KING EDWARD VI
SCHOOL LICHFIELD

Attendance Policy 2026

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1. Our Aims & Values

We want all our students to develop to their full potential; it is our job to ensure that they leave us as confident, life-long learners who have a strong sense of responsibility for themselves and for others.

We are a learning community with a positive, inclusive, and friendly environment where we take the time to get to know our students so we can support their learning and their personal development. We seek to develop a strong partnership between students, parents,

and the school to enable this. We encourage all stakeholders to involve themselves in the wider life of the school and its community.

Our overriding aim is to provide the highest quality education for all students. Our commitment is to help each young person to make the most of their abilities, building their character and developing their life skills. Students are challenged to do their best and are supported to ensure that they make good progress. In return, we expect a commitment to high standards of attendance and behaviour.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on Working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

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

Attendance Matters

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life.

Missing time from school can lead to students falling behind in their studies; arriving late to school disrupts teaching routines and can affect the learning of others.

As a school, we ask that students achieve at least 96% attendance. We recognise that for some this may be challenging and we aim to provide additional support to students and their families to encourage excellent attendance.

The tables below indicate how much learning time is lost because of poor attendance/punctuality. Even at 95% attendance, a student has missed 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year
95	10
90	19

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10

85	28
80	38

30	19

2. Legislation and Guidance

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

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a student's attendance: guidance for schools
- Children missing education: statutory guidance for local authorities and schools - GOV.UK

2.1 Links with other policies

This policy links to the following policies:

- Safeguarding Policy
- Behaviour policy
- Medical needs policy

3. Roles and responsibilities

3.1 The Governing Body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:

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

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data
- Monitoring the impact of any implemented attendance strategies
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The Designated Senior Leader responsible for attendance

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

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

3.4 The Attendance Intervention Manager

- Championing the whole school vision for promoting and maintaining good attendance.
- Regularly monitoring and evaluating attendance data and being proactive through early intervention where concerns become apparent.
- Collaborating with parents/carers via meetings / telephone calls / Schoolcloud/Teams calls etc.
- Coordinating and carrying out home visits.
- Advising the Attendance Lead when to issue fixed-penalty notices.
- Liaising with students, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with students and their parents/carers.
- Delivering targeted intervention and support to students and families.
- Benchmarking attendance data to identify areas of focus for improvement.
- Planning assemblies / student induction activities.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.

- Delivering staff training if needed.
- Responding to Leave of Absence requests.
- Working with education welfare officers to tackle persistent absence.

3.5 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data. (see section 7)
- Working with Education Welfare Officers to tackle persistent absence.
- Ensuring registers are completed accurately and within a timely manner.
- Respond to attendance related queries from parents/carers about absence on a day-to-day basis and record it on the school system and monitor this.
- Following up on unexplained absences.
- Support with home visits.
- Sending correspondence home / arranging meetings etc in line with the attendance strategy.
- Supporting with Attendance rewards.

3.6 Class teachers/Form Tutors

- Class teachers/form tutors are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1), on GO4Schools.
- Building positive relationships with all students in their form / class by creating a welcoming and inclusive environment which is conducive to learning.
- Communicating with parents/carers, if required.

3.7 Parents/Carers

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

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

Parents are expected to:

- Make sure their child attends every day/timetabled session on time.
- Text the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.

- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the relevant Achievement Leader for their child's year group.
- Work collaboratively with school staff to uphold standards of good attendance. This will include checking their child's attendance regularly on GO4Schools.

3.8 Students

Students are expected to:

- Attend school every day, on time
- Attend every timetabled lesson, on time
- Check GO4Schools regularly to monitor their individual attendance.

4. Recording Attendance

4.1 Attendance Register

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

We will take our attendance register at the start of the first session of each school day at 8.50am and once during the second session at 1.15pm. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

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

Any amendment to the attendance register will include:

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

We will also record:

- Whether the absence is authorised or not

- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

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

The school day starts at 8.50am and ends at 3.15pm; we expect all students to be on site for 8.45am.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 1.15pm, during period 4 and will be kept open until 1.45pm.

