The King's C of E Primary Attendance and Truancy Policy

Living Well Together

Vision Statement

Growing confident and aspirational children who believe in themselves and contribute positively to their community and the wider world.

Mission

Our Mission is to ensure that:

- All children develop the **knowledge, skills and character** to live happy, healthy and successful lives
- All children are respected and treated with **equity**
- All children are taught to be **resilient** and **aspirational**, encouraging them all to achieve their full potential
- All children know that they have a positive role to play in the world and that their contributions are valued in the **community**
- All children are encouraged in their **personal, moral and spiritual** development within a Christian framework.

Our Core Values

Kindness

Learning respectfully alongside each other, helping each other to grow through our acts of kindness.

"Do for other people the same things you want them to do for you."

Matthew 7 v 12

Friendship

United as a family we bring light to our community and the wider world.

"A sweet friendship refreshes the soul."

Proverbs 27 v 9

Faith

Aspiring to learn with courage and faith, believing in God, ourselves and each other so that we can live life in all its fullness

"Faith can move mountains".

Matthew 17 v 20

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Definitions
4. Pupil expectations
5. Absence procedures
6. Contact information
7. Attendance officer
8. Lateness
9. Collection of children at the end of the day
10. Term-time leave
11. Leave during lunch times
12. Truancy
13. Missing children
14. Religious observances
15. Appointments
16. Modelling, sport and acting performances/activities
17. Young carers
18. Fixed Penalty Notices
19. Children with health needs who cannot attend school
20. Monitoring and review

Appendix 1

a) Attendance Monitoring Procedures

Statement of Intent

At our school, we believe that excellent attendance is fundamental to ensuring every child achieves their full potential. Regular attendance promotes academic achievement, supports social and emotional wellbeing, and enables pupils to fully participate in the life of the school.

We are committed to fostering a culture in which attendance is valued and understood by pupils, families, staff and governors. In line with the Department for Education's *Working Together to Improve School Attendance* guidance, we recognise that improving attendance is everyone's responsibility and requires a whole-school approach, built upon strong relationships with pupils and families, the early identification of barriers to attendance, and timely support to overcome them.

The DfE states that schools should **"develop and maintain a whole school culture that promotes the benefits of high attendance"** and **"build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them."**

Through robust monitoring, effective intervention, and collaborative working with parents, carers, external agencies and the local authority, we will support all pupils to attend regularly and punctually. Particular attention will be given to pupils who are vulnerable, persistently absent, or at risk of becoming persistently absent, ensuring that they receive the support needed to access their education successfully.

Our aim is that every pupil attends school regularly, feels a sense of belonging, and is provided with the best opportunity to succeed academically, socially and emotionally.

"Every day counts. Every lesson matters. Every child matters."

1. Legal Framework

1.1 Legislative Framework

This policy has due regard to the relevant legislation and statutory requirements, including, but not limited to:

- Education Act 1996
- Education Act 2002
- Children Act 1989
- Children Act 2004
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2024
- School Attendance (Pupil Registration) (England) Regulations 2024
- Children and Young Persons Act 1963
- Children (Performances and Activities) (England) Regulations 2014
- Working Together to Improve School Attendance (Department for Education)

1.2 Statutory and Non-Statutory Guidance

This policy has regard to the following Department for Education (DfE) guidance:

- *Working Together to Improve School Attendance* (July 2026) statutory guidance for schools, trusts and local authorities. This guidance sets out the expectation that schools should develop a whole-school culture that promotes high attendance, work in partnership with families, identify barriers to attendance early, and provide support to pupils who are persistently or severely absent. [assets.pub...ice.gov.uk], [gov.uk]
- *Summary Table of Responsibilities for School Attendance* (DfE)
- *Academy Attendance* (DfE)
- *Child Performance and Activities Licensing Legislation in England* (DfE)
- *Keeping Children Safe in Education* (current edition)

1.3 Related School Policies

This policy should be read alongside the following school policies:

- Complaints Procedure Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Equality and Inclusion Policy
- Medical Needs Policy

- Children Missing Education Procedures
- Positive Mental Health and Wellbeing Policy
- Home-School Agreement

The school is committed to ensuring that attendance procedures are implemented fairly, consistently and in accordance with statutory guidance. Attendance is a safeguarding priority, and all staff share responsibility for promoting and improving attendance through a supportive, child-centred approach.

