



King James
Academy Royston

King James Academy, Royston Attendance and Absence Policy

Policy Review This policy will be reviewed in full every two years.

Policy Owner	Karen Watson
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1) Statement of intent

At King James Academy and The Diamond Learning Trust we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

2) Legal framework

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

- Children and Young Persons Act 1963
- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Equality Act 2010
- The Children (Performances and Activities) (England) Regulations 2015
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education'
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

This policy operates in conjunction with the following school policies:

- Diamond Learning Trust Complaints Procedures Policy
- King James Behaviour for Learning Policy

3) Roles and responsibilities

King James Academy has the overall responsibility for:

- Having a clear attendance policy and monitoring its implementation and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Promoting the benefits of high attendance.
- Accurately completing admission and attendance registers and reporting any children who are suspected of being deemed as 'Children Missing from Education (CME).
- Having effective day-to-day processes in place to follow up absences, including when a child is absent without contact.
- Regularly analyse attendance, absence and punctuality data and use this information to identify pupils, families or cohorts that require support.
- Communicating regularly with families about attendance.
- Working with families and to improve attendance by building relationships, exploring the reasons for non-attendance and developing strategies to support better attendance.
- Work collaboratively with the Local Authority and other partners, such as medical professionals and social care, to improve attendance.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The Headteacher is responsible for

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The Senior Attendance Champion is Mrs K Watson, Deputy Headteacher.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Promoting and modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Admissions Officer is responsible for informing the Attendance Manager and Local Authority of any pupil being deleted from the admission and attendance registers if they:

- Have been registered at another school.
- Are being educated otherwise than at a school, such as from home.
- No longer live within a reasonable distance of the registered school.
- Are detained under a sentence of detention and the school does not reasonably believe they will be returning.
- Have been permanently excluded.
- Meet any other criteria as set out in 'Working together to improve school attendance'.

Pupils are responsible for:

- Attending every day the school is open, unless they are ill or have had a planned absence authorised by the school.
- Arriving at school on time (before 8.35am).
- Attending all registrations, lessons and any agreed activities on time.
- Signing in/out at the main reception desk if they arrive/leave at any time other than the start and finish of the school day.

Parents are responsible for:

- Ensuring that their children attend school every day that the school is open, unless they are too ill to attend or the school has given permission for the absence in advance.
- Regularly promoting good attendance, punctuality and how this widens their life chances with their children.
- Treating staff with respect and actively supporting the work of the school.
- Contacting the school if their child is going to be absent, either to complete a Term Time Leave request form for planned absences or on each day of their child's illness.
- Arranging appointments, such as visiting the dentist outside of school hours wherever possible.
- Calling staff for help when they need it and communicating with the school about possible circumstances which may affect their child's attendance or require support.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Regularly reviewing contact details and updating the school if these details change.

Attendance at school may be used to determine whether students attend school trips (that are not part of the GCSE curriculum), sporting events or the Y11 Prom. We will review each trip and determine, on a case by case basis, whether students who have attendance that is below 90% can attend these events. This will be done throughout the organisation of the event and parents/carers will be informed of any concerns at the earliest opportunity. Students with well-evidenced medical conditions will be considered in a positive light.

Training of staff

The school recognises that early intervention can prevent poor attendance. As such, teachers and support staff will receive training in this policy and how to identify potentially at-risk pupils as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

4) **Definitions**

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed (9.05am)
- Not attending school for any reason

Every half-day absence from school must be classified by the school (not by the parent), as either **authorised** or **unauthorised**. Therefore, information about the cause of any absence is always required.

Authorised absence:

- An absence for sickness for which the school has authorised.
- Medical or dental appointments which fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- Exceptional family circumstances e.g., bereavement.
- If permission for the absence has been granted in advance by the Headteacher e.g., authorised participation in a national sporting event.