4.2 Punctuality and Lateness

- For safeguarding purposes, a register is taken at the start of the school day and each lesson; in line with the school code of conduct "students will be on time".
- Consequences will be applied for late arrival to school or lessons without good reason. These may include texts or phone calls home, after-school detentions, punctuality reports, or attendance contracts. If a child is late to school between 8.50-9.10 a.m., then they will receive a late mark and a level 1 lateness to registration log on GO4Schools. Three logs for lateness will result in an after-school detention. If a child is late after registration ends at 9.10 am, then they will automatically receive an after-school detention.
- A student who arrives at school after the end of registration, without good reason, will receive an unauthorised absence code (U – late after registers close) for that session. This impacts their overall attendance. Any student who receives 10 U codes over a 10-week period is classified as being persistently late; a referral may be made to the Education Welfare Officer and a Penalty Notice warning will be issued. This may lead to a fine and possible prosecution.

4.3 Reporting Attendance to parents/carers

- In line with DFE expectations, parents/carers can regularly view their child's attendance by logging into the GO4Schools app and their child's annual report which will also be shared via GO4Schools. In addition to this, we will also inform parents about their child's attendance and absence levels via regular communication including phone calls, meetings and letters
- If you do not believe that the figures accurately reflect your child's attendance, please be aware that we have a continual register checking and updating process and any issues are usually resolved as part of this process. It could take several days for this to happen. If you still have concerns, please contact the Attendance Team.

- We also communicate regular updates on attendance through the school newsletter, whole school letters and on our school website Attendance - King Edward VI (keslichfield.org.uk)

5. Absence Reporting

Attendance registers and school attendance records are legal documents. Every half-day absence from school is classified as either authorised or unauthorised and a national code applied (Appendix 1).

- Authorised absences are mornings or afternoons for which the school has given approval in advance or accepted an explanation as justification for the absence.
- An authorised absence is considered when:
    1. A child is too ill to attend school.
    2. After a period of 5 days, if appropriate medical evidence has been provided.
    3. For a child who has already been absent from school for 5 days or more and appropriate medical evidence is provided.
    4. When medical evidence is provided for absence immediately before or after a period of school holiday.
    5. When medical evidence is provided where there is a regular pattern to illness absence.
    6. When evidence is provided for exceptional medical/dental appointments.
    7. The absence is unavoidable and exceptional.
    8. A leave of absence for exceptional circumstances has been granted by the school.
- Unauthorised absences are those that the school does not consider reasonable and for which no “leave” has been granted. This includes:
    - Parents keeping children off school unnecessarily
    - Truancy
    - Absences which have never been properly explained
    - Late arrival to school after registration closes without good reason
    - Where medical evidence requested cannot be provided
    - Where students have been taken out of school for family holiday.
    - Where absences have been falsified.
    - When medical evidence is not provided for illness absence immediately before or after a period of school holiday
    - Where attendance concerns have been identified and medical evidence is NOT provided.

5.1 Unplanned Absence

If your child is too ill to attend school, or will be absent for any other unplanned reason, please contact school ***via text on 07860 034183*** as follows:

Day 1	Text before 8.30am	In **fewer than 200** characters confirm: • Name • Tutor group • **Brief reason for absence; "illness", "unwell", "poorly", "not feeling great" do not provide sufficient information about the absence, please confirm symptoms** • Estimated length of absence
Days 2-4	Text before 8.30am	• To provide an update about the absence and a proposed return date.
Day 5	Email medical proof of the absence to attendance@keslichfield.org.uk FAO Attendance Officer NB. Our text system does not accept attachments, screenshots, photos or WhatsApp messages.	It is the parent/carer's responsibility to automatically provide this information. ***The absence will not be authorised without it.*** Proof should identify the student (Name/D.O.B) and could include a GP's appointment card, copy of prescription, proof of medication taken or medical notes from the consultation. Please note that we are aware that doctors do not routinely provide medical certificates, but if a student is absent for 5 days or more there is an expectation that they are considered unwell enough for you to have consulted a medical professional and therefore there should be some proof that the consultation has taken place and not simply evidence of an appointment. Please do not send photos of your child as evidence.

