Attendance Policy

Version:1	
Ratified by the Local Governing Body	
Signed by the LGB	**Date: 03.03.2026**
To be reviewed every 2 years:	**Date: 03.03.2028**

Contents

1. Statement of intent 3
2. Legislation and guidance 3
3. Strategic Approach 4
4. Roles and responsibilities 8
5. Recording attendance 11
6. Authorised and unauthorised absence 16
7. School attendance, Safeguarding and Children Missing Education 17
8. Persistent absence 18
9. Term-time leave 19
10. Young carers 19
11. Rewarding good attendance 20
12. Monitoring and review 20
13. Changes 21
14. Appendix's 22

1. Statement of intent

To ensure that children receive their full entitlement to teaching and learning opportunities at Kitts Green Academy by promoting good attendance and punctuality.

Good consistent school attendance is regarded as essential in securing the desired outcomes for children and is crucial in ensuring that pupils have the best chance of success.

Kitts Green will give a high priority to conveying to parents, carers and pupils the importance of regular and punctual attendance. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible, therefore, reducing the level of unauthorised absences.

Absence may be authorised by the school before or after it occurs. Unauthorised absence is when a pupil is absent and no explanation is provided by parents/carers or the explanation given is unacceptable to the school. The school will ensure that parents understand that it is their responsibility by law to make sure that their child attends school.

We are committed 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 (19 August 2024), through our whole-school culture and ethos that values good attendance.

2. Legislation and guidance

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

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006

- The Education (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

3. Strategic Approach

3.1. Kitts Green Academy have adopted the Birmingham Education Partnership '5 Foundations of Effective Attendance Practice Framework', which is modelled on the work of Professor Katherine Weare and positively reviewed by the DfE. The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can attend school and thrive.

The approach ensures we prioritise building solid working relationships with children, and parents, prior to escalation. The staged approach we follow ensures we identify triggers early, that can lead to poor attendance issues, such as mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both internal (in-school) and external (external agencies).

3.2. Aims of the 5 Foundations strategy

• Increase school Attendance and reduce Persistent Absence to meet set targets.

• Ensure Attendance is well managed within the school, with the appropriate level of resources allocated.

• Enable the school to make informed use of attendance data to target interventions appropriately, focusing on the key demographic groups highlighted in the 2022 DFE attendance paper.

3.3. Objectives

- Create an ethos within the school in which good attendance is recognised as the norm and every child aims for excellent attendance.
- Make attendance and punctuality a priority.
- Set focused targets to improve individual attendance and whole school attendance levels.
- Embed the 5 Foundations of Effective Attendance Practice framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism.
- Develop a systematic approach to gathering and analysing relevant attendance data.
- Provide support, advice and guidance to; parents, children and develop mutual cooperation between home and the school in encouraging good attendance and in addressing identified attendance issues.
- Demonstrate, using rewards, that the school recognises good attendance and punctuality are achievements in themselves.

5 Foundations Of Effective Attendance Practice

The main aim of the framework is to ensure the school promotes a culture of good attendance and celebrates success. Ultimately, the framework will ensure there is a culture of feeling safe and school being a place where children want to be.

Positive health and emotional well-being are key factors in improving social development, school attendance and educational achievement. The 5 Foundations of Effective Attendance Practice model promotes, and supports, a whole school approach to mental health and emotional well-being; ensuring SEMH support remains a key driver in improving attendance for all children.

Each Foundation is supported by 5 Key Performance Indicators, these are used to ensure the school can embed the Foundations framework and understand the strategic direction regarding attendance improvement. Each year the school will use the 5 Foundations self-assessment tool to understand what works well and identify what we need to do even better. We then follow the 5 Foundations school improvement process to implement the attendance plan and ultimately improve the lives of children and families we work with.



Foundation 1
Whole School Thinking
Culture & Climate

The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.



Foundation 2
Supportive Policies,
Systems and Processes

The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.



Foundation 3
Professional Learning
Staff Development

The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.



