



Westlands Primary School

Attendance & Punctuality Policy

2025/2026

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio- economic factors. For further information, please see our Equalities Policy.

This policy is created with reference to the DfE guidance [‘Working Together to Improve Attendance’](#) which became statutory on 19th August 2024.

Document Management

Date Approved: September 2023

Date Reviewed: July 2024

Next review date: June 2025

Approved by:

Responsible for review: School Improvement Executives

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School Times

	Start	End	If late picking up
Yr R	8:30 - 8:40	3:10pm	After school club - late fee incurred
KS1	8:30 - 8:40	3:10pm	After school club - late fee incurred
KS2	8:30 - 8:40	3:10pm	After school club - late fee incurred
Reporting your child absence	Contact the school office:	01795 470862 - Option 1 Send a message via Weduc Email : wpsoffice@swale.at	

Vision & Aims of the policy

Working Together for Success:

- **Schools:** set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence, have a strong grasp of absence data, regularly monitor and evaluate progress.
- **Teachers, parents, and students:** We want to work together to create the best learning environment possible so every child can reach their full potential.
- **Parents:** There are clear steps you can follow to stay involved with your child's attendance. We'll provide these details.
- **Attendance Matters:** Being in school on time, every day, is crucial to learning everything your child needs. Missed time can put them behind.
- **School Attendance Rules:** Your child should be in school every day it's open, unless they absolutely can't be. Unexcused absences are not allowed.
- **Helping Children Who Don't Want to Attend:** Sometimes, children don't want to go to school. Let's work together (school, parents, and child) to solve any problems. Don't excuse absences without a good reason, as this shows your child that attendance isn't important.

- **Reporting Absences:** The school needs to know why your child is absent (written note or phone call).
- **Authorised vs. Unauthorised Absences:**
 - **Authorised:** Missing school for an acceptable reason like illness or medical appointment.
 - **Unauthorised:** Missing school for reasons the school doesn't accept, like:
 - Parent/sibling unwell
 - Missing uniform
 - Birthdays/days out

Parents must contact school early and work with the staff to solve any problems. Schools can ask parents to sign a notice to improve before taking legal action. If these efforts fail, the local authority can prosecute parents or seek an Education Supervision Order (ESO) for the child. The maximum penalty is a £2500 fine and/or three months in prison.

If voluntary efforts or a notice to improve fails, an Education Supervision Order (ESO) can be used as a legal intervention. Before applying for an ESO, the school and local authority must ensure that voluntary support has been exhausted and that the ESO would benefit the child and parent. If there are safeguarding concerns, relevant authorities should discuss and agree that an ESO is more appropriate than a Children in Need or Child Protection plan. Local authorities must consider using an ESO before prosecution. ESOs are made through the Family or High Court and give the local authority a role in ensuring the child receives a suitable education. While the ESO is in effect, the parent's duty to ensure the child's education is superseded by a duty to comply with the ESO directions. The ESO lasts for one year initially, but can be extended for up to 3 years. Parents who persistently fail to comply with the ESO may be prosecuted and fined up to £1,000.

PROCEDURES

Role of the Local Authority

Local authorities and other groups that help children play a critical role in assisting students to overcome challenges and ensuring all children can get the full-time education they deserve. Local authorities help families and schools get the extra support they need in the short term to overcome challenges. They also work regionally to address challenges in the long term. Because local authorities differ so much in size, organisation, and demographics, the specifics of how attendance services are delivered should be determined locally to meet the needs of students, parents, and schools.

As a minimum, however, all local authorities are expected to:

Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.

Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):

- **Communication and advice:** regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
- **Targeting Support Meetings:** hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.

- **Multi-disciplinary support for families:** provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
- **Legal intervention:** take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- **Monitor and improve** the attendance of children with a social worker through their Virtual School.

The school applies the following procedures in deciding how to deal with individual absences:

Role of Parents and Carers

- Parents/ carers are expected to contact the school at an early stage and work with the staff in resolving any problems together;
- Ensure that the aim is for their children to achieve 100% school attendance;
- Ensure that pupils are on the premises between 8:30 and 8:40am and not before.
- **The school front gate opens at 8:20 am however pupils remain the responsibility of parents or carers until the school doors open at 8:30am;**
- Take children who are late (8:40 am onwards) to the main entrance to sign in;
- Collect children promptly at the end of the school day, which finishes at 3:10pm. After this time, children are the responsibility of their parents or carers;
- Collect children promptly from after school clubs; latest session is 6pm.
- Ensure that the school has current parent/carers and emergency contact telephone numbers and addresses.

