



King's Group Academies

ATTENDANCE POLICY

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Contents

1. Aims	3
2. Legislation and Guidance	3
3. Roles and Responsibilities	3
3.1 The Trust Board Education and Standards Committee	4
3.2 The Local Governing Body (LGB)	4
3.3 The Headteacher	4
3.4 The Trust Attendance Lead	5
3.5 The Designated Senior Leader Responsible for Attendance	5
3.7 Teachers	5
3.9 Students	6
4. Recording Attendance	6
4.1 Attendance Register	6
4.2 Unplanned Absence	7
4.3 Planned Absence	7
4.4 Lateness and Punctuality	7
4.5 Following up Unexplained Absence	7
5. Authorised Absence	7
5.1 Approval for Term-Time Absence	7
5.2 Other Reasons for Authorised Absence	8
5.3 Absences from the School Site (which are not classified as absences)	8
6. Attendance monitoring	8
6.1 Monitoring Attendance	8
At both trust and academy level we will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. All KGA schools have granted the DfE access to its management information system so the data can be accessed regularly and securely.	8
6.2 Analysing Attendance	9
6.4 Reducing Persistent and Severe Absence	9
7. Monitoring Arrangements	10
Appendix 1: Attendance Codes	11
Academy Local Information Form:	14
How to report a planned absence:	14
How to report an unplanned absence:	14
School Day timings	14
Reporting to parents about attendance	14
Strategies for promoting good attendance	15
Supporting pupils with poor attendance	15
Supporting Students who are absent or returning to school	17



1. Aims

This policy is built upon the King's Group Academies' unwavering commitment to securing the very best outcomes for every pupil, guided by our core values of Honesty, Faith, and Courage. We approach attendance as a collective responsibility, driven by the Faith we have in the potential of every young person. This requires honesty in our partnership with families: clear, candid communication about the critical link between attendance and achievement, and a shared responsibility to address barriers. Where necessary, we will act with courage to intervene early, challenge unacceptable absences, and ensure every pupil has consistent access to the full-time education to which they are entitled. By setting high expectations, promoting the benefits of good attendance and punctuality, and acting swiftly to reduce persistent absence, we ensure our policies serve to unlock opportunity and success for all.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-trust culture and ethos that values good attendance, which includes:

- Establish high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend the academy.
- Promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) 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 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Ofsted's 2025 framework toolkit](#)

This policy also complies with our trust's funding agreement and Scheme of Delegation.

3. Roles and Responsibilities

For the purpose of this policy, any reference to the **Headteacher** shall be deemed to include the **Executive Principal, Executive Headteacher, Principal and Associate Headteacher**, and vice versa.



3.1 The Trust Board Education and Standards Committee

The Trust Board Education and Standards Committee is responsible for:

- Making sure the trust fulfills expectations and statutory duties.
- Regularly reviewing, monitoring and challenging attendance data to ensure that the trust attendance strategy is proving effective in terms of improving levels of attendance.

3.2 The Local Governing Body (LGB)

The LGB is responsible for:

- Setting high expectations of all leaders, staff, pupils and parents.
- Making sure leaders fulfil expectations and statutory duties, including:
 - Making sure the academy records attendance accurately in the register, and share/s the required information with the DfE and local authorities.
 - Making sure the academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
 - Making sure the academy'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 academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
 - Regularly reviewing and challenging attendance data and helping academy leaders focus improvement efforts on individual pupils or cohorts who need it most.
 - Working with academy leaders to provide support and challenge around attendance.
 - Monitoring attendance figures for the academy as part of evaluating the effectiveness of the academy's processes.
 - Review the effectiveness of the academy attendance strategy.
 - Ensuring 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 academy's legal requirements for keeping registers.
 - The academy's strategies and procedures for tracking, following up on and improving attendance.
 - Holding the headteacher to account for the implementation of this policy.

3.3 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at academy level.
- Monitoring academy-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 penalty notices, where necessary and/or authorising delegated staff to be able to do so.
- Ensuring staff are working with the parents of pupils with vulnerable learners and those with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND.
- Communicating the academy's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.
- Ensuring that information is shared from the academy register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the academy admission register outside of standard transition times.