2. Roles and Responsibilities

2.1 Governing Body

The Governing Body has overall responsibility for the implementation of this Attendance Policy and the attendance procedures of The King's C of E Primary Academy.

2.2 - The Governing Body will ensure that this policy complies with relevant legislation and statutory guidance and does not discriminate on any grounds, including ethnicity, culture, religion, gender, disability, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership, age, or any other protected characteristic under the Equality Act 2010.

2.3 - The Governing Body is responsible for monitoring attendance data, challenging trends, and supporting school leaders in securing high levels of attendance across the school. This responsibility is outlined within the DfE's attendance guidance. [assets.pub...ice.gov.uk]

2.4 - The Governing Body is responsible for handling complaints regarding this policy in accordance with the school's Complaints Procedure Policy.

2.5 Headteacher

The Headteacher is responsible for:

- The day-to-day implementation and management of this Attendance Policy.
- Promoting a culture where excellent attendance is valued by all members of the school community.
- Ensuring attendance is monitored accurately and effectively.
- Ensuring appropriate interventions are implemented where attendance causes concern.
- Working in partnership with families and external agencies to improve attendance.

2.6 Attendance Lead

The Attendance Lead is responsible for:

- Monitoring attendance and punctuality across the school.
- Identifying pupils at risk of persistent or severe absence.

- Coordinating interventions and support for pupils and families.
- Liaising with external agencies and the Local Authority where appropriate.
- Reporting attendance information to the Headteacher and Governing Body.

2.7 Staff

All staff, including teachers, support staff and volunteers, are responsible for:

- Following this Attendance Policy consistently.
- Promoting positive attitudes towards attendance.
- Recording attendance accurately and promptly.
- Identifying and reporting attendance concerns.
- Working with pupils and families to encourage regular attendance.
- Modelling excellent attendance and punctuality practices.

2.8 Parents and Carers

Parents and carers have a legal responsibility to ensure their child receives a suitable full-time education and attends school regularly. They are expected to:

- Ensure their child attends school every day, arrives on time and is prepared to learn.
- Notify the school promptly of any absence and provide the reason for absence.
- Work collaboratively with the school to address any barriers affecting attendance.
- Avoid arranging holidays or other non-essential activities during term time.

2.9 Pupils

Pupils are responsible for:

- Attending school regularly and punctually.
- Attending all lessons and agreed educational activities.
- Engaging positively with support offered to improve attendance.
- Working with staff and parents/carers to overcome any barriers to attendance.

2.10 Attendance is Everyone's Responsibility

The King's C of E Primary Academy recognises that improving attendance is a shared responsibility between the school, pupils, parents/carers, governors, the Local Authority and external partners. In line with Working Together to Improve School Attendance, the school will adopt a whole-school culture that promotes the benefits of good attendance and seeks to identify and remove barriers to attendance at the earliest opportunity.

3. Definitions

3.1 - For the purposes of this policy, the following definitions apply:

Absence means:

- Arrival at school after the register has closed.
- Failure to attend school for any reason.

Authorised Absence means an absence for which the school has given approval. This may include:

- Illness where the school is satisfied that the child is unable to attend.
- Medical, dental or healthcare appointments that cannot be arranged outside school hours.
- Religious observance of a faith recognised by the religious body to which the parent/carer belongs.
- Exceptional circumstances where leave has been authorised by the Headteacher.
- Exclusion from school.
- Other absences authorised in accordance with statutory guidance and attendance regulations.

Unauthorised Absence means an absence for which the school has not given approval. This includes:

- Keeping a child away from school without good reason.
- Truancy before or during the school day.
- Absences where no satisfactory explanation has been provided.
- Arrival after the register has closed.
- Shopping trips, birthday celebrations or family outings.
- Holidays during term time that have not been authorised by the Headteacher.
- Looking after siblings or undertaking caring responsibilities.
- Leaving school during the day without permission.
- Any absence that does not meet the criteria for authorised absence.