Absences for Medical Reasons

It is the responsibility of parents or carers:

- to notify the school by telephone on the first and subsequent days of absence, as early as possible and not later than 9:00am.
- to agree a later registration time with the Headteacher or Head of School if the child needs regular medical attention before coming to school. The child must always sign in on arrival.
- to inform and provide the office with evidence of scheduled medical appointments if the child needs to attend a medical appointment during school time. Whenever possible, parents/carers should try to make all appointments out of school hours.
- To liaise with the school about specific family problems, which might cause absence.

Absence Requests

Responsibility for good attendance is shared between school, parent and pupil. It is made clear to parents that any absence from school will disrupt their child's learning.

Absence during term time is not authorised, unless the Headteacher/Head of School deems it to be an exceptional circumstance.

Parents must seek permission from the Headteacher/Head of School by making an application in advance through completion of the 'absence request form.' Forms may be obtained from the school office or completed on Weduc.

If the absence requested is not considered to be an exceptional circumstance, the absence (if taken) is recorded as unauthorised.

Penalty Notices

If the absence during term time is 5 days (10 sessions) or more then the Local Authority is notified and a Penalty Notice can be issued. Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention. Our school follows the thresholds for absence as outlined in the [DfE guidance on page 56](#).

Role of The School

1. to register the children promptly and accurately;
2. to record absence appropriately, including signing in and out during school hours;
3. to record as late, pupils who arrive after 8:40am. and before the close of registers at 9:15am;
4. to record as unauthorised absences, pupils who arrive after the registers close;
5. to record as late, pupils who arrive ten minutes after class afternoon registration time;
6. to check registers daily for first day absence;
7. to telephone those parents who have not contacted the school by the required time on the first day of absence, priority being given to:
 - children on the Protection Register or involved with Social Services such as LAC or those with Child Protection Plans;
 - children in families where there is a particular concern;
 - children, whose parents or carers are normally fastidious in making contact.
8. to send a Weduc message home that day to parents who cannot be contacted, to ask why their child is absent.
9. to keep records of all telephone calls on BROMCOM and keep all contact concerning absence;
10. to monitor regularly absence and lateness, to look for patterns and take appropriate action;
11. to involve appropriate external agency if there are any concerns regarding absence or punctuality;
12. to obtain details of telephone contacts for all pupils and to ensure that records are updated regularly by writing to parents to remind them of their responsibilities, whilst requesting current contact information. An emergency telephone number must be recorded for every pupil;
13. to send reminders regarding absence and punctuality on the school's regular communication to parents/carers;
14. to raise concerns regarding absence at parent consultation meetings, or sooner if necessary;
15. to discourage the practice of taking children out of school for odd days and holidays;
16. to report all authorised and unauthorised absence on the child's annual report;
17. to publish attendance data to parents (and individual pupil attendance data on annual school reports);
18. to set attendance targets annually for the whole school as well as individual pupils, and monitor.

The school will not authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which cannot be arranged out of school time.

School strategy to reduce absence/persistent absence using data::

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.

- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

Wider support services:

We seek to build strong relationships and work jointly with our families, listening to and understanding barriers to attendance and working in partnership with families to remove them. Please refer to paragraphs 17 to 24 for guidance on what our support might look like.

For local authority support please see further information on their website here:

- [Kent Website Information for Parents](#)

Supporting pupils with physical or mental ill health:

We are particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support. Parents/carers should ensure they contact the school to discuss the support that can be put in place to enable their children to return to school. See paragraphs 53 - 68 and 17 to 24 of DfE guidance for further details of working in partnership to identify supportive routes to improve attendance.