Foundation 4
Implement Targeted
Programmes And Intervention

Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Leader understands the reason for attendance concerns, these barriers can then be successfully supported and removed

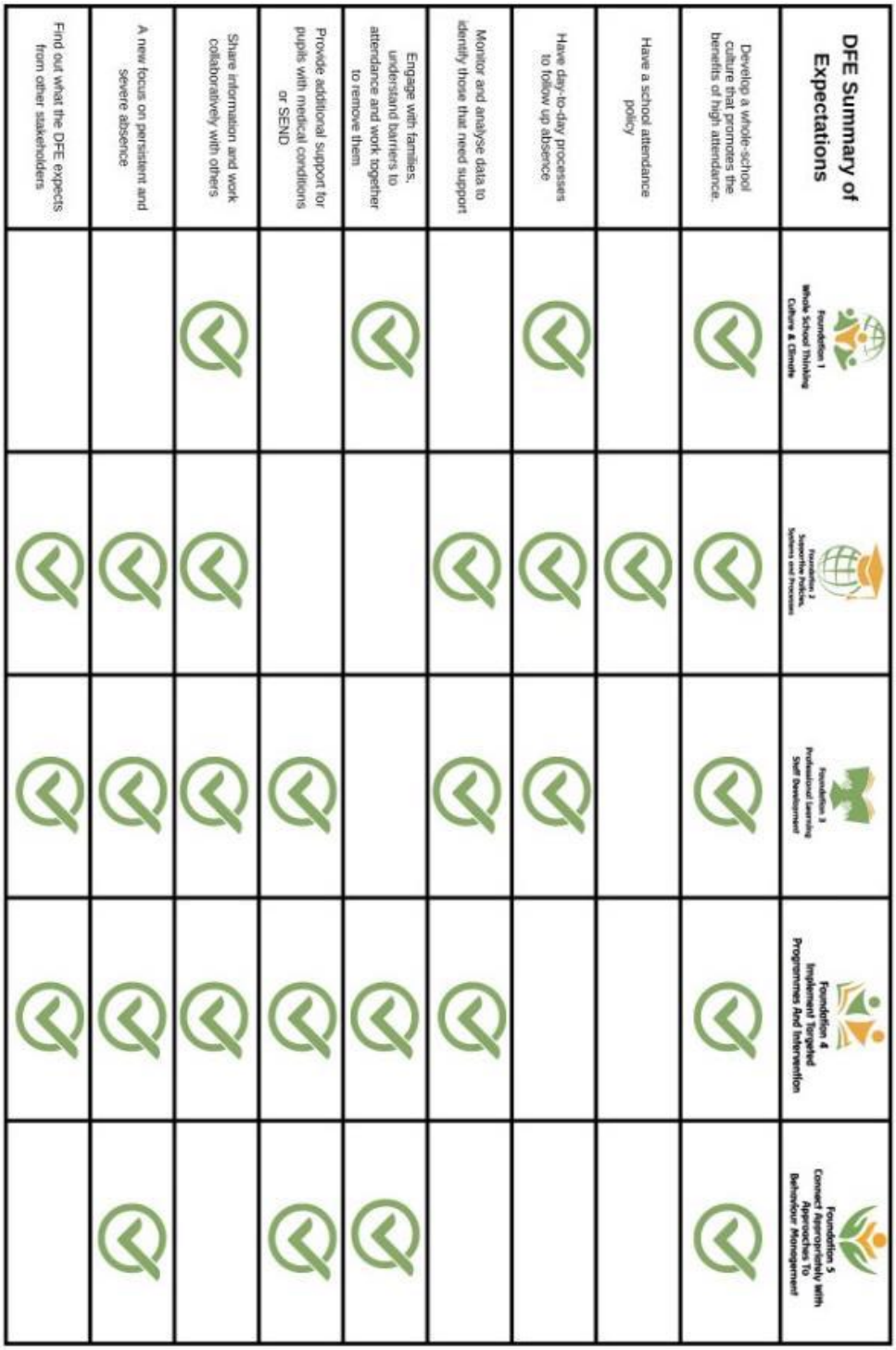


Foundation 5
Connect Appropriately With
Approaches To
Behaviour Management

Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.

DFE: Working Together To Improve Attendance.

On the 19th August 2024, the DFE: Working Together to Improve Attendance guidance became statutory for schools. The table below identifies how the 5 Foundations of Effective Attendance Practice will underpin our delivery of the expectations set out in this statutory guidance.



