



# King's Academy Bay House

---

## ATTENDANCE POLICY

### King's Academy Bay House

Approved by:	Local Governing Body	Date:	01/09/2025
Maintained by:	Mrs Y Jackson	Next review due:	01/09/2026



<b>Section 1</b>	
<b>Rationale/Statement of Intent</b>	<b>3</b>
1.1 Legislation and Guidance	4
<b>Section 2</b>	4
<b>Operating the Policy</b>	4
2.1 Promoting Good Attendance	4
2.2 Roles and Responsibilities:	5
Responsibilities of The Governing Body	5
Responsibilities of the Headteacher	5
Responsibilities of the Academy Attendance Leader	6
Responsibilities of the Attendance Officer	6
Key Personnel	6
The Year Office Team	7
Responsibilities of Tutors and Teaching Staff	7
Responsibilities of Students (KS3 and KS4)	7
Responsibilities of Parents and Carers	7
<b>Section 3 School Procedures</b>	8
3.1. Recording Attendance	8
3.2. Unplanned Absence	9
3.3. Planned Absence	9
3.4. Lateness /Punctuality	9
3.5. Following up an unexplained absence	10
3.6. Reporting attendance to parents	10
3.7. What to do if my child is absent?	11
First Day Absence	11
If your child is absent you must	11
If a child does not arrive at school and their absence is not accounted for we will	11
Third Day Absence	11
Ten Day's Absence	11
Continued or Ongoing Absence	11
<b>Section 4 Request for Leave of Absence</b>	12
<b>Section 5 Understanding types of absence</b>	12
<b>Section 6 Penalty Notices for Non-Attendance and other Legal Measures</b>	14
6.1 Legal Measures for tackling persistent absence or lateness	15
6.2 Legal Measures for Absence taken when the Headteacher has declined a Parent/Carers' request for leave of absence	15
<b>Section 7 Additional Information</b>	17
7.1 My child is trying to avoid coming to school. What should I do?	17
7.2 Leavers	17
7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling	17
7.4. Absence through competing at regional, county or national level for Sport	17
7.5 Mobile Child who has no fixed abode	17
7.6 Study Leave	18



7.7 Teenage Pregnancy	18
<b>Section 8 Supporting pupils who are absent or returning to school</b>	<b>18</b>
8.1 Pupils absent due to complex barriers to attendance	18
8.2 Pupils absent due to mental or physical health or SEND	18
8.3 Pupils returning to school after a lengthy or unavoidable period of absence	18
<b>Section 9 Child Missing in Education</b>	<b>18</b>
<b>Section 10 Attendance Monitoring</b>	<b>19</b>
10.1 Monitoring attendance	19
10.2 Analysing attendance	19
10.3 Using data to improve attendance	19
10.4 Reducing persistent and severe absence	19
<b>Section 11 Monitoring and Review</b>	<b>20</b>
<b>Section 12 Links with other policies</b>	<b>20</b>
<b>Appendices</b>	<b>21</b>
Appendix A: DfE National Attendance Codes	21
Appendix B: Request form for absence from school due to Exceptional Circumstances	23
Appendix C: Legislation and Guidance	23
Government Legislation and guidance	23
Appendix D: Hampshire County Council Pathway for Children Missing Education	24
Appendix E - Link to CME Referral form.	24
Appendix F - KABH6 Attendance Policy	24



## Section 1 Rationale/Statement of Intent

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 pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil 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 pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

For a child to reach their full educational achievement, a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making the academy successful. Every child has a right to access the education to which they are entitled. Parents and all staff share the responsibility for supporting and promoting excellent academy attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. The absolute minimum expectation for all pupils and students is 97%. Every opportunity will be used to convey to pupils and their parents or carers and prospective parents/carers the importance of regular and punctual attendance.