1st Day Contacting System

For safeguarding reasons, school has a responsibility to ensure that all students are accounted for during school hours. If a student has been marked as absent without a reason, a text message will be sent home informing you that your child is not in school.

If a student is in school but not in registration, it is their responsibility to make sure they sign in at student reception and get a registration mark to avoid unnecessary contact with home.

Please respond to the text as a matter of urgency with a reason for the absence.

This contact ensures that parents/carers are aware that their child is not in school, enabling them, if necessary, to establish that they are safe.

NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date:

studentdetails@keslichfield.org.uk

Text messages should be sent from phones that are registered as the main contact number for parents/carers on our student database.

Please note:

- Students undertaking exams will be issued additional instructions for reporting absence on exam days and asked to call 01543 255714 and speak to the Reception Team.
- Parents/carers should also continue to follow the normal absence reporting procedure.
- If a student arrives late, after registration finishes at 9.10am until the end of the school day, they must sign in at student reception.
- **<u>If you do not contact us regarding an absence, it will be automatically recorded as unauthorised.</u>**
- Where a student's attendance is less than 90% or an unusual pattern or high number of absences are recorded, proof of illness will be required to authorise absences.
- If a student falls ill during the school day, they should report to Student Reception for assessment by a First Aider who, if necessary, will contact parents/carers and arrange for the student to be collected from school. In accordance with the mobile phone policy, students must not contact home before reporting to Student Reception. ***In the event of a student doing so, an after-school detention will be recorded on GO4Schools for the use of an electronic device and in line with the new government guidance, the phone will be confiscated.***
- If your child has suffered from sickness and/or diarrhoea, they should not return to school until 48 hours after the last episode.

- If your child tests positive for Covid 19, they are no longer required to isolate and they should still attend school if they are feeling well enough to attend.
- All absences due to illness will impact percentage attendance figures.
- We will make "safe and well calls" and conduct home visits in line with our safeguarding procedures to monitor absence. These can take place at any point during an absence.
- We may collaborate with other schools and professionals when absence is at risk of becoming persistent or severe and/or there are safeguarding concerns.

5.2 Medical Appointments

- Routine medical and dental appointments should be arranged outside of school hours unless it is urgent.
- Notification of any medical or dental appointments requiring absence during any part of the school day should be communicated in advance via email along with the accompanying appointment letter or via text message with a hard copy of the appointment letter handed into reception. This information is requested:
    - To allow registers to be coded correctly with the information so that class teachers are aware a student will be absent from their lesson.
    - To avoid time being spent trying to locate a student who is not in school for a genuine reason.
    - For safeguarding purposes, to help ensure the authenticity of an appointment.
- If your child needs to attend a medical appointment during the school day, a note written and signed by a parent/carer will be required when they sign in or out at Student Reception on the day of the appointment. Please also provide a copy of the medical appointment letter/ cards/letters for your child's file to support conversations about issues relating to attendance.
- Students should only be out of school for the minimum amount of time necessary for the appointment; a full day's absence will not usually be authorised.
- All absences due to medical appointments will impact percentage attendance figures.
- Students must sign out at student reception before leaving the school site.
- ***Students MUST NOT leave the premises without the permission of the school. If a student is found to be absent from a lesson, having been registered for the session, staff will follow the students missing from lessons guidance and parents/carers will be contacted. There will be follow-up consequences in line with the school's Behaviour Policy.***

5.3 Approval for leave of absence in term-time

Leave of absence refers to a pre-planned absence from school (part lesson, single lesson, full or part day), that is for any reason other than one related to time off for medical appointments or illness and is only granted in exceptional circumstances.