4. Roles and responsibilities

4.1. **The Trust Board of Thrive Education Partnership** has overall responsibility for the following areas but delegates the responsibility to the **Local Governing Board of Kitts Green Academy**:

- 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

4.2. **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 authorising the Senior Leadership Team to be able to do so.
- Recognising the additional challenges faced by all pupils due to their Special Educational Needs and/or Disabilities (SEND) and working with the parents to develop specific support approaches for attendance including where school transport is regularly being missed, and where pupils face in-school barriers
- As all pupils at Kitts Green have an Education Health and Care Plan (EHCP), any pupil with falling attendance, particularly where there are barriers to school attendance that relate to the pupil's needs, must be raised and discussed with the local authority.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.3. Attendance Team (SLT, Family Support Worker and Senior Administrator) are 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
- Monitoring and analysing attendance data
- 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
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff.
- Working with the local authority to tackle persistent absence
- Advising the headteacher when fixed-penalty notices need to be issued

4.4. Administration Staff:

- Input attendance data via our MIS system
- Send daily reports to Attendance Team for monitoring purposes
- Managing the Pupil Signing in/out procedures.
- Make the first day absence calls and record reasons for absence

4.5. Class Staff, including teachers and support staff are responsible for:

- Providing a good example by always being punctual to registration and greeting children at the door – providing a welcoming environment;
- Keeping an accurate and up-to-date register of attendance, recording both morning and afternoon sessions on a daily basis.
- Following the Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.

4.6. Parents and Carers:

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)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on every day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Assistant Head responsible for their child's key stage.

5. Recording attendance

5.1 We will keep an electronic attendance register on Bromcom and place all pupils onto this register.

We will take our attendance register at the start of each school day and at the start of the afternoon 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 DfE attendance codes below.

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

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)

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: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
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

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

5.1. Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30, or as soon as practically possible, by contacting the school admin staff on **01215940890**.

We will mark absence due to physical or mental 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.

5.2. Planned absence

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

Parents can request leave of absence by contacting the school admin staff on the above number.

We do, however, 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 6 to find out which term-time absences the school can authorise.

5.3. Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school day begins at 9:00am. Pupils should transition from transport to their classroom at this time.

Registers are marked by 9:15am. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.

The afternoon session begins at 1.30pm. Pupils should be in their classroom at this time.

Registers in the afternoon are marked by 2.00pm. Pupils will receive a late mark if they are not in their classroom by this time.

Lateness for pupils on Local Authority arranged transport will be reviewed and recorded as Y as this is out of the control of the family and the school.

Pupils with 5 or more instances of lateness will begin to have their punctuality monitored more closely and parents will be informed of progress through the letters in appendices A – D.

5.4. Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil's emergency contacts, we may carry out a home visit to check on the pupil's wellbeing and / or contact the pupils Social Worker (where relevant). If we carry out a home visit and are unable to make contact, we will contact the Social Worker (where relevant) or the Police.
- 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 on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- If absence continues for three days, the school will arrange a wellbeing visit in person or on teams, in which we will ask to see the child, to check their physical wellbeing. Where the child has a Social Worker we may ask them to carry out this welfare visit. If we are unable to carry out a welfare visit and the child has not been seen by another professional, we will contact the police and ask them to make a welfare call.
- 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 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, we will progress through the Support First Attendance process and guidance put in place by BCC.

5.5. Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via half termly letters, unless the level of absence has triggered a process (see the table in section 12, below), in which case contact will be made in line with this process.

6. Authorised and unauthorised absence

6.1. Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a 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.

We define 'exceptional circumstances' as an unexpected family incident that requires your child to be out of school or an absence related to the specific needs of your child.

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, it is unlikely a leave of absence will 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, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

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

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

7. School attendance, Safeguarding and Children Missing Education

- If a child goes missing from education it is a potential indicator of abuse or neglect. School staff will follow the Local Authority procedures for dealing with children that go missing from education. All Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 5 school days, under the

circumstances set out below. This attendance policy is part of broader suite of Safeguarding policies including the schools Safeguarding Policy and the Behaviour and Welfare Policy which support the wellbeing of our children. Regulations 8(f) and 8(h) of the Education (Pupil Registration) (England) Regulations 2006, as amended, place a duty on schools and local authorities to jointly carry out reasonable enquiries to try and locate pupils absent from school whose whereabouts are unknown.

This might be:

- A child who is not at their last known address and:
- has 5 or more days of continuous absence from school without explanation, or: -has left school suddenly and their destination is unknown.
- The family moving within the area but the parents fail to inform the school of the house move or transfer to a new school.
- The family move out of the area and relocate to a new area within the UK but parents fail to inform the school.
- The family relocate abroad and fail to inform the school of their destination.
- The family is displaced as a result of 'crisis' e.g. domestic violence, homelessness.
- Parent/school disagreement and parents withdraw the child from school.
- Family separation.
- Where a child cannot be accounted for

8. Persistent absence

- If pupils are persistently absent (absence of more than 19 days), pupils will be raised with SLT and the Early Intervention Family Support Worker, who will review the situation surrounding the absences. Parents will be informed that their child has fallen below the threshold for persistent absence and a meeting might be arranged with the Head of Department.
- If necessary the Support First Attendance Framework will be implemented. Initially an Individual Action Plan will be completed and target set. Early Help support will be considered if appropriate.
- If all avenues have been exhausted and support is not improving attendance due to lack of engagement, the school will enforce attendance through statutory intervention or prosecution to protect the pupils right to education.