For our pupils to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the academy is open unless the reason for the absence is exceptional and unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find academy routines, work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training



## 1.1 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## Section 2 Operating the Policy

### 2.1 Promoting Good Attendance

The foundation for good attendance is a strong partnership between the academy, parents and the child. The Home/Academy agreement contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this, we will:

- Provide information on all matters related to attendance on our academy website.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and House achievements and awards in whole academy/House assemblies.
- Reward good or improving attendance through certificates, activities and additional positive points.
- Set targets for the school and pupil groups within it; our minimum target for all pupils is 97%.
- Tutors will discuss attendance with their tutees, promoting the benefits of good attendance and punctuality as well as individually discussing barriers to attendance
- Where appropriate, set individual attendance targets for pupils to help them focus on improving their attendance.
- Refer pupils to other supportive measures such as attendance clinics, period clinics, sleep clinics, young carers' group, service child team, community engagement officer and any other provision appropriate to their needs.
- Ensure all prospective parents' information evenings include a section on our expectations of strong attendance – minimum of 97%, and our expectation that parents support this.
- Ensure that each Curriculum Information Evening includes a section on good attendance and its impact on learning and progress.
- Work in collaboration with partner schools to have a consistent approach to maintaining



good attendance.

- Liaise with partner support agencies to ensure additional needs are met which may impact on attendance.
- Convey reports on attendance to the Local Governing Body and KGA Board.

## 2.2 Roles and Responsibilities:

### The Governing Body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils 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 pupils, 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 pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils 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 pupils 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 pupils, 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 headteacher to account for the implementation of this policy

### The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies



- Issuing fixed-penalty notices, where necessary, and/or authorising the AHT Attendance Leader to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **The designated senior leader responsible for attendance (Academy Attendance Leader)**

The AHT 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
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, 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 pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The AHT designated senior leader responsible for attendance is Mrs Y Jackson

### **The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the HT/AHT for Attendance when to issue fixed-penalty notices

The attendance team can be contacted via [attendanceteam@kgabayhouse.uk](mailto:attendanceteam@kgabayhouse.uk)

### **Key Personnel**

- First point of contact for parents is the pupil's tutor
- The Attendance Officers: Mrs Wilson and Mrs Rigg
- Attendance Support Officer: Mrs Arghirov
- Attendance Manager: Mrs Gunnell
- SLT Link for Attendance: Mrs Jackson



## **The Year Office Team**

Deputy Heads of Year for Wellbeing:

- Year 7 - Mrs Lumb
- Year 8 - Mrs Shields
- Year 9 - Mrs Rochester
- Year 10 - Mrs Cox
- Year 11 - Ms Starr

## **Responsibilities of Tutors and Teaching Staff**

- Ensure that all pupils are registered accurately for morning and afternoon sessions, on a daily basis.
- Promote and reward good attendance at all appropriate opportunities.
- Liaise with the Year Office, Key Stage Leads, Attendance Team and/or relevant members of SLT on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a pupil's absence.

## **Responsibilities of Pupils (KS3 and KS4)**

- Attend every day the school is open unless they are ill or have an authorised absence.
- Arrive in school on time at the required location.
- Arrive to all their registrations and lessons on time.
- Take responsibility for registering at the main academy reception if they are late.
- Take responsibility for signing out at reception to leave the academy site during school hours, if the school has agreed with parents that this is permitted.

## **Responsibilities of Parents and Carers**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (1996 Education Act) and absence from school that is not authorised creates an offence in law. Where this policy refers to a parent, 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)

## [Attendance guidance for parents/carers | Hampshire County Council](#)

Parents must:

- Support the school's aim of 100% attendance, but a minimum of 97% attendance for every pupil by avoiding taking their child out of school unnecessarily.
- Inform the school on the first day of unavoidable absence and each day thereafter.
- Notify the school of any planned absences (for example, a medical appointment) well in advance (at least two weeks, as far as possible) using the 'Request for Authorised Absence' form which can be found on the school website.
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence by 8am.
- Avoid taking their child out of school for non-urgent medical or dental appointments.



- Only request a leave of absence if it is for an unavoidable and exceptional circumstance.