Unauthorised absence:

Unauthorised absence includes the following, though this is by no means an exhaustive list:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed (9.05am)
- Long term absence without sufficient medical evidence
- Absence due to shopping, looking after other children or accompanying a family member to medical appointments
- Absence due to birthdays, day trips and holidays in term-time which have not been agreed
- Absence due to having no uniform available, not liking a subject or oversleeping.
- Leaving school for no reason during the day

Persistently absent:

- Pupils who miss 10% or more of school sessions across the year for any reason. This means that their attendance will be 90% or below.

Severely absent:

- Pupils who miss more than 50% of school sessions across the year for any reason. This means that their attendance will be below 50%.

Exceptional Circumstances

At King James Academy, 'exceptional circumstances' will be interpreted as: "...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher)". The fundamental principles for defining 'exceptional' are events that are "rare, significant,

unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

Children Missing from Education

A child is missing from education if they are of compulsory school age, do not have a school place and no alternative education arrangements have been made for them.

Children Absent from Education

A child is absent from education if they have a school place and aren't attending school.

5) Attendance expectations

At King James Academy, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life as we recognise the connections between attendance, attainment, safeguarding and wellbeing. It's our ambition that all pupils at King James aspire to gain 100% attendance (where possible) by the end of the academic year. We recognise that from time to time children are genuinely ill and of course we will support parents and pupils in these situations. We want pupils to attend school even if they just have just a sniffle as this helps them to build up their resilience and we generally find once at school pupils are able to do well.

Attendance	Category	Lost Learning
100%	Outstanding	Pupils are accessing all learning opportunities
98% or above	Excellent	Up to 19 lessons missed About 4 days off in a year
95% - 97.9%	Good	Up to 47 lessons missed About 9.5 days off in a year
92% - 94.9%	Concerns	Up to 76 lessons missed About 15 days off in a year
Below 91.9%	Serious concerns	Up to 95 lessons missed About 19 days off in a year
Below 90%	Persistently absent	More than 95 lessons missed More than 19 days (4 weeks or more) off in a year
Below 50%	Severely absent Serious cause for concern	More than 475 lessons missed More than 95 days (19 weeks) off per year

6) Day to Day Processes

The start of the school day is 8.35am and the closing time is 3.05pm.

Attendance register

Students who arrive after the pupils line up at 8.35am, but before 9.05am will be recorded as late unless parents have reported a valid reason for lateness.

The morning statutory register closes at 9.05am. Any student arriving after this time without any parental notification, will be recorded as "U". This mark directly impacts on the students overall attendance percentage. The afternoon statutory register is taken at 12.20pm (lesson 4) and closes at 12.50pm. Any student arriving up to 12.50pm will be marked as late; any arriving after this will be marked as absent.

Designated staff members will take the attendance register at the start of each school day, at the start of the afternoon session and at the start of each lesson. This register will record whether pupils are:

- Present.
- Absent (and whether this is authorised or unauthorised)

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. Please see [Appendix 1](#) for details.

Truancy is any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence and as such is recorded as unauthorised absence.

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. Induction days.

All amendments made to the attendance register will include the original entry, the amended entry, and the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **six** years.

Absence procedures

The name and contact details of the staff members who parents/carers should contact about attendance on a day-to-day basis are: Ms L Meikle, Administrator (Year 5 and 6 absences only); Mrs S Pitt, Attendance Officer and Mrs E Siverthorne, Attendance Manager.

Unplanned absences

If a child has an unplanned absence from school the parent/carer must follow these procedures:

- Contact the school on the first day of absence before 8.35am, but preferably as early as

possible by completing the Pupil Absence Form on the school website. **Please do not email the Class Teacher/Form Tutor, Student Support Officer or Head of Year as they may not see the email until later if they have prior commitments.**

Consideration will be given to procedures where parents have difficulty with written communication, or where English is not the first language.

- Contact the school on every further day of absence, again before 8.35am. Parents/carers are required to contact the school every morning their child is going to be absent.
- Ensure that their child returns to school as soon as possible and they provide any medical evidence, if requested, to support the absence.

