

Weald of Kent Grammar School

Student Attendance Policy

1. Purpose

Weald of Kent Grammar School is committed to high levels of student attendance as a foundation of educational success. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them. High standards of attendance and punctuality are fundamental to a successful and fulfilling school experience. The Trustees, Headteacher and Staff in partnership with parents and carers and students have a duty to promote good levels of attendance, and to reduce absence and its effect on student progress and well-being. Parents and pupils have accepted a place at the school and must understand that education is delivered on site.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting high levels of attendance and punctuality.
- Reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. This policy is informed by:

- DfE's latest guidance: Working together to improve school attendance (2024) [Working together to improve school attendance \(applies from 19 August 2024\)](#)
- [Keeping children safe in education 2025](#)
- [Children missing education: statutory guidance for local authorities and schools - GOV.UK](#)
- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- DfE's guidance on the school census, which explains the persistent absence threshold.

This policy is linked to the:

- Positive Behaviour Policy.
- SEN and Inclusion Policy.
- Safeguarding Policy.

3. Roles and Responsibilities

3.1 Students

Students are to attend Weald of Kent Grammar School on each of the school days as set out in the school term dates.

Students are to register every morning at 8.45am and remain on site until 3.30pm.

Students are to arrive punctually to lessons, ready for the published start time. In the event of absence, students are to make every effort to catch up on missed learning.

All students that arrive late, after 8.45am, must report to the school reception where the reason for lateness is recorded. All students that leave the site during the school day must sign out at school reception with a reason and proof of parental approval (either written or a phone message).

Sixth form students are expected to attend as above. The only exception will be if and when the Director of Sixth Form grants 'afternoon home study'. Sixth form students use their ID card to 'tap' in and out of the buildings, in addition to being registered by form tutors at 8:45am every day.

3.2 Parents and Carers

Parents and carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour. The DfE define parental responsibility on school attendance as:

"Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school." (Working together to improve school attendance, 2022: pgh 6)

Parents and carers should note that the school defines regular attendance **as at least 96%** of the school year to date.

- 95% attendance equates to 9 days absence or 45 lessons a year.
- 90% attendance equates to 19 days absence or 95 lessons a year.
- 85% attendance equates to 29 days absence or 145 lessons a year.
- 80% attendance equates to 38 days absence or 190 lessons a year.

These levels of absence severely disrupt a child's education and leaves them vulnerable to falling behind.

It is the responsibility of parents and carers to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know each child is safe and their whereabouts is known. Parents and carers should regularly update the school and inform the school when their child is returning.

Parents and carers have access to their child's attendance figure via the parent app. Attendance figures are included on school reports.

3.3 The School

The school's guiding principle is to work together with parents and carers, families and pupils to ensure high levels of attendance. The school understands that children fall ill, can be unsettled and that families can experience challenging circumstances which make attendance difficult. We encourage parents and carers, pupils and staff to maintain good communication and seek solutions to difficulties both at school and outside of school that impact on attendance.

As stated in the DfE guidance, the school recognises “that attendance cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.” (2022: pgh 16).

At Weald of Kent Grammar School there is a designated senior leader with whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The school has a responsibility to set high expectations of attendance and punctuality, demonstrate the benefits of good attendance, build this into wider school improvement strategies and make good attendance a central part of the school's vision, ethos and values.

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. The school must recognise that children missing education can act as a vital warning sign to a range of safeguarding issues.

It is important that students recover from illness and as such, it is not standard practice to set work for absent students. Some academic work may be set to pupils in order to aid a planned reintegration to education on site. On return to school, the student will be fully supported. The Head of Year or Family Liaison manager will usually organise and oversee the support.

The school must take into account the specific needs of pupils and their families who have specific barriers to attendance (pgh 18; 2022). Some pupils face greater barriers to attendance than their peers. All students have the same right to an education; that said, the school will be mindful of the barriers that are faced. The school seeks to build positive relationships with families. This will include explaining the link between good attendance, attainment and wider wellbeing, challenging parental views on what good attendance looks like, and also providing appropriate support in school.

In cases where extensive absence is accrued through intermittent absence, work may not be set by staff. Parents and carers and pupils must note that the school wishes to avoid the legitimisation of absence through allowing students to work continually at home.

The school will provide remote learning in the event of a school closure, for example, due to extreme weather. This will only be provided when a whole cohort are not expected to attend on site. Remote learning, such as joining a live-streamed lesson, will not be made available to pupils on an individual basis.