Leave of absence requests must be made for any of the following reasons*:

- Holidays
- Funerals
- Religious observance
- External sporting fixtures/camps/tours
- External performances/rehearsals
- Dance exams
- Work experience
- College or school visits or interviews for students in Years 7-11
- Attendance at other events

**this list is not exhaustive*

Exceptions:

- Sixth Form university visits
- External music exams organised by the school's peripatetic music teachers.
- In these cases, please text the school to give advance notification on ***07860 034183*** and supply proof of the music exams via attendance@keslichfield.org.uk

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

The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

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

At King Edward VI, we define 'exceptional circumstances' as one-off events which are unavoidable. Examples may include the death of a close relative or attendance at a funeral.

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

As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday.

We consider each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and at least 5 school days in advance of the absence, and in accordance with any leave of absence request form, accessible via the link on our school website Leave of Absence Request Form (office.com). The headteacher requires evidence to support any requests for leave of absence.

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

- Illness and medical/dental appointments (see section 5.2 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)
- A temporary part-time timetable

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

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

Process

Stage	Action	Responsibility
1	Read the school's Leave of Absence information. This is available within this policy under **section 5.3**	Parents / Carers

2	Complete the online Leave of Absence Form using the link on the school website or via this link Leave of Absence Request Form (office.com). A separate form should be completed for each student, at least 5 school days before the date of the proposed absence; select the submit button to send the form for processing.	Parents / Carers
3	Request considered by a member of the senior leadership team/Attendance Intervention Manager and a formal response will be sent to parents / carers. This may take up to 5 school days	School
4	If the leave of absence is not authorised and parents / carers still take their child out of school, the absence will be recorded as unauthorised	School
5	If the leave of absence is not authorised and parents / carers still take their child out of school this may result in a Penalty Notice of £160 per parent* per child if paid within 28 days and reduced to £80 per parent if paid within 21 days. • Fines are processed by the Local Authority after the period of absence has been completed • Failure to pay the £160 fine may lead to court proceedings	Local Authority

Important Points to Note

- Staffordshire Local Authority Code of Conduct for Issuing Penalty Notices governs how we as a school deal with applications for leave of absence. Attendance - Staffordshire County Council
- There is no automatic right to leave in term time, Headteachers can only grant leave under **exceptional circumstances.**
- If leave of absence is not applied for according to school policy, this may lead to an absence being recorded as unauthorised and may lead to a Penalty Notice being issued by the Local Authority. Leave of absence will not be authorised if the request is not received in advance.
- Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request.
- As much detail about a proposed absence as possible should be included on the Leave of Absence Form, to enable the Headteacher to make an informed decision as to whether the absence can be authorised or not.
- Each leave of absence application will be considered individually and on its own merits. In considering a request, the school will take account of:
    - The exceptional circumstances stated that have given rise to the request

