

6.2.5 Requesting fixed penalty notices, where necessary.

6.3 Deputy Head and Assistant Headteacher (Sixth Form) are responsible for:

6.3.1 Monitor attendance and identify any pupil who may be a cause for concern through weekly meetings with the Attendance Administration Officer.

6.3.2 Discuss the attendance of pupils with each Head of Year (HOY) at the weekly HOY briefing.

6.3.3 Contact and make referrals to the Local Authority as necessary and appropriate to discuss specific pupil attendance matters following discussion with the relevant HOY.

6.3.4 Make referrals to the Education Welfare Service when appropriate and having discussed the pupil with the relevant HOY.

6.3.5 Recommend fixed penalty notices to the Head.

6.3.6 Discuss attendance with the Head prior to each Trustee's meeting with specific reference to the school attendance targets.

6.3.7 Report to the Senior Leadership Team (SLT) on attendance matters each term.

6.4 The Attendance Administration Officer is responsible for:

6.4.1 Taking calls from Parents about absence and recording it on SIMS.

6.4.2 Ensures that all registers are complete each morning and afternoon session.

6.4.3 Contact Parents if a pupil is not in school and no reason has been provided for the absence.

6.4.4 Ensure that tutors and HOY are informed of any communication with Parents.

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6.4.5 Maintain a pupil and staff signing in/out book.

6.4.6 Issue the monitoring data to HOY each week, and to the Deputy Head and Assistant Headteacher (Sixth Form).

6.4.7 Make statistical returns when required.

6.4.8 Monitors attendance data across the school and at an individual pupil level.

6.4.9 Produce letters/emails requesting information from Parents in order to authorise absence when these have not been forthcoming.

6.4.10 Arranges calls and meetings with Parents to discuss attendance issues.

6.4.11 Works with HOY to tackle persistent absence, including working with External agencies and Education and Inclusion officer at the Local Authority (LA) where required.

6.5 Heads of Year are responsible for:

6.5.1 Reinforce good practice in tutor meetings/briefings.

6.5.2 Oversee the registration process and ensure that registers are completed accurately and on time.

6.5.3 Follow up on queries from daily information on lesson registration and weekly printouts from am and pm registration.

6.5.4 Monitor the attendance of pupils in their year group and analyse data each week.

6.5.5 Be a point of contact for Parents.

6.5.6 Liaise with the Attendance Administration Officer and initiate contact with Parents in cases of prolonged unexplained absence.

6.5.7 Arrange a School Attendance Panel Meeting for Parents of pupils whose attendance is causing concern.

6.5.8 Identify and discuss with the Deputy Head (Year 7-11) or Assistant Headteacher (Sixth Form), any pupil who should be referred to the Local Authority.

6.5.9 Ensure that long-term absentees have access to the curriculum, as far as is possible, by liaising with teachers.

6.5.10 Re-integration of long-term absentees.

6.6 Form Tutors are responsible for recording attendance on a daily basis and:

6.6.1 Completing registers accurately, and by 9.10am for the morning session and 2.10pm for the afternoon session.

6.6.2 Challenge suspicious or inappropriate reasons for absence. Only the school can authorise absence, a note or explanation from Parents does not guarantee authorisation. If a Form Tutor does not accept the explanation offered for absence as a valid reason, then the matter must be referred to the Head of Year.

6.6.3 Inform their Head of Year of any concerns relating to pupil attendance.

6.6.4 Mark the register in the morning (this is the responsibility of Subject teachers in the afternoon during period 4), making sure that each boy is marked either present (/) or no reason for absence (N). No registration

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should be left blank. A pupil who arrives late as a result of a music lesson or examination should be marked present.

6.6.5 Collect letters from Parents to explain absence and forward to the school office who will record the reason for absence.

6.6.6 All instances of unauthorised absence should be followed up and the Head of Year informed.

6.6.7 No pupil should be absent without a reason being provided. The Attendance Administration Officer will contact Parents by 9.50am and insert an absent code.

7 Authorised absences

7.1 Authorised absence means that the Academy has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head at admin@kings.lincs.sch.uk.

8.2 The Academy will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness, or where there are additional needs, no pupil should be away from Academy without prior permission from the Head.

8.4 Dental or medical appointments should be made during Academy holidays or after the school day except in cases of emergency when admin@kings.lincs.sch.uk should be informed.