3.4 The Board of Trustees

The Board of Trustees is responsible for monitoring attendance figures for the whole school. It also holds the headteacher to account for the implementation of this policy. The trust is ultimately responsible for ensuring due regard to guidance and compliance within the law on school attendance.

3.5 The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the trustee board. The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary. The headteacher is responsible for authorising parental requests for term-time absence.

3.6 Attendance Officer

It is the responsibility of the Attendance Officer to ensure:

- Attendance and lateness records are up to date.
- Parents and carers are contacted on the first day of absence via the parent app, where no adequate reason has been provided.
- Where there has been no communication, absence will be recorded as unauthorised, and further contact made with parents and carers requesting reasons for absence.
- The appropriate attendance code is entered into the register (see Appendix 1).
- The monitoring of attendance data at the school and individual pupil level.
- The reporting of attendance concerns to pastoral or senior school leaders, in particular the attendance of vulnerable pupils, such as those open to Early Help or with SEND needs.
- The headteacher is advised when to issue fixed-penalty notices.

3.7 Head of Year

The Head of Year will monitor and review attendance of their year group on a regular basis. In particular, the Head of Year will review Persistent Absence and take action as appropriate to improve attendance. This will include regular meetings with colleagues to discuss action with regards to students whose attendance falls below 90%. This may include the selection of students for attendance letters, attendance plans, detentions for lateness and the organisation of work and support for students who have long term absence. Heads of Year will arrange communication and meetings with parents and carers to discuss attendance and may create attendance plans and set targets for improvement and review.

3.8 Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance using the correct codes at the times required by the school.

Form tutors and teachers are to monitor levels of attendance and punctuality in their classes and raise concerns with the Head of Year.

4. School procedures

4.1 Attendance register

By law, Weald of Kent Grammar School is required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. Form tutors will complete a register at 8.45am for pupils in all year groups. All class teachers will complete a register at the start of the fourth lesson of the day. Marking the attendance registers twice daily is a legal requirement as set out in Education (Pupil Registration) (England) Regulations 2006. Staff will mark pupils as:

- Present (/),
- Absent (N),
- or late (L), adding a note of minutes of lateness.

Staff may not override attendance codes already inputted by the attendance officer on registers, such as:

- Attending an approved off-site educational activity (B).
- Unable to attend due to exceptional circumstances (C).

A full list of National Attendance Codes can be found on pages 77-92 of *Working together to improve school attendance*

4.2 Tiered Model for Managing Attendance and Absence

The school is expected to identify and support students who miss 10% or more of school, (known as persistent absence). The school should make the top priority those pupils who miss more school than they attend, i.e. below 50% attendance (severe absence). These pupils may require a concerted effort to remove barriers to attendance, and a coordinated effort across all relevant services.

The school will place these two groups – persistent and severe absence – within regular data monitoring and attendance analysis. This data is shared regularly with pastoral and senior leaders to aid discussions with students and their families.

While the school must apply this policy fairly and consistently, the individual needs of students and their families will be considered, along with the school's obligations under the Equality Act.

Attendance %	Classification	School Response
96-100%	Expected level of attendance	The Attendance Officer will monitor attendance and send a congratulatory termly email for full attendance.
Below 96%	Cause for concern. Below expected level of attendance	The school will send an attendance email to flag the level of attendance. Staff may arrange phone calls and/or meetings with students and/or parents and carers. A supportive discussion between the pupil and the form tutor is the most likely intervention at this stage.
Below 90%	Serious cause for concern, known as 'Persistent Absence'	The school will send an attendance email to flag the level of attendance. At this level of absence, the Head of Year will decide on specific support for the student and/or family when appropriate, which may include a meeting, a Pastoral Support Plan, involvement of SENCO.
Below 50%	'Severe' absence	The school will liaise with the family and are likely to consider increased school-based interventions and seek to engage external support.

Where the level of absence has not improved and there are unauthorised absences, the school can make a referral to the KCC Attendance Service (KPAS). If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.

'Keeping Children Safe in Education' states "All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future."

The school has a safeguarding duty to investigate any unexplained absences under Section 175 of the Education Act (2002). For cases that require intensive pupil and/or family support, and/or where absences are linked to safeguarding or welfare concerns and the pupil may be

at risk, the school may make a referral to Children's Services to seek Early Help or social work intervention. The school can arrange home visits to meet students and their families.