  - The stage of the child's education, their progress, and the effects of the requested absence on both elements
  - Frequency of similar requests
  - Whether the parent / carer made the request in advance
  - Students on examination courses will not normally be granted leave of absence
- Where parents have children in more than one school the Headteacher of each school will make their own decision based on the factors relating to the child at their school. Headteachers may choose to liaise with each other as part of their decision-making process.
- If the leave is authorised, the Headteacher will determine the number of school days that have been authorised as part of the absence. If the child does not return to school when expected and information is not made available to the school to explain / justify the continuing absence, this absence will be recorded as unauthorised and parents / carers may be issued with a Penalty Notice by the Local Authority.
- If a leave of absence is not authorised and a parent / carer reports the child as absent due to illness on the dates requested, the absence will be recorded as unauthorised and parents / carers may be issued with a Penalty Notice by the Local Authority.
- It is a legal requirement for schools to maintain accurate attendance records, including reasons for absence. School will investigate if the reasons provided for an absence contradict our understanding, records will be updated accordingly, and parents / carers may be issued with a Penalty Notice by the Local Authority. To avoid putting staff or students in awkward situations, we encourage open and honest dialogue about leave of absence in term time.
- We understand the challenges that some parents face when booking holidays, however we believe that to ensure children receive the best education possible they should be in school during term time. The Local Authority monitors school absences during term time and supports Headteachers in challenging those who ignore the law.
- Enquiries regarding a Penalty Notice that has been issued to a parent / carer should be addressed to the Local Authority using the contact details provided on the paperwork that has been received.
- Parents can email any questions to: Penaltynoticeenquiries@staffordshire.gov.uk
- Please remember that a student who has been granted a part day leave of absence should have a note from home to show the Student Reception Team when signing in / out of school.

**Generally, the DfE states that parents include all those with day-to-day responsibility for a child.*

5.4 Sanctions

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

Penalty notices

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

Before referring a child penalty to the Local Authority, the school will consider the individual case, including:

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

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

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

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

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead and the parent may be referred directly to court. The court fine could be up to £1000.

Notices to improve

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

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

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of 20 school days for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period.

5.5 Work

- Students should contact their teachers to discuss or catch up on any work they miss due to absence.
- Satchel One should be used to identify any work that has been set to do at home.
- Schools are not legally required to provide work if your child is unfit to attend school.

5.6 Students Moving to a New School

- If you decide to move your child to a different school, please notify the Headteacher as far in advance as possible in writing. Please provide a leaving date and reason for the move together with the name, address and phone number of the new school, along with the new school contact if known.
- If the move is within Staffordshire, the Headteacher will need to complete Section 4 of an In-year Application Form before the new school can commence its admission process. This form can be found using the link in **Appendix 2.**
- A clearance form will be given to the student and they should ask their teachers to sign it as they return any books/equipment that belong to the school. Parents/carers should complete and sign the back page before the form is returned by the student to their Achievement Leader to sign off on their last day.

- Any ParentPay debts should also be cleared.
- All leavers must be reported to the Local Authority through Capita.
- A student who leaves school without notification and whose parents/carers fail to provide follow on contact details/new school information will be reported to the Children Missing Education Officer in line with Staffordshire County Council Children Missing in Education procedures.

5.7 Elective Home Education

If parents/carers make the decision to home-educate their child, they must notify the Headteacher in writing and a designated member of school staff will arrange a further discussion. School will in turn make a referral to the Elective Home Education Team and once confirmation has been received the student will then be deregistered.

At King Edward VI, we do not advocate for elective home education.

5.8 Children Missing Education

- As a school, we are concerned about any child or young person who may be missing education because in addition to their educational development their safety and well-being may be at risk.
- Children missing education (CME) are "children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at school".
- Anyone who knows of a child who is not receiving an education, or has gone missing from school, or is in any doubt, should report their concerns using the following contact details:

CME.1 Referral

- In line with Staffordshire County Council's CME Guidance, any child not found after 20 days will be referred to CME. If there is a concern about the immediate safety of the child, Staffordshire Families Integrated Front Door will be contacted.

6. Supporting students who are absent or returning to school

We have implemented a tiered intervention system that provides different levels of support for any individual student who is struggling to attend school. Our focus is always to make reasonable adjustments, where possible, which help the individual to improve their attendance and remove any barriers they may be facing, which prevent them from attending school.

See Appendix 3– Attendance Intervention Menu / Punctuality Intervention Menu

6.1 Students returning to school after a lengthy or unavoidable period of absence

If your child has a medical condition that may affect their attendance at school, or is likely to be off school sick, injured, following an operation or due to school refusal/phobia for a long period of time, please contact their Achievement Leader **(see Contacts, page 23)** in the first instance so that arrangements can be made to minimise the effect on their education/reintegrate them into school on their return.

