



GREENWOOD ACADEMIES TRUST

Kingswood Primary Academy

# Attendance Policy



**Approved by:** Kerry Langley

**Last reviewed on:** February 2026

**Next review due by:** February 2027

This policy is available on the school website on the Parents and Carers tab, in paper form on request, and is communicated annually to parents and pupils. Attendance information is shared with parents when pupils start our school.

## Introduction

Kingswood Primary Academy is committed to providing an education of the highest quality for all pupils. We believe it is extremely important for pupils to attend regularly and on time. This will give them the best opportunity to progress and succeed at school. Staff are guided to promote good attendance using this policy.

Ensuring a child's regular attendance at school is a parent / carer's legal responsibility and permitting absence from school without a good reason may result in prosecution.

## At Kingswood Primary Academy we:

- provide a welcoming and caring environment where all members of the Academy feel secure and valued
- expect students to arrive on time every day
- will support parents in their legal responsibility to ensure their child attends school regularly and on time
- believe leave of absence should not be taken during term-time. We will not authorise requests for leave of absence during term-time, except in exceptional/ unavoidable circumstances

## How to notify the Academy of an absence

If your child is unable to attend school due to illness or unavoidable circumstances, please contact the academy on each day of absence by phone call: 01536 742677 or email:

[admin@kingswoodprimaryacademy.org](mailto:admin@kingswoodprimaryacademy.org)

Please inform us of any planned absence in advance, this includes unavoidable medical appointments during the school day.

To inform us about a planned absence:

phone call: 01536 742677 or email: [admin@kingswoodprimaryacademy.org](mailto:admin@kingswoodprimaryacademy.org)

Ensuring all pupils have high attendance is a key priority of the academy. Pupils are entitled to a full time education and we know that pupils with high attendance do better at school than those with high absence rates. We also know that absence can be a sign of other risks in a young person's life.

## 1. Aim

The aim of this document is to set out how we create and maintain a positive culture that supports and values good attendance. It includes how we support children to understand why good attendance is important through:

- Promote good attendance and punctuality using incentives such as, attendance assemblies, certificates, raffles, displays in school and attendance focus weeks.
- Teach children about the importance of good attendance and how this benefits them
- Follow up absences
- Communicate and work with families to reduce absence
- Monitor absences and analyse patterns of absence
- Work with local partners to support high attendance and reduce absence

## 2. Legislation and guidance

This policy meets the requirements of GAT's Attendance Policy. The Trust policy details the relevant legislation and guidance documents. In particular, this policy carefully follows DfE guidance in this area.

Our approach to attendance is closely linked with our safeguarding and behaviour practices. When safeguarding concerns arise, we monitor attendance more closely, and may carry out home visits, make phone calls, or offer family support to help ensure the safety and wellbeing of the child. For pupils with a social worker, attendance concerns will be shared promptly with the allocated social worker, and attendance will be monitored in line with statutory safeguarding responsibilities.

Where needed our Family Support Worker may offer support in the form of a Family Help Assessment (formerly Early Help Assessment) to ensure the right professionals and work is carried out for a family. Early help and strong partnership working between home and school are fundamental to our approach and something we take pride in at KPA.

### **3. Barriers to Good Attendance**

Kingswood Primary Academy recognises that there are many barriers to achieve good attendance, including mental health, special educational needs/and or disabilities (SEND). We support parents and encourage a partnership approach to combat these complex barriers to ensure pupils attend school regularly. We will notify the local authority if a child with an EHCP has falling attendance or barriers that relate to the needs of the pupil. A part-time timetable will only be considered in exceptional circumstances, as a short-term measure, and as a last resort where it is clearly in the best interests of the pupil and forms part of the planned reintegration towards full-time education.

### **4. How we promote a culture of high expectations in attendance and punctuality**

At Kingswood Primary Academy we believe in building partnerships with families, listening to them and understanding barriers to attendance. We teach our pupils the importance of attending school every day and arriving on time so they understand how good attendance helps them succeed and feel confident in their learning. Through daily routines, clear expectations, and positive reinforcement, we nurture a culture where being present and punctual is valued and celebrated across the school community.