The school has a duty under section 19 Education Act to notify the local authority when a pupil is likely to miss 15 school days or more (consecutive or cumulative) due to sickness. Schools must make a "sickness return" when a pupil is recorded with code I (illness) and the school expects the absence to reach 15 days in an academic year. This requirement is formalized in The School Attendance (Pupil Registration) (England) Regulations 2024 (Regulation 13(9)) and official guidance effective from August 19, 2024. The school will inform parents when their child has been included in the termly return to Kent County Council.

4.3 Lateness

Pupils arriving after the completion of morning registration must report to reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.30am and 1.50pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and carers and could provide grounds for prosecution or a Penalty Notice.

4.4 Authorising Absence

The decision to authorise an absence lies with the school, not the parent. Authorisation of absence requires a written note from parents and carers.

All planned absence requires advance written notice from a parent.

In the event of unplanned absence, parents and carers must notify the school on the first day of an unplanned absence and then keep the school regularly updated about when their child will return to school.

The school is not obliged to accept a parent's explanation for absence. If no explanation is received, absences will not be authorised.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents and carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school 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 a parent will be notified of this in advance.

While it is accepted that some absence during the school year may occur due to illness, continuous absence and regular absence may be deemed excessive. The school may recommend that the parent seeks medical support for their child and may require medical evidence to continue to authorise absences due to illness that:

- last longer than three consecutive school days,
- and/or lower the pupil's attendance below 90% for the academic year.

Failure to produce medical evidence can result in the absence being recorded as unauthorised.

A Notice to Improve (NTI) letter can be issued to parents of a pupil with ten or more unauthorised absences. This initiates a monitoring period of twenty school days to improve school attendance before further statutory action (a Penalty Notice) may be considered, (see Section 5).

4.5 Mental Health and Emotional Barriers to School Attendance (EBSA)

Mental health-related absence may be authorised where the school is satisfied that the student's emotional or psychological state prevents regular attendance. This includes cases where absence arises from clinically diagnosed conditions (e.g. anxiety, depression), or emerging wellbeing issues that significantly impair attendance and participation.

The school will not rigidly require documentation, such as medical notes, as the default. A reasonable explanation from the parent, a student conversation, or known wellbeing history may be sufficient—particularly for short-term absence (e.g. up to 3 days). This approach is supported by national guidance to reduce stress on families and NHS services.

Kent County Council instruct schools not to authorise a 'mental health day'. The school will authorise more specific explanations, such as 'anxiety' or health-related absences related to neurodiversity.

In such cases the school will follow its EBSA protocol. Any such explanations for illness will be sent to the school nurse and Head of Year. The school takes a collaborative approach, engaging the student, family, SENCO, pastoral leads, school nurse and any appropriate external professionals. It is likely that the school will call a supportive meeting with the family to create an EBSA plan to explore reasons for absence and support improved levels of attendance.

4.5 Applications for Leave of Absence in Term Time

Missing registration for a **medical or dental appointment** is counted as an authorised absence; advance written notice from a parent is required for authorising these absences.

However, we encourage parents and carers to make routine 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. This should not exceed a half day unless a significant treatment is planned.

Other absence during term time can only be approved in “**exceptional circumstances**”. The following reasons are examples of absence that will **not** be authorised:

- Persistent nonspecific illness e.g. 'poorly/unwell'
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

Parents must avoid taking holidays during term time as this will not be an authorised absence and can lead to a penalty notice.

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Trustee Board (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

The application must be made at least two weeks in advance and the Headteacher must be satisfied that there are truly exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Valid reasons for **authorised absence** include:

- 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 parents and carers belong. If necessary, the school will seek advice from the parents and carers' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes.
- Work experience and interviews

5. Legal sanctions for unauthorised absence

The guiding principle for the school is to understand the barriers to attendance and approach these with sensitivity. The school is first and foremost a place of support and safety, and strategies used before reaching for punitive measures.

Schools can refer parents and carers to the local authority who may fine parents and carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Kent County Council's Attendance Service will issue all penalty notices for all unauthorised absences and exclusions.

Section 444 of the Education Act 1996 says that parents and carers are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

If the absence is not authorised, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

The decision on whether or not to instigate proceedings leading to a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and carers and minutes of any meetings **need to** be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices Proceedings for Poor Attendance

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct (2024) [KCC Penalty Notice Code of Conduct](#)

- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period, a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

The first penalty notice issued to the parent for a child will be charged at £80 if paid within 21 days, rising to £160 if paid between days 22 and 28. Where it is deemed appropriate to issue

a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second notice is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

Penalty Notice Proceedings for Lateness

Weald of Kent Grammar School reserves the legal right to issue penalty notices for lateness. Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

6. Use of part-time timetables (PTT)

The school recognises that for some pupils a part-time timetable (PTT) may be necessary, for example, returning from a long-term illness. This will be set by a senior leader in partnership with the pupil and their parent/carer and take into account guidance from other professionals. Any part-time arrangement should be exceptional, temporary and regularly reviewed. Where the school agrees that a pupil may be absent for part of a school day, this will be authorised (code C). The school will record the part-time timetable with the local authority attendance service (KPAS).