Lateness, Appendix 1:

- Daily: If late, parents/carers where possible will be asked for the reason upon arrival.
- 4 lates in one big term (Autumn, Spring or Summer): Letter 1 sent home, which reminds parents/carers about the importance of being in school on time; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness/Attendance Overview.
- 6 lates within one big term (Autumn Spring or Summer): Letter 2 sent home which explains that 10 unauthorised lates can result in a Penalty Notice; pupil's Attendance Certificate is sent home and concerns recorded on the school's Lateness/Attendance Overview. We offer parents/carers the opportunity to attend a meeting to discuss the barriers around attendance.
- 10 lates within 10 school weeks (Autumn Spring or Summer): Letter 3 sent home which explains that a Notice to Improve will be issued; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness/Attendance Overview.
- After the Notice to Improve period has finished: A Penalty Notice will be requested through Kent's system (Front door) if the Notice to Improve has failed. An unauthorised late is being late after the register closes, after 9.15a.
- If attendance does not improve after a penalty notice has been requested, a referral for local authority intervention (ESBAS) may be requested through Kent's system (Front door).

For pupils who have regular lates, incentives are provided e.g attendance certificates for improving attendance.

Frequent Absence / Poor Attendance, Appendix 2

The School's Attendance Target is 100%.

In the academic year there are 190 school days.

To achieve 100% in an academic year a child must attend the full 190 days in the year.

The school recognises that absence can occur for a range of reasons and can be spread across the academic year. To ensure attendance issues can be dealt with promptly children's attendance is reviewed regularly on a cumulative basis.

Attendance Categories

Category/colour:	Excellent	Good	Poor	Cause for concern
%:	98% or above	96-97.9%	90.1%-95.9%	90% or less
Days absence per year:	0 - 3 days	4 - 8 days	9 - 18 days	19 days or more

Stage 1 Intervention

A child whose attendance is 95% (181 days) for the academic year is absent for 9 days. The table below details the trigger point for stage 1 intervention.

At this stage Letter 1 is sent home which highlights the importance of good attendance; the pupil's Attendance Certificate is also enclosed.

Term	Cumulative days absence at 97%	Letter 1 trigger point absence days	Stage threshold attendance %	1
Term 1	1	4	88%	
Term 2	2	5	93%	
Term 3	3	6	94%	
Term 4	4	7	95%	
Term 5	5	8	95%	
Term 6	6	9	95%	

Stage 2 Intervention

A child whose attendance is 93% for the academic year is absent for 13 days (two & half school weeks). Identify barriers for individual children and try to remove them.

Term	Cumulative days absence at 97%	Letter 2 trigger point absence days	Stage threshold attendance %	2
Term 1	1	7	79%	

Term 2	2	8	89%
Term 3	3	9	91%
Term 4	4	10	93%
Term 5	5	11	93%
Term 6	6	12	94%

At this stage, Letter 2 is sent home which invites parents/carers to attend an Attendance Support Meeting at the school or a Telephone Appointment to support the family. After the date of the meeting, the meeting paperwork is sent out which either confirms their attendance at the meeting, what discussion took place and any support offered and a date or a review meeting if required.

Stage 3 intervention - NOTICE TO IMPROVE LETTER

A child whose attendance is 90% for the academic year is absent for 19 days (almost four school weeks).

Term	Cumulative days absence at 97%	Letter 3 trigger point absence days	Stage threshold attendance %	3
Term 1	1	15	55%	
Term 2	2	16	77%	
Term 3	3	17	83%	
Term 4	4	18	86%	
Term 5	5	19	88%	
Term 6	6	20	90%	

If the child's attendance continues to deteriorate, and/or if the parent/carer did not attend the scheduled meeting, a notice to improve may be issued. A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. This is a formal written warning that, unless attendance significantly improves, you will be issued with a penalty notice. This is to give you another chance to work with the school to improve your child's attendance.

Stage 4 intervention

A child whose attendance is 85% for the academic year is absent for 28 days (five & half school weeks). Introduce an Educational Supervision Order.

Term	Cumulative days absence at 97%	Letter 4 trigger point absence days	Stage threshold attendance %	4
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Term 1	1	23	31%
Term 2	2	24	65%
Term 3	3	25	75%
Term 4	4	26	80%
Term 5	5	27	83%
Term 6	6	28	86%

At this stage, Letter 4 is sent home which explains that despite the school's intervention and support and attempting to engage with parents/carers several times in order to support with improvements in attendance, that there still does not seem to be any significant improvement with their child's attendance. The letter explains that it has now become necessary for the school to refer their concerns to the Education Welfare Service or the Local Authority may be requested to take more formal action which could result in a Penalty Notice and/or prosecution.