Persistent Absence (PA) means:

- A pupil who misses **10% or more of their possible sessions** due to authorised and/or unauthorised absence during an academic year.

Severe Absence (SA) means:

- A pupil who misses **50% or more of their possible sessions** during an academic year.

Punctuality means:

- Arriving at school and lessons on time and ready to learn.

Parent means:

- Any person who has parental responsibility for the child; and/or
- Any person who has care of the child, as defined by Section 576 of the Education Act 1996.

Attendance Lead means:

- The member of staff with strategic responsibility for monitoring attendance, identifying concerns, coordinating interventions and promoting whole-school attendance improvement.

Exceptional Circumstances means:

- Circumstances which are rare, unavoidable and significant enough to justify an authorised leave of absence, as determined solely by the Headteacher on an individual case-by-case basis.

Children Missing Education (CME) means:

- Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.

These definitions should be read alongside the Department for Education's Working Together to Improve School Attendance guidance and the school's procedures for recording, monitoring and improving attendance

4. Pupil Expectations

4.1 - Pupils are expected to attend school every day that it is open, arrive on time, and be ready to learn. Good attendance is essential to achieving academic success, developing positive relationships, and fully participating in school life.

4.2 - At the beginning of each academic year, pupils will be encouraged to make a commitment to regular attendance and punctuality. Pupils will be supported to achieve and maintain attendance of **96% or above**, which is the school's expected attendance target.

4.3 - Pupils are expected to:

- Attend school every day unless they are genuinely unable to do so.
- Arrive punctually for the start of the school day and all lessons.
- Remain in school throughout the day unless authorised permission has been granted to leave.
- Engage positively with learning and school activities.

- Inform a trusted adult if they are experiencing difficulties that may affect their attendance or punctuality.
- Take responsibility for attending interventions, support sessions, clubs and agreed educational activities.
- Follow school procedures when returning after an absence.

4.4 - Pupils will be supported to understand the importance of attendance through:

- Classroom discussions and collective worship.
- Regular monitoring and feedback regarding attendance.
- Celebration of improved and excellent attendance.
- Individual support where attendance becomes a concern.
- Opportunities to contribute their views regarding barriers to attendance and how these can be overcome.

4.5 - Where attendance falls below expected levels, pupils will be encouraged to work collaboratively with parents/carers and school staff to identify and address any barriers preventing regular attendance.

4.6 - The school recognises that some pupils may face challenges affecting their attendance, including medical needs, special educational needs and disabilities (SEND), mental health needs, family circumstances, or other vulnerabilities. In such cases, pupils will be supported through a compassionate, child-centred approach which focuses on identifying barriers and providing appropriate support to enable regular attendance.

4.7 - Pupils should understand that:

- Every school day matters.
- Missing lessons can affect learning, progress and friendships.
- Good attendance helps pupils feel connected, safe and supported within the school community.
- Attendance is everyone's responsibility and contributes positively to both individual achievement and whole-school success.

5. Absence Procedures

5.1 Reporting an Absence

Parents/carers must notify the school as soon as possible on the first day of their child's absence and, where appropriate, on each subsequent day of absence unless otherwise agreed with the school.

5.2 - Absences should be reported by telephone, email, via the school's agreed communication system, or in person at the school office. Parents/carers should provide a clear reason for the absence and indicate when they expect their child to return to school.

5.3 - The school will record all absences and determine whether they are authorised or unauthorised in accordance with statutory attendance guidance and registration regulations.

5.4 First-Day Response

Where a pupil is absent and no reason has been provided, the school will take prompt action to establish the pupil's whereabouts. This may include:

- Telephone calls to parents/carers.
- Contacting emergency contacts provided by the family.
- Sending text messages or emails.
- Liaising with other professionals where appropriate.

5.5 Safeguarding Response

Where the school has been unable to establish the reason for a pupil's absence, or where there are concerns regarding a pupil's welfare, safeguarding procedures will be followed. This may include:

- A home visit by school staff.
- Contact with external agencies.
- A referral to Children's Services where appropriate.
- Referral to the Local Authority's Children Missing Education team where required.

The school will always prioritise the safety and welfare of the child.