If a child is absent and we have not heard from the parent/carer we will:

- Telephone or text you on the first, and every subsequent day of absence. However, it is the parents/carers' responsibility to contact us.
- If we are unable to make contact with parents/carers by telephone, we will telephone emergency contact numbers, send letters home/email. After 3 days of absence, with no contact from home, a home visit may be made in the interests of safeguarding.
- A referral will be made to the Local Authority if no contact has been made with parents/carers by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "absent from education".

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Only the school has the authority to choose the type of absence (authorised or unauthorised) and the reason to be recorded. This will be based on all the available information we hold at the time.

If absence continues, we will:

- Write and email the parent/carer detailing our concerns.
- Invite you into school to discuss the situation with our Attendance Manager, Head of Year or Student Support Officer.
- Create a personalised action plan to address any barriers to attendance and support the return to school.
- Offer signposting support to other agencies or services if appropriate, based on the individual needs of the family.
- Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions.

Appendix 2 details our checklist when a child is absent from school and we have had no contact from parents/carers.

Planned absences

For planned absences, including medical appointments, the parent/carers should:

- As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card (or photograph/screen shot) will be sent to pupilabsence@kjar.org.uk. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible. Where a medical appointment is for routine treatment, a maximum of half a school day will be authorised. If a student does not return following the appointment, the remainder of the absence will be recorded as unauthorised.
- Any pupil with permission to leave the school during the day must be signed out by their parent/carers (primary site only) at the school office and be signed back in again on their return. For pupils in Year 7-11 the school must receive advanced warning or a handwritten note signed by a parent /carers and then they should sign out via main reception. An appointed adult needs to collect them from reception.
- For other absences, parents/carers should complete the 'Application for Term Time Leave' form, which can be found on the school website, and include a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances' and return to the Attendance Manager via pupilabsence@KJAR.org.uk as soon as possible.
- Each application will be considered individually, however we have to follow the strict guidelines set out by the DfE and are only permitted to authorise absences for exceptional circumstances. Please note that the DfE does not consider a holiday or absences for leisure or recreational activities to be 'exceptional circumstances'.

Term-time leave

The school will require parents to observe the school holidays as published on the school's website; therefore, the Headteacher will be unable to authorise holidays during term time in the vast majority of cases. The Headteacher will only be allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the Headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The Headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the Headteacher.

If parents take their child out of school during term-time without authorisation from the Headteacher, the absence will be recorded as unauthorised. Should this absence total 10 or over unauthorised absences in conjunction with any other unauthorised absence, a referral will be made to the local authority to request a fixed penalty notice is issued.

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

Modelling, sport and acting performances/activities

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The Headteacher will not usually authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

Young carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

Punctuality & Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated. Pupils should be in their classroom on time. Registers are taken as follows throughout the school day:

- Registers (morning roll call) are marked following line-up at 8:35am. Pupils will

receive a late mark if they are not in their classroom by this time.

- The register closes at 9:05am. If a pupil arrives after this time they should sign in at Reception (on both sites). Pupils will receive a mark of unauthorised absence (late after the register closed). This will show that they were on site, but this will count as a late mark and they will be set a detention.

If a pupil is identified as persistently late then a letter will be sent home by the Head of Year / Attendance Manager who will monitor this for a period of time to ensure improvement. If there is no improvement, the Head of Year / Attendance Manager will contact parents / carers to arrange a meeting with the child. If after this meeting unauthorised absences reach a total of 10 in 10 weeks, then the local authority may be contacted to request a fixed penalty is issued.

Pupils in years 7-11 are also expected to be on time to each lesson and be prepared to learn. Any pupils late will have the number of minutes recorded and a redirection time will be set based on the number of minutes they are late in a week.

