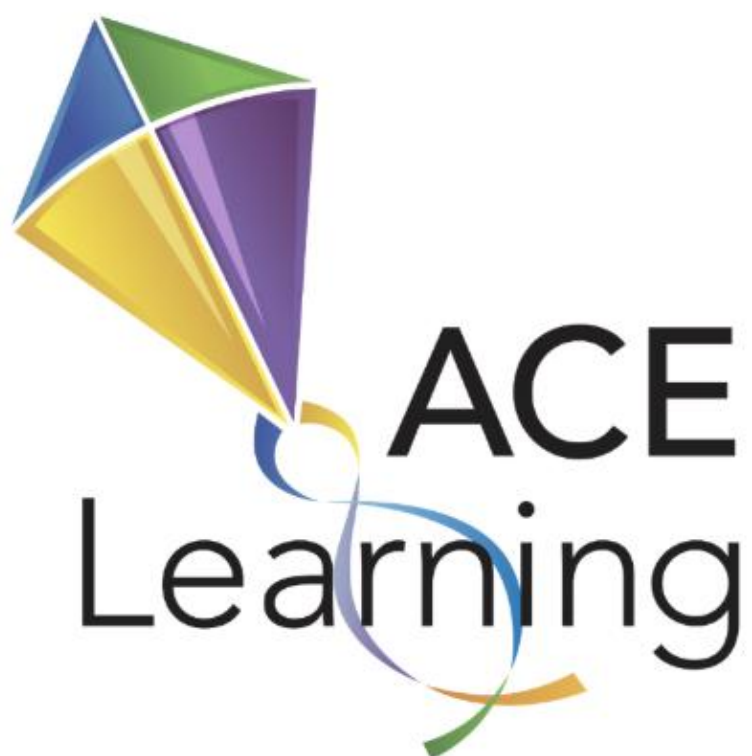




Attendance Policy

Furley Park Primary Academy

2026

APPROVED BY: HEAD OF SCHOOL

APPROVED ON: 04/09/2026

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Version	Date	Author	Summary
1.0	29.04.2026	Emma Collip	Revised and Modernised from the KCC Model (2017)
1.1	04/09/2026	Emma Collip	Updated Staffing Changes

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1. Statement of Intent

Furley Park Primary Academy is committed to the continuous raising of achievement for all pupils. Regular and punctual attendance is essential to ensure every child accesses their full educational entitlement and thrives academically, socially and emotionally. We actively promote excellent attendance and set the core ambition that every child achieves 100% attendance. Our approach is support-first: we listen to families, remove barriers, act early on emerging patterns, and only escalate to legal intervention where support is not appropriate, not engaged with, or unsuccessful.

2. Legal and Policy Framework

This policy reflects and should be read alongside:

- DfE statutory guidance: Working together to improve school attendance (applies from 19 Aug 2024).
- School Attendance (Pupil Registration) (England) Regulations 2024 and DfE attendance/administrative codes.
- Education (Penalty Notices) (England) (Amendment) Regulations 2024 and No. 2 2024 (National Framework).
- Children Missing Education statutory guidance (DfE, 8 Sept 2025).
- Kent County Council (KCC) procedures via the Kent PRU and Attendance Service (KPAS), including use of the Digital Front Door (notifications, Penalty Notices, statutory interventions, deletions and part-time timetables).

3. Roles and Responsibilities

Role	Responsibility
Governing Body / ACE Learning Trustees	Promote a whole-school culture of good attendance; receive and scrutinise attendance reports; ensure leaders fulfil statutory duties; ensure staff training.
Head of School (Senior Attendance Champion)	Emma Collip – Leads strategy and implementation; chairs Attendance Meetings; authorises or refuses leave of absence; decides on legal intervention requests; oversees deletions from roll.
Deputy Head	Janine Blundy – Deputises for the Head; leads targeted casework and multi-agency liaison as required.
Attendance Officer	Lisa Lee – Monitors daily attendance; completes first-day response; records and codes; organises meetings and plans; prepares documentation for KPAS/legal routes via the Digital Front Door.
Office Admin	Mrs Anita – Administers daily registers and maintains accurate codes and communications.
Pastoral Support Officer	Ms Howse – Delivers targeted support for pupils/families at risk of persistent or severe absence.
Class Teachers / TAs	Complete registers accurately twice daily; communicate with parents; flag concerns early; contribute to support plans.
Parents/Carers	Ensure regular attendance and punctuality; notify the school by 8:40 on each day of absence; engage with support; request term-time leave in advance only where truly exceptional.
Kent PRU and Attendance Service (KPAS)	Provides advice, Targeting Support Meetings, multi-disciplinary support and, where necessary, legal intervention. School access is via the Digital Front Door.