5.6 Medical Evidence

The school may request medical evidence to support absences where attendance is causing concern. This may include:

- Appointment cards or letters.
- Copies of prescriptions.
- Hospital or clinic correspondence.
- Other evidence deemed appropriate by the school.

5.7 Attendance Below 90%

Where a pupil's attendance falls below **90%**, or where there is a pattern of repeated absence, the school may require medical evidence before further illness-related absences are authorised. Parents/carers will be informed when this threshold has been reached and support will be offered to improve attendance.

5.8 Persistent Absence Support

Where attendance falls below **90% (Persistent Absence)**, the school will work proactively with pupils and families to identify and remove barriers to attendance. Support may include:

- Attendance review meetings with parents/carers.
- Individual attendance action plans.
- Early Help assessments.
- Mentoring or pastoral support.
- Support from external agencies.
- Reasonable adjustments for pupils with SEND, medical needs or mental health needs.

5.9 Severe Absence

Where a pupil is identified as severely absent (attendance below 50%), the school will implement intensive support measures and work closely with the Local Authority and other relevant agencies to secure improved attendance.

5.10 Monitoring and Review

Attendance is monitored regularly by school leaders and the Attendance Lead. Attendance data will be analysed to identify:

- Persistent absence.
- Severe absence.
- Patterns of lateness.
- Emerging attendance concerns.
- Groups of pupils who may require additional support.

5.11 Failure to Improve Attendance

Where support has been offered and attendance does not improve, the school may seek further involvement from the Local Authority Attendance Team. This could include formal attendance meetings, parenting support, legal intervention or other measures available under attendance legislation.

5.12 Returning to School Following Absence

The school will work with pupils and families to ensure a successful return following any prolonged absence. Appropriate support may include:

- Reintegration meetings.
- Pastoral or emotional wellbeing support.
- Temporary curriculum adaptations where appropriate.
- Liaison with health professionals and external agencies.

The school's approach will always focus on understanding barriers to attendance, building positive relationships with families, and supporting every pupil to attend regularly and achieve their full potential.

6. Contact Information

6.1 - Parents/carers are responsible for providing the school with at least **two accurate and up-to-date emergency contact details** for their child. These contacts should be individuals who can be reached during the school day and who are authorised to act on behalf of the parent/carer if necessary.

6.2 - Parents/carers must notify the school immediately of any changes to:

- Home address.
- Telephone numbers.
- Email addresses.
- Emergency contacts.
- Parental responsibility arrangements.
- Collection arrangements.
- Any other information relevant to the safety and welfare of their child.

6.3 - The school will regularly request that parents/carers review and verify their contact information to ensure records remain accurate.

6.4 - It is essential that the school can contact parents/carers promptly in cases of:

- Unexplained absence.
- Illness or accident.
- Safeguarding concerns.
- Emergency school closures.
- Attendance-related meetings or interventions.

6.5 - Where the school is unable to make contact using the details provided and there are concerns regarding a pupil's welfare, the school may:

- Contact emergency contacts.
- Conduct a home visit.
- Seek support from the Local Authority.
- Follow safeguarding procedures, including referral to external agencies where appropriate.

6.6 - Failure to provide or maintain accurate contact information may hinder the school's ability to safeguard pupils effectively and could result in delays in responding to emergencies or attendance concerns.

6.7 - The school expects parents/carers to remain contactable during the school day and to respond promptly to communications relating to their child's attendance, welfare, behaviour, health, or educational needs.

6.8 - All personal information provided to the school will be processed and stored in accordance with data protection legislation and the school's Data Protection and Privacy Policies.

Maintaining accurate contact information is a key part of the partnership between home and school and helps ensure that pupils remain safe, supported and able to access their education effectively.

7. Attendance Lead and Attendance Support

7.1 - The school Attendance Lead is responsible for monitoring attendance, identifying pupils at risk of persistent absence, and coordinating appropriate support and interventions to improve attendance.

7.2 - Where a pupil's attendance becomes a concern, the Attendance Lead will work proactively with the pupil, parents/carers, and relevant staff to identify and address any barriers to attendance at the earliest opportunity.