8.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from school. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence for religious observance will be reviewed on its merits taking into account if the day concerned is exclusively set apart for religious observance by the religious body to which the pupil belongs. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

9.1 The Academy has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The Academy must report unauthorised absences for a continuous period of 10 days or more to the local authority.

9.2 Action will also be taken in accordance with the Missing pupil policy and safeguarding and child protection policy if any absence of a pupil from the Academy gives rise to a concern about their welfare.

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Appendix 2 Admission register

1 Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the Academy will:

1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the Academy (also known as the school roll); and

1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 The Academy must ensure that every entry in the Academy's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admissions register contains specific personal details of every pupil in the Academy, including their date of admission, information regarding Parents and carers and details of the school they last attended.

1.5 A pupil's name can only be deleted from the admission register for a reason set out in the Children's Wellbeing and Schools Act 2026d.

1.6 Where the Academy notifies the local authority that the pupil's name is to be deleted from the admission register, the Academy must provide it with the following information:

1.6.1 the full name of the pupil;

1.6.2 the address of the pupil;

1.6.3 the full name and address of any Parent the pupil normally lives with;

1.6.4 at least one telephone number of any Parent with whom the pupil lives or can be contacted in an emergency;

1.6.5 the pupil's future address, the full name and address of the Parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

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Appendix 3 Attendance register

1 Attendance register

1.1 The Academy records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.2 The Academy uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.[1]

1.4 The Academy will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.

1.5 The Academy is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the school; or

1.6.4 absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.7.1 Attending educational provision arranged by a local authority;

1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

[1] Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

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2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3 Remote education

3.1 The Academy is required to record all absence from in-person lessons.

3.2 The Academy may, as a last resort, provide remote education to enable pupils, who are well enough to learn but unable to attend the Academy site, to keep pace with their education.

3.3 In the limited circumstances when the Academy decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the Academy, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an education, health and care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The Academy will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 The Academy will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Academy is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by the Academy or is in excess of the period determined by the Head;

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

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Appendix 4 Attendance Letter 1 – legal intervention

1 Range of legal intervention

1.1 The law provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting Parents.

1.2 Attendance legal intervention can only be used for pupils of compulsory school age and decisions will be made on an individual case by case basis.

1.3 The Academy will work with the local authority to make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution.

1.4 The Academy will consider each case on an individual basis and decide whether one or more of the following measures are appropriate:

1.4.1 attendance contracts

1.4.2 penalty notices

1.4.3 education supervision orders

1.4.4 attendance prosecution

1.4.5 parenting orders

1.5 The Academy will decide which Parent to involve in attendance legal intervention that the Academy can take, but this will usually be the Parent or Parents who have allowed the absence.

2 Attendance contracts

2.1 Where appropriate, the Academy may ask a Parent to enter into an attendance contract with the Academy. This is a formal written agreement between a Parent and either the Academy or local authority to address irregular attendance at school or alternative provision.

2.2 An attendance contract is not a punitive tool but is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a Parent's absence.

2.3 There is no obligation on the Academy to offer an attendance contract, but it will be explored before moving on to other legal interventions.

2.4 Where the Academy decides to use an attendance contract, a meeting will be arranged with the Parent(s) and pupil (if they are old enough to understand). The meeting will allow all parties to share their views on the idea of an attendance contract and what type of support would be helpful to secure the pupil's regular attendance.

2.5 The Academy will usually arrange one attendance contract with all Parents, or in circumstances where it is desirable to have different requirements for each Parent, then separate attendance contracts for each Parent will be arranged.

2.6 Examples of the contents of the attendance contract can be found in chapter 6 of the statutory guidance Working together to improve school attendance.

2.7 The Academy and / or local authority will work in partnership with the Parent to gain their cooperation and compliance throughout the attendance contract process. An attendance contract can be reviewed and amended if necessary.

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2.8 Where a Parent does not comply with the requirements set out in the contract and no reasonable explanation is given for their actions, the Academy may serve the Parent with a warning to explain the attendance contract is not working and may be terminated, and an alternative course of action (such as different legal intervention) may need to be decided upon.

2.9 Any non-compliance with attendance contracts will be recorded and may be used as evidence if other legal intervention is necessary to secure a pupil's attendance.