We use our celebration assembly to reinforce our whole-school attendance targets. Each week, we share with parents the attendance percentages of the top three classes, including recognition for the class with the fewest late arrivals.

We train teachers to closely monitor the attendance of pupils in their class. By reviewing attendance data alongside pupil progress information, we are able to identify any emerging patterns or concerns that may require further support. We have support in place for pupils that have had absences to be reintegrated into learning.

### **5. Our expectations of attendance and punctuality**

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9:05 when class teachers close their doors and registers. Late marks will then apply until 9.25am. The register for the second session will be taken at 1.00pm.

Where parents decide to have their child registered at a school, they have a legal duty to ensure their child attends that school regularly, this means their child must attend every day the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

Parents/carers are expected to:

- Make sure their child attends every day on time  
Contact the academy on: 01536 742677/admin@kingswoodprimaryacademy.org to report their child's absence before 9am on the day of the absence and advise when they are expected to return
- Provide the academy with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils are expected to:

- Attend school every day on time
- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the office by 9.05am.

Office staff will:

- Take calls from parents/ carers about absence on a day-to-day basis and record it on the academy system
- Transfer calls from parents to the attendance officer in order to provide them with more detailed support on attendance

The attendance officer is responsible for:

- Monitoring and analysing attendance data
- Providing regular attendance reports to staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the principal
- Working with Education Inclusion & Partnership Team to tackle persistent absence
- The attendance officer is Angie Middleton and can be contacted via: Tel: 01536 742677 or
- Email: [admin@kingswoodprimaryacademy.org](mailto:admin@kingswoodprimaryacademy.org)
- The attendance champion at school is our Principal Miss Langley who can be contacted on the schools telephone number as above.
- The designated senior leader is responsible for:
  - Leading attendance across the academy
  - Offering a clear vision for attendance improvement
  - Having an oversight of data analysis
  - Evaluating and monitoring processes
  - Devising specific strategies to address areas of poor attendance identified through data
  - Arranging calls and meetings with parents to discuss attendance issues
  - Delivering targeted intervention and support to pupils and families
  - Working with local partners to implement bespoke strategies to improve attendance for those children with persistent absence or severe absence

The designated senior leader responsible for attendance is Kerry Langley and can be contacted via Email: [klangley@kingswoodprimaryacademy.org](mailto:klangley@kingswoodprimaryacademy.org)

The principal is responsible for:

- Implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to the trust
- Monitoring the impact of processes and attendance strategies
- Monitoring the impact of work with local partners to improve attendance in identified cases
- Working with local partners when formal procedures such as parental contracts, supervision orders and penalty notices are required

Our academy trust oversees school attendance and carries out regular attendance reviews to ensure our processes, and the way this policy is applied, remain robust and effectively support children to be in school.

## 6. Recording attendance

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

We will take our attendance register at the start of the morning session and at the start of the afternoon second session each school day.

It will mark whether every pupil is:

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

We will use the DfE codes to detail the attendance and absences.

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

### Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by emailing / calling the academy office.

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

Where necessary, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

### Planned absence

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

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please email school office on: [admin@kingswoodprimaryacademy.org](mailto:admin@kingswoodprimaryacademy.org) Go to section 6 to find out which term-time absences the academy can authorise.

### Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Families with ongoing punctuality issues will be invited to meetings to discuss the issues.

### Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may do home visits and possibly refer as a child Missing In Education. Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer or similar

### Reporting to parents/ carers

The academy will regularly inform parents about their child's attendance and absence levels every half term.

## 7. Authorised and unauthorised absence

### Approval for term-time absence

The principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Serious ill health substantiated by a doctor's letter/note.
- Personal accident or injury of a significant nature.
- Bereavement due to the loss of a close family member - a parent, grandparent, guardian, sibling.
- Victim of serious crime.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with the leave of absence request form, accessible via the school office. Evidence may be required to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision

Family holidays should not be taken in term time as they damage progress and continuity of learning. We will not authorise any holidays, unless in very exceptional circumstances.