7.3 - Pupils who are identified as being persistently absent (attendance below 90%) may be referred to the Attendance Lead for additional monitoring and support. This may include:

- Attendance review meetings with parents/carers.
- Individual attendance action plans.
- Pastoral support.
- Early Help assessments.
- Referrals to external agencies where appropriate.
- Reasonable adjustments for pupils with SEND, medical needs, or other vulnerabilities.

7.4 - The school will adopt a supportive and graduated approach to attendance concerns, recognising that barriers to attendance can arise from a range of factors including health needs, special educational needs and disabilities, mental health, family circumstances, and safeguarding concerns.

7.5 - Regular attendance reviews will be conducted to monitor progress and evaluate the effectiveness of interventions. Parents/carers will be kept informed throughout the process and encouraged to work collaboratively with the school to secure improved attendance.

7.6 - If attendance does not improve following appropriate support and intervention, the Headteacher may consider requesting further action from the Local Authority. This may include:

- Formal attendance meetings.
- Parenting contracts or support programmes.
- Education Supervision Orders.
- Fixed Penalty Notices, where applicable.
- Legal proceedings under Section 444 of the Education Act 1996.

7.7 - Any decision to pursue legal intervention will be made in accordance with statutory guidance and Local Authority procedures. The school will always seek to work in partnership with families to improve attendance before formal action is considered, except where circumstances require a more immediate response.

7.8 - The school recognises that improving attendance is most effective when based on strong relationships, early identification of concerns, and collaborative working with pupils, families, the Local Authority, and other agencies. Supportive intervention will therefore remain the primary approach to addressing attendance concerns.

7.9 - The Attendance Lead will provide regular attendance information to senior leaders and governors, enabling the school to monitor attendance trends, identify vulnerable groups, and evaluate the impact of attendance improvement strategies.

8. Lateness and Punctuality

8.1 - Punctuality is essential to pupils' wellbeing, learning and achievement. The school expects all pupils to arrive on time each day so that they can participate fully in registration, morning routines and learning activities. Persistent lateness is disruptive to learning and may adversely affect a pupil's educational progress.

8.2 - The school day begins at **8:50am**. Pupils are expected to be in their classroom, ready to learn, by this time.

8.3 - Registers are completed by **8:55am**. Pupils arriving after this time will receive a late mark in the attendance register.

8.4 - The morning register closes at **9:25am**. Pupils arriving after the register has closed will receive an unauthorised absence mark for the morning session in accordance with attendance regulations.

8.5 - After lunch, the afternoon register is completed by **1:00pm**. Pupils arriving after this time will receive a late mark.

8.6 - The afternoon register closes at **1:05pm**. Pupils arriving after this time will be marked absent for the afternoon session.

8.7 - Pupils who arrive after the register has closed must report to the school office with their parent/carer and will be recorded as being present on site. However, the absence mark recorded before their arrival will remain in accordance with statutory attendance requirements.

8.8 - The school will monitor punctuality closely and will work with parents/carers where lateness becomes a concern. Support and intervention may include:

- Informal discussions with parents/carers.
- Reminder letters regarding punctuality.
- Attendance and punctuality monitoring.
- Individual attendance improvement plans.
- Meetings with the Attendance Lead or Headteacher.
- Referral to external support services where appropriate.

8.9 - Persistent lateness may be considered a safeguarding concern and may contribute to wider attendance concerns. Where punctuality does not improve despite support being offered, the school may seek additional support from the Local Authority Attendance Team and implement further interventions in line with statutory guidance.

9. Collection of Children at the End of the School Day

9.1 - Parents/carers are responsible for ensuring that their child is collected promptly at 3.30pm, the end of the school day unless alternative arrangements have been agreed with the school.

9.2 - Parents/carers and all emergency contacts provided to the school will be contacted if a child has not been collected.

9.3 - The school must be informed in advance if a child is to be collected by an adult who is not usually authorised to do so.

9.4 - Where the school operates a password system, the correct password must be provided by any unfamiliar adult collecting a child. Staff reserve the right to refuse collection where safeguarding procedures cannot be satisfactorily completed.

9.5 - If parents/carers are delayed, they should contact the school immediately to discuss alternative arrangements.