9. Term-time leave

At Kitts Green Academy we require parents to observe the school holidays as prescribed.

The Headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications must be made in advance and the Headteacher must be satisfied by the evidence which is presented, before authorising term-time leave.

The Headteacher is unable to authorise holidays during term-time unless an explanation is provided, which outlines why it would more difficult to access the holiday in school holiday time, linked to the needs of the child. This would, therefore, count as exceptional circumstances.

The Headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the **Headteacher**.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- When a pupil's attendance is below 95%

If parents take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as a penalty fine and the school will follow the Leave in Term Time (Legal) Process for Birmingham City Council. Unauthorised Leave in Term Time will be recorded as a G code in the register.

A Penalty Notice is an alternative to a prosecution. It requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance to avoid a court appearance. If the Penalty Notice has not been paid by Day 28, parents are generally prosecuted under section 444(1), the Education Act 1996. If this is necessary.

10. Young carers

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

11. Rewarding good attendance

SLT and staff liaise to agree systems, for both individuals and whole classes, to reward good and improved attendance.

In addition to these rewards, certificates are awarded for 100% attendance for each half term, term and for the whole year.

Reward systems will be reviewed regularly to ensure they are kept fresh and motivational. The school will look for every opportunity to raise the profile of the importance of good attendance with pupils and parents. The school also aims to help pupils develop their own motivation for daily, punctual attendance.

12. Monitoring and review

The school's office staff, on behalf of the school's Headteacher, ensure all attendance data is accurately recorded and can authorise absence on the Bromcom attendance software. One member of staff is assigned this duty in the administrative team.

Attendance data is then checked daily by a member of the attendance team. An attendance report is produced and reported back to the Education Advisory Board (EAB) every half term.

Attendance data is monitored for:

- Pupils with 100% attendance.
- Any developing patterns of irregular attendance and lateness
- Pupils falling below 97% attendance more than 6 days of absence.
- Pupils who are persistently absent – any pupil whose attendance is below 90%
- Pupils with persistent lateness.
- Pupils with significantly improved attendance.
- Requests for holidays.

When any concerns for attendance are raised the school will aim to support pupils and their parents or carers to improve this through a number of measures. Kitts Green Academy operates a staged model of intervention to promote beneficial attendance.

In the first instance concerns about attendance are raised with parents and carers via letter and/or telephone call. Following this there will be opportunities for the parent/carer to discuss reasons for absence. In cases where attendance has not improved the school will identify a monitoring period and possibly a target to support improvement. Where this is not successful the school may then progress through the Support First Attendance procedures developed by Birmingham City Council's Education Legal Intervention Team, to create an action plan to support parents/carers in raising attendance.

Referrals may also result in legal action. Early Help may also be offered to parents and carers in cases where there are concerns surrounding attendance and/or punctuality.

Good attendance is further promoted by

- The application of schools' Attendance Policy consistently.
- Training for relevant staff as necessary across the School.
- Creation and monitoring of regular attendance reports to SLT and relevant staff.

The table below highlights the attendance figures and response from the school in relation to the "Support First" attendance framework.

Stage	Attendance (%)	No. of Days Absent	School Response
	97%	6 days or less absent	Good Attendance (Half Term Certificate)
Stage 1	96%	7 days absent	Initial Letter of Concern to parents / carers
Stage 2	94%	12 days absent	Parents invited to an Informal Attendance Meeting Early Help Support Offered
Stage 3	Six weeks of Early Help Support – If parents and carers fail to engage and / or there is no improvement in attendance move to stage 4.		
Stage 4	93%	13 days absent	Parents invited to a Formal Attendance Meeting and an Attendance Plan is put in place
Stage 5	10 weeks on a formal attendance plan with no more than 5 days of absence during this period. On the 6th day of absence move to stage 6		
Stage 6	Submit referral for formal prosecution. Return to stage 1		

13. Changes

Description	Date	Page	Section
New Policy			

14. Appendix's

Appendix A

Insert date

School logo

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School_name» School.