A weekly meeting is held between the Senior Attendance Lead and Attendance Administrator to review attendance of all pupils who have reached each of the threshold intervention levels. The personal circumstances of each child is discussed, along with improvements made, to determine whether the intervention is needed.

The Senior Attendance Lead is also a Designated Safeguarding Lead (DSL), which ensures triangulation of safeguarding / pastoral information. All attendance concerns are recorded onto the school's electronic safeguarding system (Bromcom/(CPOMs) to ensure DSL analysis and actions are recorded.

Holiday Absence, Appendix 3

- Responsibility for good attendance is shared between school, parent/carer and pupil. It is made clear to parents/carers that any absence from school will disrupt their child's learning.
- Parents/carers must complete an 'absence request form' which they are given by the office, alongside information about Holidays During Term Time. This form must be authorised by the Headteacher/Head of School.
- Once this form is completed, the response, along with an accompanying letter (and ESCC leaflet) is given back to the parents/carers. A copy of this is filed and the holiday is recorded.
- Once the holiday is taken, and if 5 sessions or more, the form is sent to ESBAS for a holiday penalty fine in East Sussex. In Kent and Bromley the parents can be fined as a result of taking holiday during term time.
- If the holiday is taken without the absence request form being completed, a letter is sent home to parents/carers explaining that the school is aware they went on holiday and why. Leaflet from ESCC is enclosed and then form sent to ESBAS for a holiday penalty fine.
- A penalty notice is requested for all parents who are liable; this includes a step-parent or other carer and can include an absent parent. If the parents live at separate addresses, a letter stating the absence is unauthorised must be sent to both of them regardless of which parent made the request.

Rewarding Good Attendance

The majority of pupils at our school have a good attendance record. Pupils are given incentives to attend regularly and punctually.

Examples include:

- ✓ Weekly Attendance Award
- ✓ Certificates / rewards given for pupils with outstanding termly attendance.
- ✓ Reward for outstanding annual attendance - for example a family day out

Those people responsible for Attendance Matters on a day to day basis in this school are: Mrs Abbott (Attendance Officer) & Mrs Oswald (Attendance Lead)

Record Keeping

Attendance documents issued to parents/carers are saved directly to the pupil record on the school's Management Information System (BromCom in Bromley & Kent and CPOMs for our East Sussex schools) along with other relevant information to update the current attendance status of our children.

We follow our Trust safeguarding processes for recording information or incidents of a safeguarding nature. This can include information regarding poor attendance.

Further details on updated attendance codings can be found on page 76 of the DfE guidance document [Working together to improve school attendance](#).

Expectations on schools:

- Keep registers electronically (paragraph 31 of DfE guidance)
- Preserve every entry in the attendance or admission register for 6 years (previously it was 3 years) from the date the data was entered (paragraph 36 of DfE guidance)
- Use the revised attendance and absence codes (paragraphs 283 to 407 of DfE guidance)
- Share your school's daily attendance data directly with the DfE. (paragraph 51 of DfE guidance)

Maintained schools and non-maintained special schools **must** (and other schools are expected to):

- Only grant leaves of absence for specific circumstances set out in regulation 11 of the 2024 attendance regulations (paragraphs 37 to 40 of DfE guidance)
- All schools can also grant absence for education off site (paragraphs 41 and 42 of DfE guidance).
- Where applicable, schools also expected to report unexplained absences to the pupil's youth offending team worker (paragraph 52 of DfE guidance).

Appendices

Appendix 1 – Lateness

Letter 1

Dear Name,

RE: Lateness, (Name) - (Class)

I'm writing to you because [name] has been late to school [number] times in [timeframe].

[Name] arrived at school after the register had closed on the following dates:

[date]

[date]

[date]

[Name] arrived at school late but before the register had closed on the following dates:

[date]

[date]

Arriving promptly makes sure that your child does not miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year

10 Minutes late every day = 6.5 days of school lost a year

15 Minutes late every day = 10 days of school lost a year

20 minutes late every day = 13 days of school lost a year

30 minutes late every day = 19 days of school lost a year

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness when a child has arrived late for 10 or more sessions after the register has been closed.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01795 470862.

Yours sincerely,

Attendance Lead

Letter 2 (a) - Meeting

Dear X,

RE – Names of Pupil

Further to my previous letter dated _____, we are writing to you as your child has now been late ?? times. This is concerning.