Internal Truancy

All pupils are expected to be in their classes at the start of school and throughout the day, where the teacher will record the attendance electronically. Immediate action will be taken when there are any concerns that a pupil might be internally truanting.

This protocol refers to pupils who register at school in the morning and then go missing during the school day without a satisfactory explanation.

Is the pupil at significant risk?

A pupil missing during school hours incident would be prioritised as 'significant risk' where:

The risk posed is immediate and there are substantial grounds for believing that the child/young person is in danger through their own vulnerability (vulnerability characteristics may include: Early Help, Child in Need, Looked After, Child Protection Plan, SEND or EHCP in place).

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

Secondary Site

- The member of staff who has noticed the missing pupil will inform the 'On Call'.
- The member of staff who is 'On Call' will try to locate the pupil.
- Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupils' whereabouts before notifying parents and possibly the police.
- If the pupil cannot be located after a search, the parents/carers are called to make contact with the child.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.

Primary Site:

- On the primary site, if a pupil goes missing, all available members of staff will conduct a thorough search of the school premises as directed by a member of the SLT.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupils' whereabouts before notifying parents and possibly the Police.
- The school will attempt to contact parents using the emergency contact numbers provided. If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The member of SLT will determine how the register is coded to show this absence.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour for Learning Policy.

The Headteacher or delegated member of SLT will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

7) **Rewarding and incentivising good attendance**

Good and improved attendance should be celebrated and this is done at King James Academy in several ways:

On-going	• Tutor / Class Teacher recognition • HoY / Phase Lead e.g. biggest improver
Each week	• Pupils who have achieved 100% attendance for the week are given a 'golden ticket'
Each Half Term	• 1 Reward point for attendance greater than 98% • Golden ticket draw - one winner per year group will receive a £10 Amazon voucher • Tutor groups in each year group to see who can

	make the largest improvement in attendance - the winning form will hold the FA (Fantastic Attendance) cup for the next half term and receive some tasty treats
Each Term	100% attendance certificates and treat given in the Celebration Assembly
End of Year	100% attendance certificates and treat given in the final Celebration Assembly

The school is committed to supporting pupils with medical needs, whether these be emerging or lifelong and will look to celebrate their attendance in a way that is supportive and reflects their needs. For the purposes of attendance rewards only, medical appointments are not counted as an absence

8) How we use data to target attendance improvement efforts

The school Attendance Manager will monitor and analyse attendance data regularly and provide regular reports to ensure key staff are made aware of individual concerns and trends within cohorts and specifically to identify pupils who are at risk of being persistently absent, pupils who are persistently absent and those that are deemed severely absent. Once pupils and families have been identified, the data will be used to put in place interventions to address absence and lateness and to enable pastoral staff to track the attendance of pupils and to implement attendance procedures. The Attendance Manager will meet Heads of Year regularly to review the impact of the agreed interventions.

The following table indicates the categories of attendance and the associated actions and who leads on these:

Attendance	Category	Action
98% or above	Excellent	King James Attendance Award for 100% (1 Reward point per half term)
95% - 97.9%	Good	Class teacher / Tutor Recognition
92% - 94.9%	Concerns	Class teacher / Tutor working to support and resolve
Below 91.9%	Serious concerns	Class teacher / Tutor / Head of Year / Attendance Manager support
Below 90%	Persistent absentee	Head of Year / Attendance Manager support
Below 50%	Serious cause for concern	Likely to be referred to Hertfordshire County Council

Appendix 3 gives details of the current Pastoral Support Team for each year group so that

Professional judgement and discretion will be used when responding to individual circumstances. Regular monitoring and reporting of attendance to parents/carers takes place throughout the school year which ensures parents are aware.

Additionally, attendance and punctuality data is reported at each Governors meeting throughout the academic year and our data is benchmarked against national attendance data.

We use historic patterns of attendance to monitor and support pupils and families at the start of each academic year.

9) Strategies for reducing persistent and severe absence (PA/SA).