4. Attendance Expectations & Daily Processes

Section	Detail
Expectation	Pupils are expected to attend school every day the school is open, unless absence is authorised in

Section	Detail
	advance or due to unavoidable cause (e.g., genuine illness).
Timings	Morning gates open: 8:40. Morning register: 8:40–8:50. Afternoon register: taken once during the afternoon session.
First-day calling	If an absence is not reported by 8:40, the Attendance Officer will contact parents the same morning for safeguarding and to establish the reason.
Evidence	School may request medical/other evidence where patterns emerge or absences are frequent; we will always act reasonably.

5. Recording Attendance (Codes)

We use the DfE national attendance and administrative codes (updated August 2024). Staff must apply codes accurately and consistently in line with national guidance (see Appendix H).

6. Punctuality & Lateness

Arrivals after 8:50 are coded L (late before registers close). Arrivals at/after 9:10 are coded U (late after registers close) – an unauthorised session unless acceptable evidence is provided. Repeated U codes will trigger intervention and can contribute towards irregular-attendance thresholds under the National Framework.

7. Authorised and Unauthorised Absence (Expanded)

Only the Head of School can authorise absence. Every request is considered individually, with reference to DfE guidance and KCC expectations. Absence can only be authorised where the reason is unavoidable and reasonable. The school may decline to authorise absence if the frequency is concerning, evidence is insufficient, or attendance is already low. The Head's decision is final.

a. Examples that may be Authorised (subject to evidence and context)

- Illness (genuine, unavoidable) – parent reports by 8:40; symptoms reasonably prevent attendance; evidence may be requested for repeated/prolonged absence (e.g., medication packaging, appointment notes).
- Medical or dental appointments (unavoidable) – where these cannot be arranged outside school hours; evidence required (letter/text/screenshot).
- Religious observance – for days exclusively set apart by the religious body to which the family belongs (usually 1–2 days per year).
- Exceptional circumstances (rare, unique, and unavoidable) – e.g., funeral of a close family member; parent returning from deployment; crisis requiring immediate family support; court order appointments/safeguarding meetings.
- Part-time timetable (short-term reintegration) – where agreed as part of a documented plan; notified to KCC via the Digital Front Door.
- Traveller absence (T code) – when the family is travelling for work purposes (not holidays).

b. Examples that will not be Authorised

- Holidays or trips during term time – family holidays are not normally exceptional. This includes holidays requested on the basis of SEND, neurodiversity, sensory needs or emotional regulation: these will not be authorised. SEND is not considered an exceptional circumstance for term-time leave.
- Avoidable appointments – routine dental check-ups, opticians, haircuts, or vaccinations that could be scheduled outside school hours.
- Minor or frequent unexplained illness – tiredness, vague “not well”, repeated short absences without evidence, especially where patterns suggest extended weekends or specific days.

- Lateness after registers close (U code) – oversleeping, traffic, leaving home late, or sibling delays (unless exceptional event).
- Non-urgent family matters – shopping/errands, waiting for deliveries, family days out, moving house (unless unavoidable and evidenced), airport runs.
- Parent/carers-related issues – parent illness preventing school run (unless safeguarding concerns), child refusal without engagement in support, general transport issues (unless LA-arranged).

c. Evidence we may request

- Appointment confirmations, referral letters, or screenshots.
- Medication packaging, repeat prescription slips, fit notes (when appropriate).
- Confirmation from professionals supporting the child/family.
- Travel evidence for authorised Traveller absence.

8. Requests for Leave of Absence in Term Time

Leave during term time will only be granted in exceptional circumstances and must be requested in advance. Family holidays are not normally exceptional. Where leave is refused but taken, a Penalty Notice may be requested in line with the National Framework and KCC Code of Conduct.

9. Reducing Persistent & Severe Absence (Support-First)

Persistent absence is 10%+ of sessions; severe absence is 50%+. We act early through a graduated approach: early contact, Attendance Meetings, and an Attendance Improvement Plan (AIP). We involve KPAS via the Digital Front Door where appropriate and only escalate legally when support is not appropriate, not engaged with, or unsuccessful.

10. Penalty Notices (National Framework & KCC Code of Conduct)

Penalty Notices may be requested for unauthorised term-time leave, irregular attendance that reaches the national threshold, or a pupil in a public place during the first 5 days of exclusion without reasonable justification.

National threshold: consider a Penalty Notice at 10 unauthorised sessions (5 days) within any rolling 10 school weeks. Amounts: First notice – £80 if paid within 21 days; £160 if paid within 28 days. Second notice to the same parent for the same child within 3 years – £160 flat rate (no discount). After 2 notices in 3 years, further unauthorised absence may proceed to prosecution.

11. Children Missing Education (CME) & Deletions from Roll

Where a pupil's whereabouts are unknown or there is risk of missing education, we make reasonable enquiries and notify KCC CME. Deletions from roll follow DfE rules and KCC notifications via the Digital Front Door.