6.2 Mental Health

- School staff are not expected to diagnose mental health conditions or perform mental health interventions, but they are expected to work to ensure regular attendance for every child. Schools should set and maintain high expectations for the attendance, engagement and punctuality of students who are anxious about attending school. It is important to recognise that, in many instances, attendance at school may serve to help with the underlying issue as much as being away from school might exacerbate it, and a prolonged period of absence may heighten their anxiety about attending in future.
- Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. **It is important to note that these students are still expected to attend school regularly.**
- School staff should work quickly to communicate this expectation to parents/carers and work together with them to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending should be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance. Staff in school can put in place reasonable adjustments to support students who are struggling to attend school as a result of poor mental health, including a phased return if necessary and also making referrals to other agencies as appropriate.
- Withdrawing students from school because of parental concern or complaint should be avoided and will not be authorised. Please contact your child's Achievement Leader or a member of the Student Support Team at your earliest opportunity to enable any issues to be discussed and resolved as soon as possible.
- If students are experiencing difficulties and these cannot be overcome by parents/carers and representatives from the school working together collaboratively, the student may be referred to the Local Authority who will try to resolve the situation by agreement.

Students absent due to SEND needs

Ensuring that students with special educational needs and/or disabilities have access to an exceptional education is imperative in creating the best life chances and opportunities.

At King Edward VI School, we strive to create an inclusive culture and break down barriers which can impede success such as attendance and mental health. This enables us to have a lasting impact on the outcomes of children with SEND.

If your child has SEND needs and they are struggling to access the curriculum or to attend school regularly, please contact our SENCO, in the first instance who will then look at making reasonable adjustments

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

7. Strategies for promoting attendance

The attendance target for all students at King Edward VI School is at least 96%. The SLT Lead, Attendance Team, Achievement Leaders and Pastoral Support Assistants review student attendance by year group regularly and work together collaboratively to improve attendance and punctuality.

As part of the review process parents/carers will be contacted to highlight excellent attendance or when attendance falls below our expected standard. Parents/carers are encouraged to contact school (see Contacts, page 23) if their child needs support with any issue that may affect their ability to be in school.

Communication will be sent home if an unusual pattern of attendance has been observed either during the current academic year or over several years, particularly when these absences are attached to holidays and weekends.

If attendance falls below the expected standard, without good reason, we will have conversations with you and your child and/or contact you directly to discuss and agree a way forward to support their attendance.

7.1 Rewards

We regularly incentivise good attendance by awarding points on GO4Schools, through recognition in our termly celebration assemblies and through regular competitions. We also aim to reward those students who have recognised improvements in their attendance.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level. Specific student information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to staff to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies

- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Sixth Form Attendance and Punctuality

- On joining the Sixth Form, students and parents sign up to a Sixth Form Code of Conduct and Continuation of Study Policy. As part of this, and to ensure that students make good progress in their studies, excellent attendance is essential. The attendance target for the Sixth Form, in line with the rest of the school, is 96%.
- As part of the Sixth Form Policy students are expected:
    - To attend all timetabled lessons and tutorials
    - To attend all registration sessions, tutor periods and assemblies
    - To report to any lessons where a staff member is absent unless they have been told otherwise.

- To arrive punctually for registration and lessons.
- Not to arrange routine medical appointments during lesson time.
- Not to take driving lessons in school time.
- Not to miss school for any reason related to part time work.
- To follow the procedures laid out in the school Attendance Policy regarding lateness, absence, illness, and leave of absence. Failure to do so may result in absences being recorded as unauthorised.
- Attendance that falls below 90% is a serious concern and puts a student's place at risk.
- Students in Year 13 are expected to continue to attend lessons up until study leave for exams commences. Failure to do so may result in students being withdrawn from exam entries.

Contacts

If you are at all concerned about your child's attendance and would like to discuss it further, please use the contact details below.