9.6 - Where no authorised adult can be contacted, the child will remain safely supervised by school staff while further attempts are made to contact parents/carers and emergency contacts.

9.7 - If all reasonable attempts to contact parents/carers and emergency contacts are unsuccessful, a home visit may be undertaken by school staff where appropriate and in accordance with safeguarding procedures.

9.8 - Where concerns remain and no authorised adult can be located, the school may make a referral to the appropriate safeguarding agency, including Children's Social Care, the Multi-Agency Safeguarding Hub (MASH), or the Police.

9.9 - All incidents involving uncollected children will be recorded and managed in accordance with the school's Safeguarding and Child Protection Policy.

9.10 - The safety and welfare of the child will remain the school's paramount concern at all times.

10. Term-Time Leave

10.1 - At The King's C of E Primary Academy, we are committed to maximising every pupil's learning opportunities and preparing them for future education and employment. Regular attendance is essential to achieving this aim, and parents/carers are expected to arrange family holidays and other non-essential activities during school holiday periods wherever possible.

10.2 - Parents/carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday or other leisure activity.

10.3 - In accordance with current attendance regulations, the Headteacher may only grant a leave of absence during term time where an application is made in advance and there are exceptional circumstances which warrant the leave. The decision to authorise absence rests solely with the Headteacher.

10.4 - All requests for term-time leave must be submitted in writing using the school's Leave of Absence Request Form and should be received as far in advance as possible to allow consideration of the request.

10.5 - When considering requests for leave of absence, the Headteacher will consider each application individually and may take into account:

- The circumstances of the request.
- The pupil's attendance record.
- The pupil's educational progress.
- The timing and duration of the absence.
- Any previous leave of absence taken during term time.
- The impact of the absence on the pupil's learning and wellbeing.

10.6 - The Headteacher will determine the number of days, if any, that can be authorised and any leave granted will be for the specific dates approved. Any additional days taken will be recorded as unauthorised unless further approval has been obtained.

10.7 - Requests for leave are unlikely to be authorised in the following circumstances:

- During statutory assessment periods or other significant educational activities.
- Where a pupil's attendance is already a concern.
- Where a pupil has a history of persistent absence.
- Where the reason for leave does not constitute exceptional circumstances.
- For the purpose of a family holiday, recreation, leisure activities or celebrations that could reasonably take place during school holidays.

10.8 - Examples of circumstances that would not normally be considered exceptional include:

- Family holidays.
- Cheaper holiday costs during term time.
- Availability of accommodation.
- Parental work commitments, except in genuinely exceptional cases.
- Birthdays or special occasions.
- Visits to family or friends where alternative arrangements could be made during school holidays.

10.9 - If a pupil is absent from school during term time without authorisation, the absence will be recorded as unauthorised.

10.10 - Where unauthorised term-time leave is taken, the school may refer the matter to the Local Authority for consideration of enforcement action. This may include the issuing of a Fixed Penalty Notice or other legal interventions in line with local and national attendance procedures.

10.11 - The school is committed to working in partnership with families and encourages parents/carers to discuss any exceptional circumstances with the Headteacher as early as possible to enable appropriate advice and support to be provided.

11. Leave During Lunchtimes

11.1 - Pupils may only leave the school premises during lunchtime with the prior written permission of the Headteacher.

11.2 - Parents/carers wishing their child to leave the school site during lunchtime must submit a written request outlining the reasons for the arrangement.

11.3 - Any request will be considered on an individual basis. The Headteacher reserves the right to approve, refuse, or withdraw permission at any time where there are concerns regarding attendance, punctuality, behaviour, safeguarding, or the welfare of the pupil.

11.4 - Approved pupils must be collected and returned by a parent/carer or authorised adult. Pupils must be signed out and back in at the school office using the school's visitor management system.

11.5 - Pupils are not permitted to leave the premises without permission or remain unsupervised in the local area during the lunchtime period.

11.6 - Permission may be withdrawn if the arrangement is not adhered to, the pupil returns late, attendance becomes a concern, or safeguarding concerns arise.

11.7 - Parents/carers may withdraw their request at any time by notifying the school in writing.