As you may be aware, the law treats some persistent lateness in the same way as unauthorised absence and parents may be prosecuted or receive a penalty notice from the local authority if late arrival is not resolved. This has been further strengthened in new regulations which came into force in September 2024.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child…

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, please contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here:
From Birmingham with Love

Your child's punctuality must now improve, or the school may have no option but to take further action against you. If you call and I am not available, please leave a message and telephone number and I will call you back.

Yours sincerely,
«School_Representative»
Job Title

Appendix B

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

Your child's poor attendance at school this year is causing serious concern as ***he/she*** has been absent for ***number of*** sessions out of a possible ***number of*** sessions. This will make it much harder for your child to achieve good results in their school work. ***Most/All*** of the absence has been due to illness or for medical reasons.

You have been advised to take your child to see your GP to rule out any underlying medical conditions that your child may have and have been offered a referral to the school nurse.

Unfortunately, due to the high levels of illness absence from school, **the Headteacher can no longer authorise any absence for medical reasons unless supported by medical evidence**.

Should ***Pupil's name*** have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Headteacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

Doctors or GP 'sick' notes are not required. Please do not request these from your GP as s/he will not be able to provide one.

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here: From Birmingham with Love

If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call and I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School Representative»
Job Title

Appendix C

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here:
From Birmingham with Love

If you wish to discuss the contents of this letter or your child's attendance, please contact the school. If you call and there is no one available, please leave a message and contact telephone number and we will call you back.

I hope this is helpful to you and we look forward to seeing **«ChildFirstName»** in school more regularly from now on.

Yours sincerely,

«Name»
School representative
Job title

Appendix D

Ref:

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Invitation to an Informal Attendance Meeting

Please find enclosed a copy of **«ChildFirstName»** Registration Certificate. **«ChildFirstName»** attendance is currently **«Insert % Attendance»** which means that he has missed **«Insert the number of days missed»** I am sure that this is as much a concern for you as it is for us.

An attendance of 90% equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average on one day missed per week. As you know to achieve their full potential a pupil must have regular high attendance and punctuality.

I would, therefore, like to invite you into school on **«Insert day, date and time»** to discuss your child's attendance concerns. Please let me know if this is not convenient and a mutually agreeable appointment will be arranged. It is vital that this meeting takes place so that we can begin to support you in improving **«ChildFirstName»** attendance.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (Section 444 of the Education Act 1996)

If you require any further clarification regarding school attendance, please read our Attendance policy which is available on the school's website.

Yours sincerely

«School_Representative»
Job Title

Appendix E

Ref:

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Invitation to a Formal Attendance Meeting

Dear *«ParentTitle» «ParentLastName»*

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

There have been continuing difficulties concerning the attendance of your child *«ChildFirstName» «ChildLastName»* at *«SchoolName»*.

To assist you, the school have tried to engage with you to offer additional support such as early help to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a Formal Attendance Meeting has been arranged at *«SchoolName» on «AppointDate» at «AppointTime»*.

Use this paragraph for secondary schools only delete for primary school child. If you feel on an individual basis that a primary school child would benefit from attending the meeting with their parents please leave the paragraph in
«ChildFirstName» should be in school and can join us for the meeting. If *«ChildFirstName»* is not in school please bring *«ChildFirstName»* with you.

It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

I must advise you that it is your legal responsibility to ensure your child attends school regularly.

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School_Representative»
Job Title

Appendix F

Ref:

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Invitation to a Rearranged Formal Attendance Meeting

Dear *«ParentTitle» «ParentLastName»*

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

In an attempt to resolve issues concerning the attendance of your child *«ChildFirstName» «ChildLastName»* at *«SchoolName»*, the Formal Attendance Meeting has been rearranged at *«SchoolName» on «AppointDate» at «AppointTime»*.

Use this paragraph for secondary schools only delete for primary school child. If you feel on an individual basis that a primary school child would benefit from attending the meeting with their parents please leave the paragraph in
«ChildFirstName» should be in school and can join us for the meeting. If *«ChildFirstName»* is not in school please bring *«ChildFirstName»* with you.

It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

I must advise you that it is your legal responsibility to ensure your child attends school regularly.

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School_Representative»
Job Title

Appendix G

Formal Attendance Meeting Record Sheet

(All parents comments must be recorded)

Meeting held on: .....

At: .....

Attended by (Please include the names and job titles of staff, the name of parent\carer(s) and any person accompanying them)

.....

.....

.....