12. Part-time Timetables, Suspensions/Exclusions & Off-site Education

Part-time timetables are short-term, reviewed, and notified to KCC via the Digital Front Door. During the first 5 days of a suspension/exclusion, a pupil found in a public place without reasonable justification may trigger a Penalty Notice. Off-site arrangements and coding follow DfE guidance.

13. Pupils with Medical Needs, SEND & Mental Health

We make reasonable adjustments, coordinate early help and multi-agency support, and consider phased returns/part-time timetables where appropriate. We follow DfE guidance on medical evidence and expectations for

pupils with SEND and/or mental health needs.

14. Data, Reporting & Analysis

We analyse attendance weekly and termly; report to governors; and complete statutory returns to the LA via the Digital Front Door to comply with current regulations.

15. Rewards & Celebrating Attendance

We celebrate good and improving attendance through certificates, class recognition and praise, and we communicate regularly with families about progress.

16. Monitoring, Governance & Review

Leaders review interventions half-termly; governors scrutinise termly reports; policy reviewed annually or sooner if statutory guidance changes.

17. Contact Details

Role	Detail
Head of School / Senior Attendance Champion	Emma Collip
Attendance Officer	Lisa Lee
School Office	01233 501732 enquiries@furleypark.org.uk

18. Appendix

a. Appendix 1: Application for pupil's leave of absence from Ace Learning during term time

Under the Education (Pupil Registration) (England) Regulations 2006, Headteachers may only authorise leave of absence during term time in "exceptional circumstances". There is no automatic right to take a child out of school during term time for a holiday.

The decision to authorise absence is made at the Headteacher's discretion on a case-by-case basis, taking into account the specific circumstances and the potential impact on the pupil's education. Family holidays are not normally considered exceptional.

There are approximately 13 weeks each year when the school is closed for holidays. Absence during term time can have a significant impact on a child's learning, as they miss important teaching and may find it difficult to catch up on work that builds on prior learning.

If you believe your request meets the threshold of "exceptional circumstances", you must complete an application form in advance. Each request will be considered in line with guidance from Kent PRU and Attendance Service (KPAS) and the Department for Education.

If leave is not authorised and is taken, the absence will be recorded as "unauthorised". This may result in a Penalty Notice being issued to each parent for each child. In line with current national guidance, this is £80 if paid within 21 days, rising to £160 if paid within 28 days.

If a Penalty Notice is not paid within the required timescale, the Local Authority may consider legal proceedings under Section 444 of the Education Act 1996 for failure to ensure regular school attendance.

Return this section to school

APPLICATION FOR PUPIL'S LEAVE OF ABSENCE FROM ACE LEARNING DURING TERM TIME	
Name(s) of child / children	
Class(es)	
Date of First Day of Absence	
Date of Return to school	
Number of Days Requested	
Reason	

I have read and understood the conditions above this application:	
Name	
Signed	
Date	

STAFF USE ONLY		
Name(s) of child / children		
Class(es)		
Attendance this year (%)		
Authorised	YES	NO
Signed		

b. Appendix 2: Leave of absence refusal letter

To the parents of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents,

Thank you for your application for pupil leave of absence from XXX Academy.

You have confirmed that you have read and understood the conditions of this application. I have carefully considered your request; however, it does not meet the criteria of "exceptional circumstances", and I am therefore unable to authorise this absence.

If you choose to take your child out of the academy during this time, the absence will be recorded as "unauthorised".

In line with guidance from the Local Authority and the Department for Education, unauthorised absence may be referred to the Attendance Service, who may issue a Penalty Notice. The current charge is £80 if paid within 21 days, rising to £160 if paid within 28 days, issued to each parent for each child.

If the Penalty Notice is not paid within the required timescale, the Local Authority may initiate legal proceedings under Section 444(1) of the Education Act 1996 for failure to ensure regular school attendance.

This absence will also be recorded on your child's attendance record.

If you would like to discuss this matter further, please contact the school to arrange an appointment.

Yours sincerely,

Head of School

c. Appendix 3: Leave of absence granted letter

To the parents of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents,

Thank you for your application for pupil leave of absence.

I am writing to confirm that your request has been approved. The authorised period of absence is from DATE to DATE.

Your child's current attendance is XX%. Please note that 10 days' absence equates to a maximum attendance of XX.X%.

This absence will be recorded as **authorised**.

Yours sincerely,

Head of School

Signed on behalf of the Trustees

d. Appendix 4: Excessive late letter 'L'

To the parents/carers of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents/Carers,

I am writing to express concern regarding the number of occasions that CHILD'S NAME has been late to school.

A summary of attendance, including recorded late arrivals, is attached for your information.

At {academy}, the register is taken at XX.XX am and XX.XX pm. Lateness disrupts learning and can make it difficult for pupils to settle into the school day.