11.8 - The school will review approved lunchtime leave arrangements regularly to ensure they remain appropriate and in the best interests of the pupil.

12. Truancy

12.1 - Truancy is any absence from school, or part of the school day, where the school has not received a satisfactory explanation for the pupil's absence.

12.2 - The school is committed to promoting good attendance and ensuring that all pupils attend regularly and engage fully in their education.

12.3 - All pupils are expected to be in class by **8:55am** for the morning registration and **1:00pm** for the afternoon registration.

12.4 - Pupils leaving the school site during the school day must be signed out and signed back in at the school office by a parent/carer or authorised adult.

12.5 - The school will take immediate action where there are concerns that a pupil may be truanting or where a pupil's whereabouts cannot be accounted for during the school day.

12.6 - Where truancy is suspected, the Headteacher or Attendance Lead will investigate the circumstances and contact parents/carers to establish the reasons for the absence.

12.7 - The school will adopt a supportive approach to addressing truancy and may:

- Contact parents/carers on the same day.
- Meet with the pupil and family to identify barriers to attendance.
- Monitor attendance more closely.
- Implement an attendance action plan.
- Seek support from external agencies where appropriate.

12.8 - Where unauthorised absence continues despite support being offered, the school may refer the matter to the Local Authority Attendance Team for further intervention.

12.9 - In cases of persistent truancy, unauthorised absence, repeated late arrival, or unauthorised term-time leave, the Local Authority may consider enforcement action, including the issuing of a Fixed Penalty Notice or prosecution in accordance with attendance legislation.

12.10 - All incidents of truancy and the actions taken by the school will be recorded and monitored to ensure appropriate support and safeguarding measures are in place.

13. Missing Children

13.1 - Pupils are not permitted to leave the school premises during the school day unless permission has been granted by the Headteacher or an authorised member of staff.

13.2 - If a pupil is discovered to be missing during the school day, immediate action will be taken to locate them and ensure their safety. The member of staff identifying the concern will notify the Headteacher, Attendance Lead or Designated Safeguarding Lead (DSL) immediately.

13.3 - A thorough search of the school premises and grounds will be undertaken as quickly as possible. This may include:

- Classrooms and teaching areas.
- Toilets and changing areas.
- Outdoor learning areas.
- Playground and field areas.
- Forest school areas.
- Intervention rooms.
- Outbuildings and storage areas.
- Review of CCTV footage where available.

13.4 - The school office will coordinate communication and maintain a record of actions taken throughout the incident.

13.5 - If the pupil is not located within a reasonable timescale, parents/carers will be informed immediately and, where appropriate, the Police will be contacted without delay.

13.6 - Where the missing pupil is a child in care, has an allocated social worker, is subject to a child protection plan, or has significant SEND needs, the relevant professionals and agencies will be informed as soon as possible.

13.7 - Once the pupil has been located, staff will ensure the pupil is safe, establish their wellbeing, and determine whether any further safeguarding action is required.

13.8 - Parents/carers and any relevant agencies will be informed as soon as the pupil has been found.

13.9 - The Headteacher or Designated Safeguarding Lead will complete a full investigation into the circumstances surrounding the incident and ensure appropriate records are maintained.

13.10 - Any concerns regarding unauthorised absence from the school site will be managed in accordance with the school's Behaviour Policy, Safeguarding and Child Protection Policy, and Children Missing Education procedures.

13.11 - Following any incident involving a missing pupil, the school will review the circumstances and, where necessary, update risk assessments, procedures and staff practice to minimise the risk of recurrence.

13.12 - The safety and welfare of the child will remain the school's paramount consideration throughout any missing child incident, and all actions will be taken in accordance with safeguarding legislation and local safeguarding procedures.

14. Religious Observance

14.1 - The school recognises and respects the right of pupils to participate in recognised religious observances.

14.2 - Parents/carers should notify the school in advance if their child will be absent due to a religious observance.

14.3 - Absence for recognised religious observance may be authorised in accordance with attendance regulations and school procedures.

15. Medical and Dental Appointments

15.1 - Parents/carers should make every effort to arrange medical and dental appointments outside of school hours.