Introduction

Thank you for attending this Formal Attendance Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence and for us to agree a parent/school contract at the end to improve their attendance in school. ***(If there is more than one child in the family, record information on separate sheets from page 2 onwards).***

Child Name..... **DOB**..... **Address**.....	**Child Name**..... **DOB**..... ... **Address**..... ....
Parent/Carer Name ..... **DOB**..... **Address**..... .... **Relationship to child/ren**	**Parent/Carer Name** ..... **DOB**..... **Address**..... .... **Relationship to child/ren** .....

If only one person attends the FAM:

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name ..... DOB.....

Relationship to child/ren: .....

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren's education etc)

.....

.....

.....

"You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible."

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)

1. What actions have you taken to get your child to attend school?

.....
.....
.....
.....

2. Are there any reasons, such as difficulties at home, housing problems, illness or disability issues, relationship or behaviour difficulties etc., which you think may be affecting your child's ability to attend school regularly?

Y☐ N☐

If yes, could you please outline the difficulties the family is experiencing?

.....
.....
.....
.....

Would you like some assistance from relevant services in order to help to resolve these difficulties via an Early Help Assessment?

Y☐ N☐

3. Has your child been too ill to attend school during the period of absence? (Show copy of attendance printout)

Y☐ N☐

If yes:
What illness has the child had?.....
.....
.....

Have you taken your child to a GP or Consultant? Y☐ N☐

If yes, what advice did they give you?.....
.....
.....

Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor's note (not required), medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y☐ N☐

If a doctor has not been consulted, why not? .....
.....
.....

Do you consent to a school nurse referral if needed?

Y☐ N☐

If yes, what is the name of your child's GP and which surgery are they registered with please? If no, what is the reason for the refusal to consent?
.....
.....
.....

4. Has your child been bullied? Y☐ N☐

If yes, who have you reported this to in School and what action was taken?
.....
.....
.....

If this has not been reported, why not?
.....
.....
.....

5. Are any other agencies or professionals (involved with) working with your family?

Y☐ N☐

If yes, who are they and what work are they doing with your family?
.....
.....
.....

6. Are there any travel issues affecting your child attending School regularly?
(Discuss transport arrangements at this point if pupil is in receipt of home / school transport)

Y☐ N☐

.....
.....

7. "Is there any further support we can offer you?" Y☐ N☐

.....
.....
.....

Attendance Contract

"We are now going to agree on a parent/school contract to ensure that attendance improves. The contract will be in place for an initial 10 weeks. If you agree to the terms of the contract it must be signed."

(All paperwork must be legible and signed, photocopied and a copy given to each parent at the end of the meeting - all 7 pages of this document. Send a typed copy of the parent/school contract if writing is not easy to read).

Agreed actions by parent/carer

- Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. **(If the parent is required to hand the child over to a member of staff / School Reception, and/or a part-time timetable has been agreed for a short period of time to re-integrate the child back into school please record the arrangements here)**
  .....
  .....
  .....
  .....

- If your child is going to be absent for any reason, you will contact the school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.

- Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a relevant professional, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **(Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).**

- You will contact the school if your child is experiencing any difficulties preventing regular attendance.

Any other actions agreed:

.....
.....
.....
.....
.....
.....
.....
.....

Actions by School

- To respond to parental contact promptly.
- To continue to monitor attendance.
- To complete Early Help assessment ***(delete as appropriate)***
- To complete a school nurse referral ***(delete as appropriate)***
- To **only** authorise absence due to illness when provided with medical evidence.

Any other actions agreed:

.....
.....
.....
.....
.....
.....
.....
.....

Statement

I must advise you that any further unauthorised absence within the 10 week term of the contract is likely to lead to legal action.

The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents' responsibility to ensure their child attends school regularly.

Statement read to the parent(s) Y☐ N☐

School staff .....Signed.....Dated.....

Parent Statement

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer.....Signed..... Dated.....

Parent/Carer.....Signed..... Dated.....

'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.

Have copies of the Formal Attendance Meeting Record Sheet been given to the parent at the end of the meeting?

Y☐ N☐

Appendix H

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

'Support First'

Dear «ParentTitle» «ParentLastName»

Re: *«ChildFirstName» «ChildLastName»* - D.O.B. *«ChildDOB»*
Yr «YearGroup» at «SchoolName»

Thank you for coming to the Formal Attendance Meeting on *«Date»* regarding the poor attendance of your child on *«AppointDate»* at *«SchoolName»*.

We were very pleased that you came to the meeting and hopefully your child's attendance will now improve. Please find enclosed a copy of the Formal Attendance Meeting notes, a copy of the signed attendance contract and a legal information leaflet.

The contract covers the next 10 weeks and it's really important that during the period outlined there is no further unauthorised absence, including unauthorised leave in term time.