I am inviting you to attend an Attendance Improvement Meeting. The time and date have been set for ?? at ?? It is important that you attend this meeting for us to explore the issues around attendance. If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

We are closely monitoring your child's attendance and lateness. Any child arriving after 8:45am is given a late mark (L) in the register. An arrival after 9:15am will be recorded as an unauthorised absence (U).

Persistent lateness can also result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness when a child has arrived late for 10 or more sessions after the register has been closed. Since September 2024, all Schools must notify KCC of all compulsory aged pupils who are continuously late after the registers have closed for at least 10 school days.

Being late to school and registration can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 Minutes late every day = 6.5 days of school lost a year
15 Minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

If you have any queries or would like to discuss your child's lateness with anyone please do not hesitate to contact me on 01795 470862.

Yours sincerely,

Attendance Lead

Letter 2 (b) - Review Meeting

Dear (Name),

RE – (Childs name)

Following on from our Attendance Support Meeting on (date) , we have arranged a review meeting. This will take place on (date and time). This is a supportive meeting which reviews points from our previous meeting and will enable you to honestly discuss any issues or barriers to your child attending school. If this appointment is inconvenient, I would be grateful if you could contact the office so that an alternative time can be arranged.

If you do not attend this meeting (name)'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution under section 444 Education Act 1996.

We look forward to talking with you and working in partnership to see an improvement.

Yours Sincerely

Attendance Lead

Letter 3 - Notice to improve

Dear [Parent/Guardian Name],

Further to our attendance meeting on [date] [which you were unable to attend], we are writing to inform you that [child's name] has now reached 10 unauthorised absences in 10 school weeks. As a result we are now issuing you with a notice to improve [child's name]'s attendance. [child's name]'s has had (Number) unauthorised sessions during these dates XXXXXX-XXXXXX. Please see enclosed your child's registration certificate.

Details of Attendance Record:

- [Child's Name] has had (number) unauthorised sessions between xxx and xxx.
- This constitutes an attendance rate of [Z]%, which is significantly below the national average and our school's target of 96%.

Benefits of Regular Attendance and Legal Duty:

Regular school attendance is essential for your child to achieve their full potential. Consistent attendance helps your child:

- Develop essential social skills and friendships.
- Keep up with the curriculum and avoid falling behind.
- Build a positive attitude towards education and learning.

Under section 7 of the Education Act 1996, it is your legal duty as a parent to ensure that your child receives a full-time education suitable to their age, ability, and any special educational needs they may have.

Support Provided So Far:

- [Details of support provided, e.g., meetings with attendance officer, personalised attendance plans, referral to support services, etc.]

Opportunities for Further Support:

We are committed to supporting you and [Child's Name] to improve their attendance. You may access further support such as:

- [Details of additional support available, e.g., counseling services, attendance workshops, etc.]
- Re-engagement with previously provided support that was not fully utilised.

Warning and Improvement Period:

Please be aware that if sufficient improvement in [Child's Name]'s attendance is not secured within the improvement period, we may issue a penalty notice or consider prosecution. The improvement period will last for 20 school days, starting from [Start Date] to [End Date].

Criteria for Sufficient Improvement:

For improvement to be considered sufficient, [Child's Name] must:

- Achieve an attendance rate of at least [X]% during the improvement period.
- Have no more than [Y] unauthorised absences. Please note that any absence will be unauthorised unless medical evidence is provided (e.g. doctors note, proof of medication or an appointment card).

Cost of Penalty Notice:

A penalty notice may be issued before the end of the improvement period if the criteria are not met. The cost of a penalty notice is:

- £80 if paid within 21 days.
- £160 if paid after 21 days but within 28 days.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service, which could lead to a fine of up to £1000. In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

We urge you to take this notice seriously and work with us to ensure [Child's Name] attends school regularly. Your cooperation is crucial in helping your child succeed academically and socially.

Should you have any questions or require further assistance, please do not hesitate to contact [School Contact Person] at [Phone Number] or [Email Address].

Thank you for your attention to this important matter.

Yours sincerely,

Attendance Lead

Letter 4

Dear X,

RE – Names of Pupil

With reference to the Notice to Improve we issued to you on 26th February 2025, (Childs name) has had (Number) unauthorised sessions during the notice to improve period. As a result of this, a Penalty Notice has been requested.