The school will ensure it provides support to pupils at risk of being persistently absent, those that are deemed as persistently absent (PA) and those that are severely absent (SA).

Where a pupil becomes at risk of PA, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead regular check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

These actions will be coordinated by the pupils Head of Year, supported by the class teacher/form tutor and the Attendance Manager.

If pupils become persistently or severely absent, the Attendance Manager will take the lead with coordinating the intervention, in conjunction with the Head of Year who will attempt to resolve the situation through parental agreement. Support and intervention is planned on a case-by-case basis and may involve an attendance contract, support internally, such as home visits or a referral to The Bridge, or a referral to external agencies, such as NESSIE, our Family Support Worker or social care.

If the situation cannot be resolved and attendance does not improve, the Attendance Manager will liaise with the Deputy Headteacher and Hertfordshire Attendance Team. The school attendance will continue to follow the Hertfordshire checklist and if no improvement is seen will eventually have to make a referral to the LA who have the power to issue sanctions such as prosecutions or penalty notices to parents.

10) The National Framework for Penalty Notices

If a pupil is absent from school for 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks, they have met the national threshold for considering a penalty notice. One day of absence is counted as two sessions as the morning registration is counted as one session and the afternoon registration is counted as another session. A school week is deemed as any week with at least one school session and the absence can be one absence for a week or absences split across different weeks, including in different terms or across school years.

Each pupil will be considered on a case-by-case basis, however the general guidelines are that

holidays will receive a penalty notice and if absence is due to other reasons, a Notice to Improve may be issued first. Penalty notices may be issued in other circumstances, such as where patterns have been identified that fall below the national threshold, and we will involve the Hertfordshire Attendance team if we believe we have identified such cases.

Only 2 penalty notices can be issued to a parent in respect of the same child within a 3 year rolling period and any second notice in that period is charged at a higher rate:

- The first penalty notice will be charged at £160 if paid within 28 days, but will be reduced to £80 if paid within 21 days.
- A second penalty notice is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice within 3 years can no longer be issued and alternative action will be taken, such as prosecution.

If penalty notices are not paid then the local authority will decide whether to prosecute or withdraw the penalty notice. All money received goes to the local authority, not the school, to be used for the administration of the penalty notice system and prosecution.

Each local authority publishes their own guidance and code of conduct

[Hertfordshire Guidance on Penalty Notices for Unauthorised Absence/Holiday](#)

Appendices:

Appendix 1 - National Attendance and Absence Codes

	Code	Meaning
Authorised	/ \	Present in school
	L	Arriving late in school but before registers close
	K	Attending education provision arranged by the local authority.
	V	Attending an educational visit or trip that has been arranged by the school
	P	Participating in a sporting activity
	W	Attending work experience
	B	Attending any other approved educational activity
	D	Dual registered at another school, such as NHESC or a hospital school
	C1	Leave of absence for a student participating in a regulated performance
	M	Medical or dental appointment
	J1	Leave of absence to attend an interview for employment or admission to another educational establishment
	S	Study leave for a public exam
	X	Non-compulsory aged student not required to attend
	C2	Leave of absence for students on reduced timetable
	C	Leave of absence for exceptional circumstances
	T	Parent travelling for occupational purposes and pupil has no fixed abode
	R	Religious observance
	I	Illness (not medical or dental appointment)
	E	Suspended or permanently excluded
	Q	Unable to attend school because the local authority hasn't organised suitable access arrangements
	Y1	Pupil is unable to attend as the school is not within walking distance (3 miles) and the transport provided by local authority or school is unavailable
	Y2	Unable to attend due to widespread disruption to travel due to local, national or international emergency

	Y3	Unable to attend due to part of school premises being closed
	Y4	Unable to attend due to entire school site being unexpectedly closed
	Y5	Unable to attend as student is in criminal justice detention
	Y6	Unable to attend in accordance with public health guidance or law
	Y7	Unable to attend because of any other unavoidable cause
Unauthorised	G	Holiday not granted by school
	N	Reason for absence not yet established
	O	Absent in other or unknown circumstances
	U	Arrived in school after registration has closed
Admin Codes	Z	Prospective student not yet on roll
	#	Planned whole school closure

Appendix 2 - School checklist when a pupil is absent from school with no contact

Actions to be carried out when a pupil is absent and no contact has been received from parents/carers.