If absence is frequent or continuous, except where a child has clear medical evidence of being unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

Letters outlining the school's expectations will be sent from the second half of the autumn term to all parents whose child's attendance is below 97%. Letters will be sent out every half-term to the parents of any pupil who has had more than 1 illness in a half-term. Parents of pupils with attendance below 95% will be invited to discuss this with their child's tutor and/or Year Office and/or a member of the Attendance Team so that a plan and timescale for improving attendance can be agreed. This will be regularly reviewed.

A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

## Section 3 School Procedures

### 3.1 Recording Attendance

We will keep an electronic attendance register, and place all pupils onto this register, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

See Appendix A for the DfE attendance codes.

Legally the register must be marked twice daily. This is once at the start of the line up/tutor time, 8.45am, and again for the afternoon session at 1.10pm in lesson. Pupils are also registered at the start of each lesson throughout the day. Statutory morning registration is at 8.45am when each pupil must be in line up and it closes at 9:15am. Statutory afternoon registration is at 1.30pm when pupils must be in lesson and it closes at 1.50pm.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil 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



See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil 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 with the first bell at 08.40am and pupils must be in line up 08.45am. The school day ends at 3.15pm.

### **3.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am, or as soon as practically possible, by calling the school attendance staff, who can be contacted via 02392 587931 and selecting the option for attendance.

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

### **3.3 Planned absence**

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

Please contact the attendance team to notify them.

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **3.4 Lateness /Punctuality**

It is important to always be punctual for all sessions throughout the day.

- The school day begins with the first bell at 08.40am and all pupils are expected to be in line-up at 08.45am. Arrival after this time will result in a Late mark. The school afternoon lessons begin at 1.30pm. Arrival to lessons after this time will result in a Late mark.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Late arrival to school of 5 mins or less will result in a 15 minute next day early-morning detention, where the pupil will be required to reflect on lateness. This will be escalated to 30 minute DT and then 60 min DT, if lateness is repeated.
- Failure to attend an early-morning detention will result in a 30 min DT.
- Failure to attend a 30 min DT will result in 60 min DT.



- Arrival after the close of statutory registration will be marked as unauthorised absence code 'U' in line with Department for Education (DfE) guidance. This mark shows the child to be on site, but it is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Where possible, doctor and dentist appointments should be made outside of academy hours or during school holidays.
- Pupils who are consistently late disrupt their own learning and also that of other pupils.
- On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action (see section 6 for further details).

Parents of pupils who have patterns of lateness (five instances during each half-term period) will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists (more than five instances during each half-term period) parents will be invited to attend a meeting to discuss the issue and, as with poor attendance, a punctuality plan and a clear timescale for improvement will be agreed. It is expected that parents and pupils will actively engage with this support in order to improve. Should improvement not be evident and/or the support declined, a child who has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period will be referred to Hampshire Local Authority by the school. Hampshire LA will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further details).

### **3.5 Following up unexplained absence**

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police or children's services
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents/carers to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with the school will either issue a notice to improve, issue a penalty notice or seek other legal intervention (see section 6 below).

### **3.6 Reporting attendance to parents**

The school will regularly inform parents/carers (see definition of 'parent', as used in this policy, in section 2.2 above) about their child's attendance and absence levels via fortnightly lesson attendance and engagement snapshot report cards.

Subject reports will also include current attendance figures.



### **3.7 What to do if my child is absent?**

#### **First Day Absence**

A child not attending the school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

#### **If your child is absent you must**

- Contact us by 8am on the first day of absence.
- Absence should be notified through [attendance@kgabayhouse.uk](mailto:attendance@kgabayhouse.uk)
- Absence can be called in on 02392 587931 and then select the extension for attendance
- You may still receive a phone call from the school.

#### **If a child does not arrive at school and their absence is not accounted for we will:**

- Send a message to parents/carers by 9:30am to inform them of their child's absence and requesting the reason for absence and/or phone the pupil's listed contacts.
- If no contact has been received by 1.30pm, additional safeguarding texts/calls/emails will be sent out.
- If it has not been possible to make contact with main parents/carers by 1.50pm, two members of staff can visit the family home without giving any notice.
- If this raises further concerns, or the family are not present, staff will contact Children's Services and the Police, if required.
- Non-attendance without a reason will be recorded on CPOMS.