Please see enclosed attendance certificate, indicating the days (Childs Name) has had unauthorised sessions.

Fixed Penalty notices are issued to each parent for each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80.00 if paid within 21 days. If a second penalty notice is issued within a rolling 3-year period, then the second penalty notice will be charged at a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In the event of a three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution. In addition, there will not be the opportunity to discharge a third period by way of a penalty.

If you have any queries or would like to discuss your child's lateness with anyone please do not hesitate to contact the school office on 01795 470862.

Yours Sincerely

Headteacher

Appendix 2 – Absence

Letter 1

Dear X,

RE – Names of Pupil

I am writing to express my concern over the number of occasions that (Name) has been absent from school. I attach for your information a summary of attendance indicating the days (name) was absent.

We are very keen to ensure that all children attend school regularly as it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

I am sure you share my concern and would wish to work with the school to improve (name) attendance. If we can help in any way, perhaps via Family Liaison Officer please do not hesitate to contact us.

Yours Sincerely

Attendance Lead

Letter 2 (a) - Meeting

Dear X,

RE – Names of Pupil

As you are aware, all Schools are having a real focus on attendance as this has such a huge impact on children's learning. As a school, we are following the Kent guidelines and also aim to be proactive in supporting families with any attendance issues before the local authority becomes involved.

From the start of the Academic year X has missed X days which is X sessions. This means their attendance percentage is presently only X% which is below our school target of 96%.

Please find enclosed your child's Registration Certificate. Going forward, we will not be approving any absences unless you are able to provide evidence to support the absence. If any absences are due to medical reasons, please ensure you bring relevant doctor's notes and/or appointment details.

All Schools must notify KCC of all compulsory aged pupils who are continuously absent for at least 10 school days.

Due to the number of sessions already missed this academic year, your child is at risk of becoming a 'persistent absentee' and we would like to work with you to prevent any further absences.

Therefore, it is necessary for us to arrange an attendance meeting with you. This will take place on _____ at _____. This is a supportive meeting which reviews our Attendance Policy and will enable you to honestly discuss any issues or barriers to your child attending school. If this appointment is inconvenient, I would be grateful if you could contact the office so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution under section 444 Education Act 1996.

We look forward to talking with you and working in partnership to see an improvement.

Yours Sincerely

Attendance Lead

Letter 2 (b) – Review Meeting

Date

Dear (name),

RE – (Childs name)

Following on from our Attendance Support Meeting on (date) , we have arranged a review meeting. This will take place on **(date and time)**. This is a supportive meeting which reviews points from our previous meeting and will enable you to honestly discuss any issues or barriers to your child attending school. If this appointment is inconvenient, I would be grateful if you could contact the office so that an alternative time can be arranged.

If you do not attend this meeting (name)'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution under section 444 Education Act 1996.

We look forward to talking with you and working in partnership to see an improvement.

Yours Sincerely

Attendance Lead

Letter 3 – Notice to improve

Dear [Parent/Guardian Name],

Further to our attendance meeting on [date] [which you were unable to attend], we are writing to inform you that [child's name] has now reached 10 unauthorised absences in 10 school weeks. As a result we are now issuing you with a notice to improve [child's name]'s attendance. [child's name]'s has had (Number) unauthorised sessions during these dates XXXXXX-XXXXXX. Please see enclosed your child's registration certificate.

Details of Attendance Record:

- [Child's Name] has been absent for [X] days out of [Y] school days between xxx and xxx.
- This constitutes an attendance rate of [Z]%, which is significantly below the national average and our school's target of 96%.

Benefits of Regular Attendance and Legal Duty:

Regular school attendance is essential for your child to achieve their full potential. Consistent attendance helps your child:

- Develop essential social skills and friendships.
- Keep up with the curriculum and avoid falling behind.
- Build a positive attitude towards education and learning.

Under section 7 of the Education Act 1996, it is your legal duty as a parent to ensure that your child receives a full-time education suitable to their age, ability, and any special educational needs they may have.

Support Provided So Far:

- [Details of support provided, e.g., meetings with attendance officer, personalised attendance plans, referral to support services, etc.]

Opportunities for Further Support:

We are committed to supporting you and [Child's Name] to improve their attendance. You may access further support such as:

- [Details of additional support available, e.g., counseling services, attendance workshops, etc.]
- Re-engagement with previously provided support that was not fully utilised.