DAY	ACTIONS	WHO BY?
DAY 1	- First day call (text) sent as normal and recorded on Arbor - Reasons given by parents are added to Arbor; those with attendance under 90% will not be authorised without agreement from ESE. - If anyone else has information re. non-attendance, this MUST be given to SPS/ESE for logging on Arbor - If no reason is received it will be followed by a phone call and outcome logged on Arbor; if contact hasn't been made, an email will be sent at the end of the day. If the pupil is LAC or CP the Safeguarding Lead must be alerted via My Concern and their key worker must be notified of absence immediately.	SPS SPS Admin/SSOs/Tutors/Class teachers/HoY SPS/ESE ESE
DAY 2	- First day call (text) sent as normal and recorded on Arbor - If a pupil is absent for the second day and no reasons are given following the first day call, phone all numbers for all contacts on Arbor and record on Arbor and include any update; if contact hasn't been made, an email will be sent at the end of the day. - Inform SSO/HoY; check attendance of siblings including those at other schools - Speak to other pupils to see if they know where the pupil is or the reason for absence; Record on Arbor. - Contact any other agencies working with the family to see if they have any information about the absence or any other pertinent information. Record on Arbor If the pupil is LAC or CP do a home visit and update My Concern and their key worker.	SPS SPS/ESE ESE HoY/SSO ESE/HoY/SSO ESE/HoY/SSO
DAY 3	- First day call (text) sent as normal and recorded on Arbor - If pupil is absent for the third day and no reasons are given following first day call, phone all numbers for all	SPS SPS/ESE

	contacts on Arbor and record details on Arbor and include any update (record who has been contacted, whether a message could be left etc and staff member who made the call); if contact hasn't been made, an email will be sent at the end of the day. • Inform SSO/HoY • Speak to extended family or known friends of the family • From day 3, carry out a home visit if there is no contact from parents/carers and leave a standard letter to them requesting that they contact the school urgently regarding the absence and the reason for it. Outcome recorded on Arbor. • If the pupil is LAC or CP continue to liaise with their key worker.	ESE HoY/SSO ESE/HoY/SSO ESE/HoY/SSO
DAY 4	• First day call (text) sent as normal and recorded on Arbor • If pupil is absent for the third day and no reasons are given following first day call, phone all numbers for all contacts on Arbor and record details on Arbor and include any update (record who has been contacted, whether a message could be left etc and staff member who made the call); if contact hasn't been made, an email will be sent at the end of the day. • Inform SSO/HoY • Carry out a home visit if there is no contact from parents/carers and staff were unable to do home visit on Day 3. Leave a standard letter to them requesting that they contact the school urgently regarding the absence and the reason for it. Outcome recorded on Arbor.	SPS SPS/ESE ESE ESE/HoY/SSO
DAY 5	• All the above steps should be repeated until the referral is made to the local authority. • For subsequent home visits, staff should include speaking to neighbours or other community members to see if they have information. • In addition, contact the GP/School Nurse to see if there have been any recent incidents or they have a recent change of address • From day 5, if there has been no response from home visits, one of the safeguarding team will contact the Police and try to organise for a welfare check to be done. The details and outcome will be recorded on Arbor	ESE/HoY/SSO ESE ESE/DSL/DDSL
DAY 6		

DAY7		
DAY 8		
DAY 9		
DAY 10	If the pupil has not been located a referral to the local authority is required; this can be done before day 10 if appropriate.	