### Legal sanctions

Where all voluntary support options are unsuccessful or not appropriate (such as an unauthorised holiday in term time), the local authority can take forward legal intervention to formalise support and / or enforce attendance. This includes fines or a penalty notice. The arrangements for these procedures are found at:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/support-with-a-child's-attendance-issues.aspx>

## 8. How we monitor attendance

In line with DfE expectations for early monitoring and support, we will review children's attendance every **three weeks**. This routine monitoring helps us identify positive changes or any emerging issues that may require further support. We monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance looking specifically at vulnerable groups. During our monitoring we will identify where individual pupils attendance is decreasing.

If a child's attendance falls between 95% and 91% we are concerned that they shortly will be at risk of meeting the DfE's definition of persistent absence. We will write to parents to ask for their support in improving attendance over the coming weeks. If attendance continues to decline or does not improve parents will be asked to come in and meet our attendance officer and family support worker to discuss how we can support attendance to improve.

If attendance falls to 90% or below this **has met the Department for Education's definition of persistent absence**, which means they have missed a significant amount of school. Regular attendance is essential to ensure children benefit fully from their education and to support their wellbeing and long-term outcomes. Parents will be asked to meet the attendance officer and family support worker.

The purpose of this meeting is to **work collaboratively** with parents to identify any barriers that may be affecting their child's attendance and to discuss how the school can support you and your child moving forward. Following the meeting, we will monitor your child's attendance more frequently to understand whether the support strategies we jointly agree are having a positive impact. This is part of our proactive and supportive approach to improving attendance, as recommended by the DfE.

If attendance does not improve or continues to decline parents will be asked to meet our Principal Miss Langley. Together we will complete a parent contract to improve attendance and review it every 2 weeks. This contract will set out clear expectations, identify any barriers affecting your child's attendance, and outline the support the school will provide to help improve the situation. Working in partnership is an essential step in ensuring we can address concerns effectively and promptly. However, if attendance does not improve after the Attendance Contract is put in place, or if future absences continue without acceptable reasons, the school may be required to **refer the case to the Local Authority**. Under the updated penalty notice regulations that took effect from **19 August 2024**, the Local Authority may consider issuing penalty notices to each parent for unauthorised absence, with penalties applied per parent and per child.

Please refer to flow chart 1 and 2 explaining this process within the appendix of this policy.

Pupil-level absence data will be collected each term by the trust and DfE and published at national and local authority level through the DfE's school absence national statistics releases. The academy will compare attendance data to the trust and national average.

### Analysing attendance

Kingswood Primary Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### Using data to improve attendance

Kingswood Primary Academy will:

- Provide regular attendance reports to class teachers and other academy leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