3 Penalty Notices issued in relation to attendance

3.1 The Academy can issue a penalty notice where a pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence.

3.2 A penalty notice can be issued to each Parent liable for the offence or offences. They should usually only be issued to the Parent or Parents who have allowed the absence (regardless of which Parent has applied for a leave of absence).

3.3 Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

3.4 All decisions on whether to issue a penalty notice will be made individually to ensure fairness and consistency.

3.5 Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007 (as amended) and can only be issued by the Academy's headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police.

3.6 Penalty notices must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority. The Local Code of Conduct relevant to the Academy can be found here: Penalty notices - code of conduct – Introduction - Lincolnshire County Council.

3.7 Before the Academy issues the penalty notice it will check with the local authority before doing so and must also send them copies of any penalty notice issued.

3.8 The Academy is required to consider whether a penalty notice for absence is appropriate in each individual case where one of the pupils reaches the national threshold for considering a penalty notice. The threshold is:

3.8.1 10 sessions of unauthorised absence in a rolling period of 10 school weeks;

3.8.2 A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. four sessions of holiday taken in term time plus six sessions of arriving late after the register closes all within 10 school weeks);

3.8.3 These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. six sessions of unauthorised absence taken in one week and one per week for the next four weeks).

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3.8.4 The period of 10 school weeks can also span different terms or school years (e.g. two sessions of unauthorised absence in the Summer Term and a further eight within the Autumn Term).

3.9 When the Academy becomes aware that the threshold has been met, in deciding whether to issue a penalty notice it will make the following considerations:

3.9.1 whether support is appropriate in the case;

3.9.2 if a penalty notice is the best available tool to improve attendance and change parental behaviour or would further support or one of the other legal interventions more appropriate;

3.9.3 whether a penalty notice is appropriate after considering any obligations under the Equality Act 2010 e.g. where a pupil has a disability or a pupil's additional needs.

3.10 Whatever action is taken after the national threshold has been met, the Academy will monitor the impact of the action, and if it does not lead to attendance improvement, it will review the case and consider alternative actions, including additional support.

3.11 Only two penalty notices can be issued to the same Parent in respect of the same child within a three year rolling period and any second notice within that period is charged at a higher rate:

3.11.1 the first penalty notice issued to a Parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days;

3.11.2 a second penalty notice issued to the same Parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days;

3.11.3 a third penalty notice cannot be issued to the same Parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

3.12 The Academy can issue a penalty notice where the national threshold has not been met in circumstances where it believes that a penalty notice may be appropriate. This might apply for example, where Parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

There is no right of appeal by Parents against a penalty notice.

More details on penalty notices can be found in the statutory guidance Working together to improve school attendance (DfE, July 2026).

4 Notices to improve

4.1 A notice to improve is a final opportunity for a Parent to engage in support and improve attendance before a penalty notice is issued.

4.2 If the national threshold has been met and support is appropriate but offers of support have not been engaged with by Parents or have not worked, a Notice to Improve will usually be sent to give Parents a final chance to engage in support. However, where it is clear that improvement is not being made, the Academy can

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issue a penalty notice before the end of any improvement period specified in the Notice to Improve.

4.3 A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the Parent has already received one for a similar offence).

5 Education supervision orders

5.1 Where a voluntary early help plan, or formal attendance contract has not been successful, the local authority can apply to the Family Court or High Court for an Education Supervision Order (**ESO**) as an alternative to provide legal intervention without a criminal prosecution.

5.2 It is the decision of the local authority whether to apply for an ESO. The Academy is required to cooperate with the local authority and the courts by providing information relevant to attendance, support and previous measures taken by the school to improve attendance.

6 Attendance prosecution

6.1 If a pupil of compulsory school age fails to attend school regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their Parents may be guilty of an offence and can be prosecuted by the local authority.

6.2 Only local authorities can prosecute Parents and is a last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case.

6.3 The Academy is required to cooperate with the local authority and the courts by providing information relevant to attendance, support and previous measures taken by the school to improve attendance.

7 Parenting orders

7.1 Parenting orders are an ancillary order that can be sought by the local authority and imposed by the Court following conviction for non-attendance alongside a fine and / or community order. Parents' agreement is not required before an order is made. They may be appropriate where the Parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

7.2 The Academy is required to cooperate with the local authority and the courts by providing information relevant to attendance, support and previous measures taken by the school to improve attendance.

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