Appendix 3 - Pastoral Support Team 2024/25

Year 5 Avril Brogden	Attenborough - Chrissie Arnold-Pepper Nightingale - Avril Brogden Darwin - Tom Watson Keller - Nicky Marsh Goodall - Sarah Vince/Kim Chappell Potter - Grace Fricker	TA Support & SEND Andrew Norris
Year 6 Henry Mead	Hamilton - Henry Mead Mandela - Helen Martin Parks - Ian Murray Johnson - Phoenix Moss Shakespeare - Janice Nussey	TA Support & SEND Andrew Norris
HoY 7 Alexandra Withers	7J - Vinkita Dhawade 7A - Joseph Anyang 7M - Karen Palmer/Fatma Goksu 7E - Ian Fowler 7S - Laura Taylor/Abi Spence	Student Support Officer - Wendy Eustace
HoY 8 Kate Baker/Kaylea Lambert	8K - Amy Slack 8J - Rosa Phillips 8A - Donna Spanyol 8M - Rhi Alford 8E - Christy Stubbs 8S - Callum Freeman	Student Support Officer - Wendy Eustace
HoY 9 Joe Edwards	9K - Steve Clarke 9J - Ashley Judge 9A - Jess Murugan 9R - Kelly Stevens	Student Support Officer - Emily Smith
HoY 10 Afser Choudhury RSL - Charmain Dunham	10K - Glendon Crook 10J - James Edwards/Bitte Motte 10A - Nina Kosova /Jess Williams 10R - Rob Dowler	Student Support Officer - Emily Smith

HoY 11 Dave Rowland RSL - Charmain Dunham	11K - Lisa Edwards 11J - Judith Hamilton 11A - Elaine Baigent 11R- Sarah Harvey	Student Support Officer - Emily Smith
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Appendix 4 - Key Attendance Information for Parents/Carers

At King James Academy, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset as we recognise the connections between attendance, attainment, safeguarding and wellbeing.

Good and improved attendance should be celebrated and this is done at King James Academy in several ways:

On-going	• Tutor / Class Teacher recognition • HoY / Phase Lead e.g. biggest improver
Each week	• Pupils who have achieved 100% attendance for the week are given a 'golden ticket'
Each Half Term	• 1 Reward point for attendance greater than 98% • Golden ticket draw - one winner per year group will receive a £10 Amazon voucher • Tutor groups in each year group to see who can make the largest improvement in attendance - the winning form will hold the FA (Fantastic Attendance) cup for the next half term and receive some tasty treats
Each Term	• 100% attendance certificates and treat given in the Celebration Assembly
End of Year	• 100% attendance certificates and treat given in the final Celebration Assembly

We want pupils to attend school even if they just have just a sniffle as this helps them to build up their resilience and we generally find once at school pupils are able to do well.

[NHS advice: Is my child too ill for school](#)

If your child has an unplanned absence from school you must follow these procedures:

- Contact the school on the first day of absence before 8.350am, but preferably as early as possible by completing the Pupil Absence Form on the school website. **Please do not email the Class Teacher/Form Tutor, Student Support Officer or Head of Year as they may not see the email until later if they have prior commitments.**
- Contact the school on every further day of absence, again before 8.35am. You are required to contact the school every morning your child is going to be absent.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence.

For planned absences, including medical appointments, the you should:

- As far as possible, you should book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card (or photograph/screen shot) should be sent to pupilabsence@kjar.org.uk. If the appointment requires your child to leave during the school day, they need to be signed out at the school office by you. Your child will be expected to attend school before and after the appointment wherever possible. Where a medical appointment is for routine treatment, a maximum of half a school day will be authorised. If they do not return following the appointment, the remainder of the absence will be recorded as unauthorised.
- For other absences, you should complete the 'Application for Term Time Leave' form, which can be found on the school website, and include a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances' and then return it to the Attendance Manager via pupilabsence@KJAR.org.uk as soon as possible.
- Each application will be considered individually, however we have to follow the strict guidelines set out by the DfE and are only permitted to authorise absences for exceptional circumstances. Please note that the DfE does not consider a holiday or absences for leisure or recreational activities to be 'exceptional circumstances'.
- At King James Academy, 'exceptional circumstances' will be interpreted as: "...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher)". The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.
- If you take their child out of school during term-time without authorisation from the Headteacher, the absence will be recorded as unauthorised.