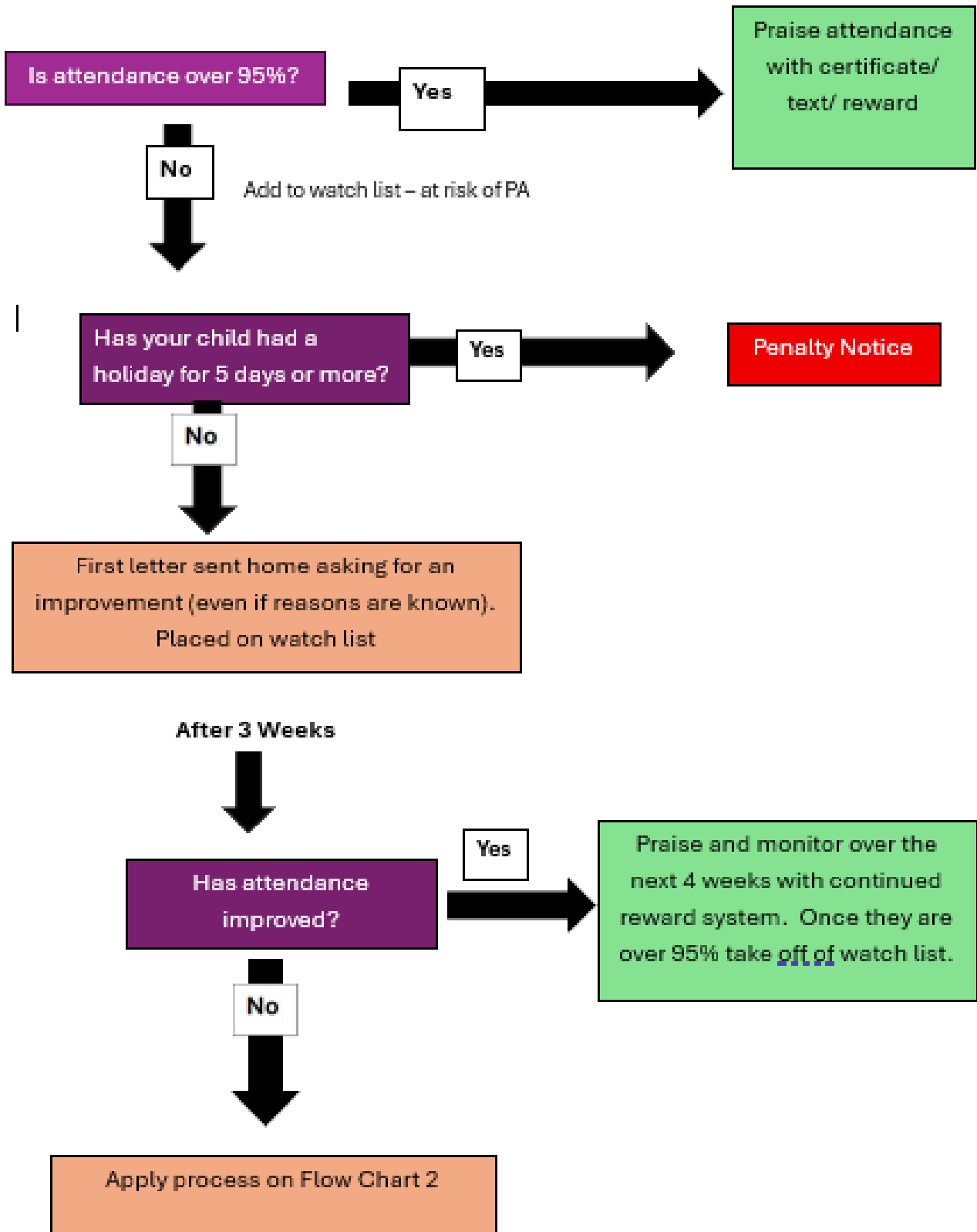
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, at risk of or persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance such as (Sleep Solutions, CAMHS, EIPT, Specialist Support Services etc.)
- Kingswood Primary Academy has set procedures for targeting unauthorised absences. For example – meetings, letters, attendance contracts and closer monitoring.

### **9. Monitoring arrangements**

This policy will be reviewed as guidance from the trust or DfE is updated, and as a minimum annually by the Principal. At every review, the policy will be approved by the academy's Education Director.

### **Appendix**

Attendance flow chart 1



Attendance flow chart 2

Is the pupils attendance static or at 90% or below?

Pupil should be added to PA list, send Letter 2 arranging a meeting with our attendance team to offer help, support and explain how important it is to improve the child's attendance.

After 2 Weeks

Has attendance improved?

No

Yes

Meeting with principal (Miss Langley) – Parent Contract to improve attendance

Praise and monitor over the next 2 weeks with continued reward system

After 2 Weeks

Has attendance improved?

Yes

No

Praise and monitor over the next 2 weeks with continued reward system

Referral to EIPT

Any other referral to other organisations/ support/ Local authority?