Warning and Improvement Period:

Please be aware that if sufficient improvement in [Child's Name]'s attendance is not secured within the improvement period, we may issue a penalty notice or consider prosecution. The improvement period will last for 20 school days, starting from [Start Date] to [End Date].

Criteria for Sufficient Improvement:

For improvement to be considered sufficient, [Child's Name] must:

- Achieve an attendance rate of at least [X]% during the improvement period.
- Have no more than [Y] unauthorised absences. Please note that any absence will be unauthorised unless medical evidence is provided (e.g. doctors note, proof of medication or an appointment card).

Cost of Penalty Notice:

A penalty notice may be issued before the end of the improvement period if the criteria are not met. The cost of a penalty notice is:

- £80 if paid within 21 days.
- £160 if paid after 21 days but within 28 days.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service, which could lead to a fine of up to £1000. In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

We urge you to take this notice seriously and work with us to ensure [Child's Name] attends school regularly. Your cooperation is crucial in helping your child succeed academically and socially.

Should you have any questions or require further assistance, please do not hesitate to contact [School Contact Person] at [Phone Number] or [Email Address].

Thank you for your attention to this important matter.

Yours sincerely,

Name
Attendance lead

Letter - 4

Dear X,

RE – Names of Pupil

With reference to the Notice to Improve we issued to you on 26th February 2025, (Childs name) has had (Number) unauthorised sessions during the notice to improve period. As a result of this, a Penalty Notice has been requested.

Please see enclosed attendance certificate, indicating the days (Childs Name) was absent.

Fixed Penalty notices are issued to each parent for each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80.00 if paid within 21 days. If a second penalty notice is issued within a rolling 3-year period, then the second penalty notice will be charged at a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In the event of a three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution. In addition, there will not be the opportunity to discharge a third period by way of a penalty.

If you have any queries or would like to discuss your child's lateness with anyone please do not hesitate to contact the school office on 01795 470862.

Yours Sincerely

Headteacher

Appendix 3a – Holiday Absence Denied

Dear X,

RE: Term Time Leave – Names of Pupil

Thank you for your recent request for an absence in term time for X days from X returning to school on X (Include reason if known).

I am not able to authorise this absence – the absence is not deemed as an exceptional circumstance. I realise that you will be disappointed by my decision, but since September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Some additional changes came into force in August 2024, which means there is no longer scope to authorise a term-time holiday in any circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

As stated above, I am unable to authorise leave retrospectively and we will be notifying the Local Authority of the unauthorised absence and a Penalty Notice may be issued.

Fixed Penalty notices are issued to each parent for each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80.00 if paid within 21 days. If a second penalty notice is issued within a rolling 3-year period, then the second penalty notice will be charged at a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In the event of a three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution. In addition, there will not be the opportunity to discharge a third period by way of a penalty.

I hope you will understand and support our efforts in sustaining high attendance and attainment at School.

Yours sincerely,

Headteacher

Appendix 3b – Holiday Request Not Submitted

Dear (Name),

RE: Term Time Leave not applied for in advance , (Name) - (Class)

You failed to apply in advance for permission for «forename» to be absent from school for X days from X returning to school on X.

Since September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Some additional changes came into force in August 2024, which means there is no longer scope to authorise a term-time holiday in any circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Fixed Penalty notices are issued to each parent for each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80.00 if paid within 21 days. If a second penalty notice is issued within a rolling 3-year period, then the second penalty notice will be charged at a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In the event of a three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution. In addition, there will not be the opportunity to discharge a third period by way of a penalty.

Our school works in partnership with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child’s success and fulfillment. We expect you to consult the school before booking holidays or taking leave that means your child will be absent.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01795 470862.

Yours sincerely,

Headteacher

Appendix 3c – PCN Requested

Dear X,

RE: PCN Requested, (Name) - (Class)

With reference to our letter dated **??date**, the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

Fixed Penalty notices are issued to each parent for each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80.00 if paid within 21 days. If a second penalty notice is issued within a rolling 3-year period, then the second penalty notice will be charged at a flat rate of £160 per parent per child if paid within 28 days. In both instances failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In the event of a three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution. In addition, there will not be the opportunity to discharge a third period by way of a penalty.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01795 470862.

Yours sincerely,

Headteacher