We are keen to work with you to improve punctuality and ensure CHILD'S NAME arrives on time each day. If we can support you in any way, please contact the school.

Please note that **persistent lateness (10 or more late marks within a 10-week period)** may result in this matter being referred to the academy's Attendance Advisory Officer in line with Local Authority guidance.

Yours sincerely,

Head of School

e. Appendix 5: Excessive late letter 'U'

To the parents/carers of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents/Carers,

I am writing to express concern regarding the number of occasions that CHILD'S NAME has arrived after the register has closed.

A summary of attendance, including these late arrivals, is attached for your information.

At {academy}, the register is taken at XX.XX am and closed at XX.XX am for the morning session, and taken again at XX.XX pm and closed at XX.XX pm for the afternoon session. Pupils who arrive after the register has closed are marked '**U**', which records the absence as **unauthorised** for that session.

Arriving after the register has closed has a significant impact on learning and overall attendance.

Please note that **persistent unauthorised lateness (10 or more 'U' codes within a 10-week period)** may result in a referral to the Attendance Advisory Officer. This could lead to a Penalty Notice or further legal action.

We are keen to work with you to improve punctuality. If you require support, please contact the school.

Yours sincerely,

Head of School

f. Appendix 6: Excessive Absence Letter

To the parents/carers of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents/Carers,

I am writing to express concern regarding CHILD'S NAME's attendance.

A summary of attendance, including days of absence, is attached for your information.

Absence from school disrupts learning, as pupils miss teaching and may find it difficult to keep up with future lessons.

We are keen to work with you to improve attendance and ensure CHILD'S NAME attends school regularly. If we can support you in any way, including through our Family Liaison Officer or Learning Mentor, please contact the school.

Please note that **attendance below 90% is classed as "persistent absence"** and may result in further action in line with Local Authority guidance.

Thank you for your co-operation.

Yours sincerely,

Head of School

g. Appendix 7: Meeting Letter

To the parents/carers of CHILD'S NAME

Class: CLASS

Date: DATE

Dear Parents/Carers,

Despite previous communication, I remain concerned that there has been no significant improvement in CHILD'S NAME's attendance, which is currently **XX%**. This level of attendance is having an impact on their education.

As attendance has not improved, I must advise that any further absence due to illness will require **medical evidence**. Where this is not provided, absences may be recorded as **unauthorised**.

You are invited to attend an **Academy Attendance Meeting** to discuss how we can support improved attendance:

Date	
Time	
Location	
Attended by	

It is important that you attend this meeting so we can work together to address the concerns. If the appointment is not convenient, please contact the school on {telephone number} to rearrange.

If you do not attend and attendance does not improve, this may result in a referral to the Attendance Service for further action.

Thank you for your co-operation.

Yours sincerely,

Head of School

h. Appendix 8: Notice to Improve

[Date]

[Parent/Guardian Name]

[Address]

Re: Notice to Improve Attendance for [Pupil's Full Name], [Class/Year Group]

Dear [Parent/Guardian's Name],

This letter serves as a **Notice to Improve** (NTI) regarding [pupil's name]'s attendance at [school name]. Regular school attendance is essential for [pupil's name]'s educational success and well-being. Under **section 7 of the Education Act 1996**, it is your legal duty as a parent to ensure that your child receives an efficient full-time education.

Regular attendance ensures that [pupil's name] can benefit fully from the education provided, build positive relationships with peers and staff, and reach their full potential. Irregular attendance can impact academic achievement, social development, and long-term outcomes.

We understand that challenges can arise in maintaining regular attendance. To address these issues, support has been offered, and multiple attempts to engage with you through meetings and communication have been made. **[Details of support offered]**. Despite these efforts, there has not been sufficient improvement in [pupil's name]'s attendance.

From **[start date of specified period]** to **[end date of specified period]**, [pupil's name] has accrued **[number] unauthorised absences** (equivalent to [number] sessions). This includes absences on the following dates: [list dates of unauthorised absences].

Enclosed is a copy of [pupil's name]'s **registration certificate** for your reference.

The **NTI period** begins on **[start date]** and ends on **[end date]** (20 school days). During this period, we expect [pupil's name] to have no more than **[number] unauthorised absences**.

[Absence Dates]

If no improvement is made, this will be escalated and a Penalty Notice Issued.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

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

If you have any questions about this notice or if you would like to discuss further support, please contact our Attendance Officer, **[Name]**.

We urge you to take this opportunity to improve [pupil's name]'s attendance and avoid further action.

Yours sincerely,

Enclosures:

1. Registration Certificate
2. Attendance Improvement Plan (if applicable)

i. Appendix 9: Academy Based Intervention Flow Chart

SCHOOL BASED ABSENCE INTERVENTION