Please contact me immediately if *«ChildFirstName»* is experiencing any difficulties preventing their attendance during this period which may impact the success of the contract, or if you feel you are unable to comply with what's been agreed.

Please note however that at this stage, there must be no further unauthorised absence if a penalty notice/legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School_Representative»
Job Title

Appendix I

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

'Support First'

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. *«ChildDOB»*
Yr «YearGroup» at «SchoolName»

Unfortunately, you did not attend the Formal Attendance Meeting, which was to take place on *«AppointDate»* at *«SchoolName»*. ***The meeting was rescheduled but unfortunately you did not attend that meeting either** (*delete if the parent informed you that they were refusing to attend the first FAM so it was not rearranged). This means we were not able to complete a signed attendance contract with you.

You are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff.** You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:

  - Medical appointment card with one appointment entered
  - Letter from a professional such as a hospital Consultant or Psychologist
  - Evidence of a consultation with NHS 111
  - Medication prescribed by a GP
  - Copy of prescription
  - Print screen of medical notes
  - Letters concerning hospital appointments
  - Slip with date, pupils name and surgery stamp, signed by Receptionist
  - Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor *«ChildFirstName»*'s attendance. **If there is <u>any</u> further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker, and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School_Representative»
Job Title

Appendix J

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

'Support First'

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. *«ChildDOB»*
Yr «YearGroup» at «SchoolName»

Thank you for coming to the Formal Attendance Meeting on *«Date»* regarding the poor attendance of your child on *«AppointDate»* at *«SchoolName»*.

Unfortunately, though you attended the meeting, as you refused to sign the attendance contract, we are not able to continue with that option.

This means you are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff.** You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:

  - Medical appointment card with one appointment entered
  - Letter from a professional such as a hospital Consultant or Psychologist
  - Evidence of a consultation with NHS 111
  - Medication prescribed by a GP
  - Copy of prescription
  - Print screen of medical notes
  - Letters concerning hospital appointments
  - Slip with date, pupils name and surgery stamp, signed by Receptionist
  - Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor *«ChildFirstName»*'s attendance. **If there is <u>any</u> further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

Please contact me if *«ChildFirstName»* is experiencing any difficulties preventing their attendance,

including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

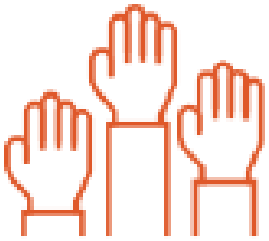
«School_Representative»
Job Title

Appendix K

GOOD ATTENDANCE MATTERS!



Every school day counts



IMPORTANT INFORMATION FOR PARENTS AND CARERS

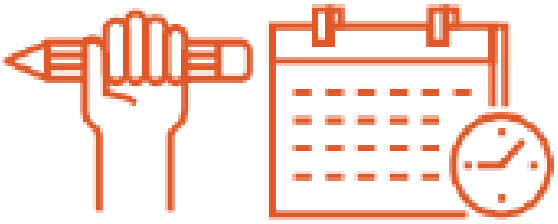
Why is regular school attendance and good punctuality so important for my child?

Regular attendance at school means that your child can make the most of their education and improve their chances in adult life. School can also help your child's social skills such as making and developing friendships.

The link between attendance and attainment in school is clear. The more a child is in school the more they increase their opportunity to fulfil their potential.

Good punctuality is important. For example, if a child arrives 15 minutes late at school each day, they lose almost 2 weeks of education over the year. Good punctuality also helps your child get into good habits for when they enter the world of work.

Lateness can cause your child embarrassment and, in some circumstances, can count as unauthorised absence.



How can I help my child enjoy school and attend regularly?

Be organised, have a plan, be consistent and involve your child!

You should:

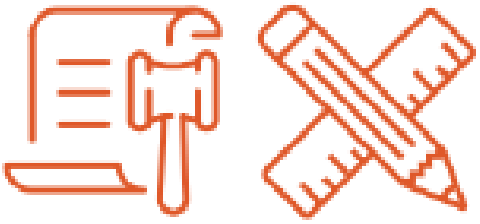
- ensure they have an appropriate bedtime routine
- create good routines for mornings at home so that your child can arrive punctually and are properly equipped;
- avoid absence from school wherever possible – try to make doctors and dental appointments out of school hours
- make time to encourage and show interest in school work, friendships etc.
- attend school open evenings and functions
- Create a calm space for them to do homework, check they understand the homework and that it has been completed.
- share any education concerns your child or you may have with the school staff as soon as possible
- set realistic boundaries

Holidays/Leave in term time

Holidays in term time are not allowed. Parents/carers must apply for the authorisation of any leave prior to travel or their children could be reported to the council as missing in education.