- Providing the local authority with the details of pupils who fail to attend the academy regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
- Providing the local authority with the details of pupils who the academy believes will miss 15 days consecutively or cumulatively because of illness.

3.4 The Trust Attendance Lead

The Trust Attendance Lead is responsible for:

- Driving attendance improvement across the trust, particularly for those pupils who are vulnerable and learners with SEND..
- Working more intensively with academies who require support to improve attendance.
- Acting as a central contact point for academies with attendance queries.
- Liaising with the DfE's regional teams for advice about wider support programmes.
- Identifying and monitoring attendance patterns across the trust's academies to identify common issues and barriers, and share effective practice between academies.
- Sharing effective practice on attendance management and improvement across the trust.
- Where an academy is struggling with attendance, working with leaders to develop a comprehensive action plan to improve attendance.

3.5 The Designated Senior Leader Responsible for Attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the academy, particularly for vulnerable learners and those with SEND
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and ensuring they are followed by all staff.
- Ensuring there is liaison with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with all stakeholders to discuss and tackle attendance issues.
- Overseeing the creation intervention or reintegration plans in partnership with pupils and their parents/carers.
- Overseeing the delivery of targeted intervention and support to pupils and families.

3.6 The Academy Attendance Lead

The academy attendance lead at each academy is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the relevant senior leaders
- Working with relevant LA staff and other partners to tackle persistent absence
- Oversee cases where a FPN may need to be issued working with the senior leader for attendance around this

3.7 Teachers

All teachers are responsible for recording attendance to all lessons in a timely manner and coded accurately.

3.8 Parents

Where this policy refers to a parent, it refers to the adult the academy 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
- Inform the academy using the correct channels (See Appendix Two) to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the academy with more than 2 emergency contact numbers for their child
- Inform the academy of any changes to contact details.
- 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 academy and/or Education Welfare Services
- Seek support, where necessary, for maintaining good attendance

3.9 Pupils

Pupils are expected to:

- Attend the academy every day, on time.
- Attend every timetabled session, on time.

4. Recording Attendance

4.1 Attendance Register

We will keep an electronic attendance register, and place all pupils on this register.

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

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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



4.2 Unplanned Absence

The pupil's parent must notify the academy of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, using the procedures detailed in Appendix 2.

We will mark absence due to physical or mental illness as authorised unless there is a genuine concern about the authenticity of the illness. Where there are doubts about the authenticity of the illness, the academy 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.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment, evidence will be requested of the appointment booking for academy records. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of the academy 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. See section 5 to find out which term-time absences the academy can authorise.

Procedures for requesting planned absence can be found in Appendix 2

4.4 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

4.5 Following up Unexplained Absence

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

- Contact 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, the academy may carry out a home visit or refer to other agencies such as social care 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
- Where relevant, report the unexplained absence to the pupil's social worker and or SEND/Case 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: [issue a notice to improve, penalty notice or other legal intervention (see section 7 below), as appropriate]

5. Authorised Absence

5.1 Approval for Term-Time Absence

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.

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.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with any leave of absence request form, details of where this can be found are in Appendix 2. The headteacher may require evidence to support any request for leave of absence.

5.2 Other Reasons for Authorised Absence

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

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the academy will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place.
- If the pupil is currently suspended or excluded from the academy (and no alternative provision has been made).

5.3 Absences from the academy Site (which are not classified as absences)

Other reasons the academy may allow a pupil to be absent from the academy 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 academy.
- Attending another academy 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 academy, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed.

6. Attendance monitoring

6.1 Monitoring Attendance

At both trust and academy level we will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the academy and at an individual pupil, year group and cohort level. All KGA academies have granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.



Both the trust and academy will benchmark its attendance data at whole trust, academy, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with both the LGB and Trust Board.

6.2 Analysing Attendance

At both trust and academy level we will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between academies.

6.3 Using Data to Improve Attendance

At both trust and academy level we will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to relevant staff, to facilitate discussions with pupils and families, and to the LGB and Trust Board
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other trusts and schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

6.4 Reducing Persistent and Severe Absence

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

We will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at the academy
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
 - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant



- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the academy will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

7. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Trust Attendance Lead. At every review, the policy will be approved by the Full Trustee Board.



Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	pupil is present at morning registration
\	Present (pm)	pupil is present at afternoon registration
L	Late arrival	pupil arrives late before register has closed
Attending a place other than the academy		
K	Attending education provision arranged by the local authority	pupil is attending a place other than an academy 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 academy
P	Participating in a sporting activity	pupil is participating in a supervised sporting activity approved by the academy
W	Attending work experience	pupil is on an approved work experience placement
B	Attending any other approved educational activity	pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	pupil is undertaking employment (paid or unpaid) during school hours, approved by the academy
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 the academy 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)
E	Suspended or excluded	pupil has been suspended or excluded from the academy and no alternative provision has been made
Absent – unable to attend the academy because of unavoidable cause		
Q	Lack of access arrangements	pupil is unable to attend the academy because the local authority has failed to make access arrangements to enable attendance at the academy
Y1	Transport not available	pupil is unable to attend because the academy 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 the academy premises closed	pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole academy site unexpectedly closed	Every pupil absent as the academy is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	pupil is unable to attend as they are: <ul style="list-style-type: none"> · 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 academy 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 academy	pupil is absent for the purpose of a holiday, not approved by the academy
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the academy isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in the academy after registration closed	pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	pupil has not joined the academy yet but has been registered
#	Planned whole-academy closure	Whole-academy closures that are known and planned in advance, including school holidays



[Insert name of Academy] Local Information Form:

General Information

Academy Lead for this Policy: [Insert Name/Role, e.g., SENCo, Careers Leader, or Attendance Lead].

Date Approved by Local Governing Body (LGB): [Insert Date].

Next Review Date: [Insert Date — usually annually or every three years depending on the policy].

How to report a planned absence:

Detail your academy procedures for planned absence here.

How to access Leave of Absence Request Forms

How to report an unplanned absence:

Detail your academy procedures for unplanned absence here.

Academy Day timings

The academy day starts at [time] and ends at [time].

pupils must arrive in academy by [time] on each academy day.

The register for the first session will be taken at [time] and will be kept open until [time – not longer than 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place]. The register for the second session will be taken at [time] and will be kept open until [time – it should be open for the same length of time as the morning session and no longer than 30 minutes, according to page 19 of [Working together to improve school attendance](#)].

Add details of how your academy identifies and responds to ongoing punctuality issues

Absence Follow up Procedures:

Detail how the academy will follow up on attendance on a day to day basis including, contact, emails, texts and home visits etc.

Detail how the academy will deal with internal truancy if it occurs

Reporting to parents about attendance

The academy will regularly inform parents (see definition of 'parent', as used in this policy) about their child's attendance and absence levels Detail here how you will communicate with parents about attendance



Strategies for promoting good attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As an academy, we want to reward high attendance and not just penalise pupils for poor attendance.

List all of the ways your attendance strategy prompts good attendance



Supporting pupils with poor attendance

List the different ways you support pupils with poor attendance this could include but is not limited to:

- Attendance Support Plans
- Attendance Contracts
- Education Supervision Orders
- Notice to Improve
- Penalty Notices:
 - The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory school age, by issuing a penalty notice.

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

Before issuing a penalty notice, the academy will consider the individual case, including:

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

Each parent who is liable for the pupil's attendance can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

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

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

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the academy has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

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



Supporting Pupils who are Absent or Returning to the Academy

List the ways in which you will support children in the following categories:

Pupils who are absent due to complex barriers to attendance
Pupils who are absent due to mental or physical ill health
Pupils who are absent due to other barriers to attendance such as SEND, Being Disadvantaged, Being known or Previously known to CSC, Young Carers
Pupils returning to academy after lengthy or unavoidable absence
Prolonged absence for EYFS Children

We will also implement our safeguarding procedures (see our child protection/safeguarding policy and refer any concerns to local children's social care and/or request a police welfare check.

Ensure you have covered the following: Part of Ofsted's criteria for 'expected standard' for behaviour and attendance says that any reasonable adjustments and/or interventions timely and appropriate, well-chosen and targeted.

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