15.2 - Where this is not possible, parents/carers should inform the school in advance and provide evidence of the appointment where requested.

15.3 - Pupils attending appointments during the school day must be signed out and back in at the school office by a parent/carer or authorised adult.

15.4 - Wherever possible, pupils should attend school before and after their appointment to minimise disruption to their learning.

16. Modelling, Sporting and Performance Activities

16.1 - Pupils may be authorised to be absent for approved sporting events, performances, modelling work or other activities where the appropriate licences and permissions have been obtained.

16.2 - Where a performance or activity licence is required, it is the responsibility of the organiser to obtain this from the Local Authority.

16.3 - The school may request evidence that the necessary licence or permissions have been granted before authorising any absence.

16.4 - Where a valid licence has been approved, the absence will normally be authorised in accordance with the conditions of that licence.

16.5 - The Headteacher reserves the right to refuse authorisation where the absence is likely to have a detrimental impact on a pupil's attendance, progress or wellbeing.

17. Young Carers

17.1 - The school recognises that some pupils may have caring responsibilities at home which can impact on their attendance, wellbeing and educational achievement.

17.2 - The school will seek to identify young carers and provide appropriate support, working in partnership with families and external agencies where necessary.

17.3 - Each case will be considered individually to ensure that any barriers to attendance are understood and appropriate support is put in place.

18. Fixed Penalty Notices

18.1 - The school follows current Local Authority and Department for Education guidance regarding Fixed Penalty Notices for unauthorised absence. A Fixed Penalty Notice may be considered where a pupil has **10 sessions (5 school days) of unauthorised absence within a 10-week period**.

18.2 - A Fixed Penalty Notice may also be issued where a child is taken out of school for an unauthorised holiday during term time.

18.3 - Penalty notices are issued by the Local Authority, not the school, and fines will be charged in accordance with the rates set by national regulations and Local Authority procedures. They are charged at £80 per child, per parent (if paid within 21 days), for a second fixed penalty notice it is charged at £160 per parent, per child. If your child is withdrawn from school 3 times within a 3 year period, this could lead to court action.

18.4 - Where unauthorised absence continues or penalty notices are repeatedly issued, the Local Authority may consider further enforcement action, including prosecution or other legal interventions.

18.5 - The school will always seek to work with families to improve attendance through support and early intervention before requesting enforcement action, unless circumstances require otherwise.

19. Pupils with Health Needs Who Cannot Attend School

19.1 - The school recognises that some pupils may be unable to attend school due to medical or health needs.

19.2 - Where a pupil is expected to be absent for an extended period, the school will work closely with parents/carers, health professionals and the **Health Related Education Team (HRET)** to ensure appropriate educational provision is in place.

19.3 - Individual support plans may be developed to help pupils continue their education and maintain contact with school during periods of absence.

19.4 - The school will support a planned and successful reintegration to school when the pupil is well enough to return.

19.5 - All arrangements will be considered on an individual basis, taking account of the pupil's health needs, wellbeing and educational progress.

20. Monitoring and Review

20.1 - The school monitors attendance and punctuality throughout the academic year.

20.2 - The King's C of E Primary Academy aims for all pupils to achieve attendance of **96% or above**.

20.3 - Attendance information is published on the school website.

20.4 - This policy will be reviewed every three years, or sooner if required by changes to legislation or statutory guidance.

20.5 - Any updates to this policy will be communicated to staff, governors and parents/carers.

Appendix 1: Attendance Monitoring Procedures

1. Attendance is monitored weekly by the Attendance Lead and Senior Leadership Team.

2. Parents/carers will be contacted on the first day of any unexplained absence.

3. Where no reason for absence is provided, the school will make reasonable attempts to contact parents/carers and may undertake a home visit where safeguarding concerns exist.

4. When attendance falls to **92%**, parents/carers may receive notification and additional monitoring and support may be put in place.

5. Pupils with attendance below **90%** are classified as persistently absent and may be referred for further support and intervention.

6. Where attendance does not improve, parents/carers may be invited to an attendance meeting and the Local Authority may become involved where appropriate.

7. The school will always seek to identify barriers to attendance and work in partnership with families to support improvement.