Leave for other circumstances such as bereavement or family illness abroad may also not be authorised. Informing the school does not mean the leave is agreed. In the event of a genuine family emergency, parents should avoid requesting more than 5 school days absence. Leave due to weddings is unlikely to be authorised.

Two weeks unauthorised holiday/leave means at least 50 lessons missed that will never be repeated.



What does the law say I must do as a parent/carer?

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have any unauthorised absence as this would constitute an offence in law.

When attendance doesn't improve after support or, when a minimum of 5 days unauthorised holiday/leave is taken, legal action can be taken.

Courts can fine parents/carers up to £1,000 per child and for repeat offences the court can fine parents/carers up to £2,500 per child or impose a prison sentence of up to 3 months.

In many cases, but not all, parents/carers can discharge an offence by paying a penalty notice of £160 for each parent per child, discounted to £80 if paid within 21 days. For a family of two parents/carers with 3 children that would be at least £480.

Where can I get help and advice?

If you need support in relation to your child's attendance, help is available. Please make an appointment with the school to discuss your concerns.

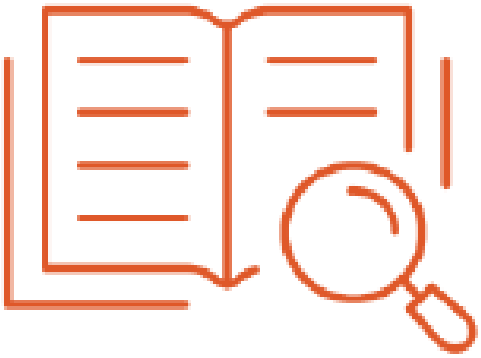
Most difficulties can be resolved informally, but the staff can also arrange an early help assessment or make a request for support to Birmingham Children's Trust if necessary, with your consent.

School nurses can also be helpful if your child has a medical condition or has a lot of time off due to illness.

Parents/carers are strongly advised to work in partnership with the school to address any difficulties impacting school attendance. For more information about school attendance or if you need help or support, please use these links:

www.birmingham.gov.uk/saap

www.birmingham.gov.uk/love



Birmingham City Council

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Appendix L



'SUPPORT FIRST' SCHOOL ATTENDANCE

LEGAL ACTION INFORMATION FOR PARENTS

This leaflet is for only parents/carers whose child/ren's attendance has not improved following offers of support from their child's school, including a formal meeting. To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. (Please be aware your child may get an unauthorised absence mark when they arrive after registration closes).
- Contact school on the first day of every absence by 9:30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. (The Head Teacher will not authorise medical absence without evidence).

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons





Legal outcomes in respect of poor attendance

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school for first offences. For second offences the discount of £80 will not apply. (In cases of excessive absence, or for a third or more offence, whether for ongoing absence or leave in term time, the matter may be referred straight to Court)

- The amount of the penalty is £80.
- If this is not paid within 21 days the amount rises to £160.
- If not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs, impose a victim surcharge, and/or make a Parenting Order.

Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, impose a victim surcharge and order payment of the prosecution costs.



Please note that Penalties and prosecutions are in respect of each parent for each child. 'Parent' also includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

Birmingham City Council

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Appendix M

KITTS GREEN ACADEMY

DAILY ATTENDANCE PROCEDURES

AM

Registers open at 9am and close for all classes at 9:30am

Text sent to all parent/carers of students who have 'N' code

By 10am a call is to be made to parent/carer if they still have not made contact to find out the reason

If no answer, voicemail left and 2nd text sent Register marked as 'O' with a comment to say what contact has been attempted

If parent has made contact & given a reason for absence, no further contact is required. Ensure the correct code has been used on Bromcom.

If contact is made with parent/carer, use appropriate code on Bromcom and add a comment with reasonings.

PM

Registers open at 1:30pm and close for all classes at 2pm

Go through and check all students have an appropriate code for AM & PM session

No 'N' codes should be left by the end of the day. If unsure of what code to use, mark as 'O' and query with Headteacher

Run attendance data to produce report for headteacher of both authorised & unauthorised absences

FOLLOW UP

- Headteacher will review all codes used and inform admin of any changes to be made.
- Headteacher to inform Family Support Worker of any home visits required due to absences.
- The daily attendance report will also be used in safeguarding meetings to help identify any concerns and patterns.