We have a duty to ensure your child's safety as well as their regular school attendance. If your child's attendance record is one of sporadic or increasing absence, we will always seek to work closely with parents regarding attendance matters. However, if absence is unauthorised and falls below 97% we have a duty to refer the matter to the Local Authority legal panel. We will also contact the pupil's listed contacts.

#### **Third Day Absence**

If it has not been possible to make contact with primary parents/carers, two members of staff will visit the family home without giving any notice. If this raises further concerns, or the family are not present, staff will contact Children's Services and the Police, if required.

If your child is not seen and contact has not been established with you or any of the named parents/carers after three days of absence the school is also required to start a Child Missing In Education procedure as set down by Hampshire County Council Guidance. We will make all reasonable enquiries to establish contact with parents and the child, including making enquiries to wider family and known friends.

[Children Missing Education Statutory Guidance for Local Authorities September 2016](#)

#### **Ten Day's Absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. Please ensure that contact numbers and data check sheets are updated regularly.

#### **Continued or Ongoing Absence**

If your child misses 10% or more schooling across the school year, for whatever reason, they are



defined by the DfE as persistent absentees. Where this absence is authorised the school will contact the parents and ask for medical verification. This will be followed by a formal meeting to discuss a package that will support the pupil to improve attendance. Further support could involve exploring other mechanisms such as the Early Help Hub and/or Multi Agency referral.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absences thoroughly and all attendance data is shared with the Local Authority, the Department for Education, the LGB and the KGA Trust.

## Section 4 Request for Leave of Absence

Amendments to school attendance regulations were updated August 2024:

- Pupil and student registration (England) regulations state that Headteachers/Principals may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers/Principals can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There is no legal entitlement for time off from school during term time to go on holiday, therefore holiday will always be unauthorised.
- Parents/Carers wishing to apply for leave of absence should complete the Request for Absence Form in advance (see Appendix B).
- If term-time leave is taken without prior permission from the academy, the absence will be recorded as unauthorised and if the number of sessions absent reaches the threshold set down in Hampshire County Council's Code of Conduct, parents/carers will be issued with a fixed-penalty fine, or other legal action in accordance with the code (see section 6 for details).

## Section 5 Understanding types of absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence:** this is when the academy has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances



A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time.

Leave of absence will not be granted for a pupil 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.

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

Any request should be submitted as soon as it is anticipated and, where possible and in accordance with any leave of absence request form (see Appendix B). The headteacher will require evidence to support any request for leave of absence.

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

- Illness and medical/dental appointments (see sections 3.2 and 3.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s)/carer(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)/carer(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 pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil 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 pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil 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

**Unauthorised Absence:** this is when the academy has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:

- parents giving their children permission to be off school unnecessarily, such as looking after siblings during the school day.
- truancy.
- absences which have not been explained.
- holidays.

The academy will, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.



## Section 6 Penalty Notices for Non Attendance and other Legal Measures

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 headteacher (or someone authorised by them), local authority or the police can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, 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 pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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 pupil, 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.

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 fixed-period suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school 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 pupil attends school.

They will include:

- Details of the pupil'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 between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

#### **6.1 Legal Measures for tackling persistent absence or lateness**

King's Group Academies and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will be considered through a referral to Hampshire County Council's Attendance Legal Panels where:

1. The child or family do not require the support from any agency to improve the attendance.
2. The child has 10 or more sessions (5 days) of unauthorised absence and parents are complicit in the child's absence.

The following HCC legal measures are for the parents of poor-attending pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

[Attendance guidance for parents/carers | Hampshire County Council](#)

#### **6.2 Legal Measures for Absence taken when the Headteacher has declined a Parent/Carers' request for leave of absence**

A penalty notice for non-attendance will be issued where a pupil has unauthorised absences due to either:

1. non approval of a parent/carer's request for leave of absence or
2. a holiday that has been taken without permission and the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions.