If your child is struggling to attend school:

- Contact your child's class teacher (Years 5 and 6) or their form tutor (Years 7 -10) to discuss the reasons and what support can be offered.
- If problems persist, please contact your child's Phase Lead (Years 5 and 6) or Student Support Officer or Head of Year (Years 7 -10).
- If your child is SEND, please contact the SEND team.
- For complex cases, please contact the Attendance Manager, Emma Silverthorne.

Information from Children's commissioner - A Parent's Guide to School Attendance

<https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>

Attendance Roadmap

In line with the DfE Statutory Guidance (in force from 19th August 2024) we offer a supportive, stepped, attendance approach. We will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends & use preventative discussions/meetings with families to listen, understand & support to remove barriers. Where needed, we will formalise support to nurture improvement with Attendance Contracts & as a last resort we will consider intensifying support &/or enforce legal sanctions.



Did you know, arriving after the register has closed (30 mins from school starting) = an absence?

STEP 1 – Identify, Assess & Prevent

Our daily actions & processes aim to promote relationship building with children & families to prevent absence. This involves monitoring data trends & absence patterns to inform our conversations with you (& your child where age allows). The trigger for conversations is where absence is at risk of reaching the new National Threshold (**10 sessions (10 half days/5 days) within a 10 week rolling period**). Other daily actions involve promoting attendance positively, using praise & incentives, swift absence follow up, email &/or letter communication to raise your awareness of emerging concerns, processing requested or unrequested 'Term Time Exceptional Absence' & doing Home Visits to meet our safeguarding duties as required.



Did you know, 90% attendance = approx. 95 missed lessons/hours of learning?

STEP 2 – Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to prevent further absence occurring. Discussions & meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using discussions &/or meetings to create a supportive action plan. An Early Help Assessment (EHA) may be required for some support to be accessed along with a Team Around the Family (TAF) Meeting Process

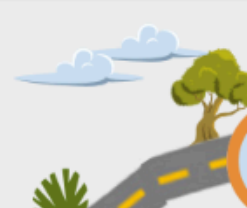
Please talk to us about how we can support you &/or your child at any time.



Did you know, 90% attendance = 4 weeks of absence over a year?

STEP 3 – Formalised Support

Where absence continues & initial support needs to be increased an Attendance Contract (AC) will be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent further escalation. Achievable & individual targets will be set & reviewed regularly. Medical &/or other information will be actively sought at this point if required to work collaboratively with you & other agencies. An AC can run alongside other meetings e.g., TAF meeting.



STEP 4 – Warnings - Concerns Remain

Where STEP 2 or STEP 3 support has been unsuccessful &/or declined, a 'Formal Warning' if AC has failed, or a 'Notice to Improve' Letter if no AC appropriate, will be issued to reinforce the need for immediate improvement. A Family Court Order such as an Education Supervision Order will also be considered as an alternative to prosecution.

Did you know, good attendance increases academic success?



STEP 5 – Legal Action - No Improvement

Legal action (Penalty Notice or Prosecution) MAY be requested from the Local Authority (LA) if Unauthorised Term Time Absence is taken, or if overall absence continues to occur & reaches or exceeds the National Threshold for absence, despite STEPS 1-4 being attempted. Statutory Guidance States a Referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

PENALTY NOTICES & LEGAL ACTION

1st Offence (after 19th August 2024) of Term Time Leave &/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.
2nd Offence within 3 years (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available.
3rd Offence within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to **Magistrates' Court** under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record.