Phone: 01543 255714

Email: office@keslichfield.org.uk

Achievement Team Years 7 & 8	
Achievement Leader	Mr Sam Hillier
Achievement Leader	Miss E Smart
Transition Co-Ordinator	Mrs H Ridgway
Achievement Team Years 9, 10, 11	
Achievement Leader	Miss R Thomas
Achievement Leader	TBC
Achievement Leader	Mrs M Jennings
Achievement Team Years 12 & 13	
Achievement Leader	Miss J Williamson
Assistant Achievement Leader	Mr A Haigh
Pastoral Support Assistants	
Year 7-13	Miss R McDowall
	Miss P Redmond
	TBC
	Mrs J Brownridge
	Miss M Murphy

Assistant Head teacher / Attendance Lead / Lead DSL	Miss K Hinz
Inclusion Manager/ Deputy DSL	Mrs J Tooth
SENCO	Mrs K Pemberton
Attendance Intervention Manager	Mrs J Welch
Attendance Officer	Ms K Edwards

List of Appendices:

Appendix 1 - Attendance Codes

Appendix 2 – link to Staffordshire County Council in-year admissions information

Appendix 3 – Intervention Menu in support of making reasonable adjustments to support good attendance and punctuality.

Appendix 1: Attendance Codes The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
****	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered

Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance

I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are:

		• In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered

#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays
A	Student truanting from a lesson	KES generated lesson code
H	Student in internal exam on school site.	KES generated lesson code
F	Student on school site but note in timetabled lesson	KES generated lesson code

Appendix 2

https://www.staffordshire.gov.uk/education/Admissions-primary/In-year/In-year-school-admissions.aspx

Appendix 3 – Attendance Intervention Menu*

King Edward VI – Attendance Intervention Menu

Tier 1 - Universal	Tier 2 – Targeted	Tier 3 – Advanced	Tier 4 - Intensive
Day to day Tutor interactions	Stage 1 letter	Adjusted Timetable – hours / subjects	Referral to external agency – Ed Psych / CAHMS / Malachi
Day to day Teacher interactions	Stage 2 letter	Referral to internal support – School Counsellor	Referral for Alternative Provision.
Texts / phone calls home to parents/carers to discuss absence.	Toilet Pass / Key Adult in school / Time out pass.	School Nurse referral	Managed Move.
Rewards – Assemblies / Go4schools	Buddy / Student mentor	Early Help Assessment	Robot provision.
Leaflet – Attendance Matters	Attendance Report	Referral to Lichfield Mentors	EBSA School Avoidance Framework
Positive attendance recognition email.	Regular check ins.	Stage 3 Letter	Stage 4 letter
		Phone Call home PSA	Solution Focussed Circle
		1:1 Learning Conversation to discuss attendance –PSA or Achievement Leader	Formal Attendance Meeting
		Attendance Meeting with Key staff including AL	EWO Referral
		Positive Attendance Workbook to be completed 1:1 with PSA	
		Referral to internal support – Learning Hub	

This is subject to change – Highlighted statements indicate mandatory actions which will be implemented by school.

Punctuality Intervention Menu

King Edward VI – Punctuality Intervention Menu

Tier 1 - Universal	Tier 2 – Targeted	Tier 3 – Advanced
Day to day Tutor interactions	Stage 1 letter	AL Punctuality Support Card
Day to day Teacher interactions	Tutor Punctuality Support Card	Meeting with Parents/Carers
Logging lateness on G4S	Phone call home (attendance officer)	Morning Check Ins
Rewards – Assemblies / Go4schools	Reward Contract	Punctuality Action Plan
Positive recognition email	Stage 2 letter	1:1 Learning Conversation to discuss attendance – Achievement Leader or SLT
Classroom routines/expectations	1:1 Learning Conversation to discuss attendance – FT or PSA	Stage 3 letter