Where a child has unauthorised absence, the HCC Litigation Team must enforce Hampshire County Council's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document which ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. Further information is available from:

[Legal measures for unauthorised absence | Hampshire County Council](#)

The Code of Conduct states that Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance, then a single Penalty Notice is issued for either:

1. 10 sessions of unauthorised absence or lateness in any 10-week school period.
2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence via a letter. The penalty notice is a fine that is issued to each parent/carer who is responsible (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence a Penalty Notice will be issued to each parent/carer for each child.

NB. This would mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one Penalty Notice for each child to each parent.

Each penalty notice carries a fine of £80 per pupil and per parent, if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days each penalty notice is automatically increased to £160 per pupil and per parent if paid within 28 days. If a second penalty notice for unauthorised absence for the same pupil/s is issued, the fine will be £160 per pupil and per parent, to be 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.

If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and there is no statutory right of appeal against penalty notices.



## Section 7 Additional Information

### 7.1 My child is trying to avoid coming to school. What should I do?

Contact your child's tutor immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

### 7.2 Leavers

If your child is leaving King's Academy Bay House (other than when transferring to another school or leaving at the end of Year 11) parents are asked to:

- Provide the attendance officer with comprehensive information about the plans including any date of a move, your new address and telephone numbers, details of your child's new school and the start date when known.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

[Children Missing Education Statutory Guidance for Local Authorities September 2016](#)

### 7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling

Parents of a child performer can seek permission from the Headteacher for their child to take part in a performance. When completing the Request for Authorised Absence Form, the nature and frequency of the work must be recorded. Information must also be provided about whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C1 (authorised absence).

### 7.4. Absence through competing at regional, county or national level for Sport

Parents of able sportsmen and women can seek leave of absence from the academy for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion whether to authorise this and the academy will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Your child's attendance will be expected to be 97% and above for this leave of absence to be agreed.

Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. Your child's attendance will be expected to be 97% and above for this leave of absence to be agreed.

### 7.5 Mobile child who has no fixed abode

Absence of a mobile child who has no fixed abode and whose family is intending to leave the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for mobile children, dual registration is allowed and it is expected that the pupil attends a school where the parents are travelling. The academy holds the place open and records the absence as authorised through the T code.



## **7.6 Study Leave**

We do not operate a period of study leave in King's Academy secondary schools. Year 11 students/pupils must continue with their timetable until they sit their final examination and are expected to attend school throughout this period.

## **7.7 Teenage Pregnancy**

Support will be directed to keeping a student/pupil in school and wherever possible her return to full time education as soon as possible after the birth. A student/pupil who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

# **Section 8 Supporting pupils who are absent or returning to school**

## **8.1 Pupils absent due to complex barriers to attendance**

The relevant Year Office and Attendance Officer will meet with the families of pupils who have complex barriers to their attendance to plan a way forward based upon the child's current barriers. This could include:

- a staged return to school via a short-term reduced hours timetable
- short-term adjusted provision.

## **8.2 Pupils absent due to mental or physical ill health or SEND**

The relevant Year Office, Attendance Officer and SEND Leader (where appropriate) will meet with the families of pupils who are absent due to mental or physical ill health or SEND to plan the nexts steps. This could include:

- a staged return to school via a short-term reduced hours timetable
- short-term adjusted provision.

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

## **8.3 Pupils returning to school after a lengthy or unavoidable period of absence**

The parents of pupils who are returning to school after a lengthy or unavoidable period of absence should contact the child's tutor or Year Office, so that a meeting can be arranged to discuss the support the child might need upon their return.

# **Section 9 Child Missing in Education.**

We have a statutory obligation to follow the DfEs Children Missing in Education guidance which can be found [here](#) In accordance with this guidance, we work with the local authority to uphold the statutory responsibilities within it, therefore we will:

- Monitor pupils' attendance through their daily register. If a pupil fails to attend, the school should undertake reasonable enquiries to establish the child's whereabouts
- Inform the allocated local authority representative and Education Welfare Officer of any child who fails to attend regularly (persistently absent) or has missed 10 school days or more without permission. This will also be logged on CPOMS.
- Inform the CME Officer if a pupil is absent from school for not less than twenty consecutive days irrespective of the reason, using the CME Referral Form. This will also be logged on CPOMS.



## Section 10 Attendance monitoring

### 10.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil 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.

### 10.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils 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

### 10.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils 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 10.4 below)
- Provide regular attendance reports to form tutors, to facilitate discussions with pupils, and to the governing board and school leaders (including the SEND Lead and Designated Safeguarding Lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order 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 pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

### 10.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. 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 pupils 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 that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 6, above)

## **Section 11 Monitoring and Review**

The Headteacher and the local governing body will review this policy annually and assess its implementation and effectiveness. The policy has been written in accordance with DfE's Working Together to Improve School Attendance document and will be updated as required by any changes in relevant legislation.

At every review, the policy will be approved by the full governing board.

## **12. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



## Appendices

### Appendix A: DfE National Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed

#### Attending a place other than the school

K	Attending education provision arranged by the local authority	Pupil 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	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil 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	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required



		<b>to attend</b>
C2	Part-time timetable	<b>Pupil is not in school due to having a part-time timetable</b>
C	Exceptional circumstances	<b>Pupil has been granted a leave of absence due to exceptional circumstances</b>

**Absent – other authorised reasons**

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil 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	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil 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	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil 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 pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>● In police detention</li> <li>● Remanded to youth detention, awaiting trial or sentencing, or</li> <li>● Detained under a sentence of detention</li> </ul>
Y6	Public health guidance or law	Pupil'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	Pupil 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	Pupil has arrived late, after the register has closed but before the end of session

#### Administrative codes

Z	Prospective pupil not on admission register	Pupil 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

#### Appendix B: Request form for absence from school due to Exceptional Circumstances

[leave-of-absence-form.docx](#)

#### Appendix C: Legislation and Guidance

<https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance>

#### Government Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance - August 2024 - GOV.UK](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Education Act 1996](#)
- [Education Act 2002](#)
- [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.gov.uk/government/publications/children-missing-education/children-missing-education-s>



## [tatutory-guidance-for-local-authorities-and-schools](#)

### **Appendix D: Hampshire County Council Pathway for Children Missing Education**

#### **School Only DAY 1 - 20 : [CME reporting is a statutory DfE requirement](#)**

- Schools must monitor pupils' attendance through their daily register.
- Schools should contact the family of the missing student, or any named contacts, to investigate why the pupil is absent from school when the reason is unknown.
- Schools should keep a written record of all actions taken.
- This will be classified as a safeguarding concern, and reported to the school's safeguarding lead or child protection officer.
- Where the child is subject to CAF, CiN or CP the lead professional must be informed immediately.
- Schools that have an agreed Service Level Agreement (SLA) in place will discuss with their designated Education Welfare Officer those pupils who fail to attend regularly or have missed ten school days or more without permission.
- Schools not purchasing an agreed Service Level Agreement should consult their allocated EWO directly. Academies and Independent schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

#### **Schools and Local Authority DAY 20**

- Where a pupil is absent for no less than twenty consecutive school days school must complete a Children Missing Education Referral Form – Appendix E
- Following receipt of the completed form the CME Officer will make all reasonable enquiries to locate the child and family and place this child on the vulnerable to CME list.
- The CME Officer will inform the school the time at which the child can be removed from the school roll.

### **Appendix E - Link to CME Referral form.**

[Behaviour and attendance resources for schools | Hampshire County Council](#)

 [children-at-risk-of-missing-in-education-form \(2\).doc](#)

### **Appendix F - KABH6 Attendance Policy**

[Post 16 Attendance Policy 2026](#)