7. Children Missing Education

"A child missing from education is a compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a Local Authority (LA) and who is not receiving suitable education at home.

It is potentially a safeguarding issue when a child is moving away without the school knowing the forwarding address and the details of the new school. When a child is missing from a school or is moving away, schools have the initial responsibility to make reasonable enquiries and to establish the whereabouts of a child or the key information of the new address." (Kent County Council).

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education KPAS referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has failed to locate them.
- The family has notified the school that they are leaving the school, but no Common Transfer Form (pupil file) has been requested by another school.

None of our pupils will be taken off the school roll unless informed by a parent/carer or instructed by the local authority or another school confirms attendance of the pupil and a CTF has been requested.

Author:	Ken MacSporran	Date:	July 2026
Next Review Date:	July 2029	Link Trustees:	Quality of Care Committee
Ratified:	6 July 2026 FTB Meeting		

Appendix 1: Examples of school communications regarding attendance and absence

These are sent by email to all primary guardians of the pupil through Arbor.

Concern 1 – for below 96% and no significant known reason for absences that we are already dealing with. Suggest an attendance meeting if appropriate.

According to school records, your child's attendance is below 96%. As you know, it is our expectation that all students aim for 100% attendance and that no one falls below 96%. Moreover, absence rates of more than 10% are classed as 'persistent absence' by the Department for Education. Over a year this absence rate equates to at least three missed school weeks.

Not only do students miss teaching while they are absent from school, but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve their school attendance.

This can improve through a period of better attendance.

However, if you are concerned that the reasons for absence will continue, we would like to work together to discuss how we can support you and your child. Please contact your child's Head of Year to arrange a time to discuss your child's attendance.

Concern 2 – for below 96%, no improvement and/or no significant known reason for absences that we are already dealing with. Set an attendance meeting where appropriate.

We are concerned about your child's attendance at school. Attendance below 90% is categorised as 'persistent absence' and has a significant impact on a child's education.

We are sure you share our concern and are inviting you to attend a School Attendance Meeting. Your child's Head of Year will contact you to arrange a meeting date and time. At the meeting we will explore the reasons for low attendance, and we may set an Attendance Plan and put in place further support for your child.

If the absences are sporadic illnesses and the school decides to seek medical evidence:

We must advise you that further absences from school because of illness may require medical evidence (e.g. copy of a prescription, Doctor's/Dental appointment card, letter from medical professional). If medical evidence is not provided when required, further absences may be marked as unauthorised. A period of ten days of unauthorised absence will lead to a twenty day 'monitoring period' before a penalty notice is applied.

Well done

We would like to congratulate your child on their 100% attendance in Term 1. School attendance is a vital element of personal and academic success. Well done!

We would like to congratulate your child on their excellent attendance in Term 1. School attendance is a vital element of personal and academic success. Well done!

We would like to congratulate your child on improving their attendance this year, compared to this time last year. School attendance is a vital element of personal and academic success. Well done!

Notice to Improve (NTI) – for pupils with 10 or more unauthorised sessions of absences in the last 100 sessions

Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions. I refer you to legislation regarding Penalty Notices. These include absences coded as G (unauthorised term time absence), O (absence unknown circumstances or not accepted by the school), and U (late after register closes at 9:30am).

‘As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.’ A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £160, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

This letter serves as a ‘notice to improve’ school attendance. The school will set in place a monitoring period of twenty school days from the issue of this letter. At the end of this period, the school will review the attendance. If there are further unauthorised absences, and there has been a total of 10 unauthorised sessions (5 days) within the previous 100 possible school sessions, then the school may request a Penalty Notice from the local authority.

The school will make all reasonable efforts to put in place support to help your child improve their attendance. If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Lateness to School – for a pupil who has arrived as L three times or more in the week

I am writing to express my concern over the number of occasions that your child has arrived late to school. At the time of writing, your child has arrived late more often than on time in the previous week, (i.e. three times in a week or more).

Pupils arriving at school after the register is taken at 8:45am are marked as ‘L’ for Late.

Your child’s form tutor, or Head of Year, have discussed the reasons for regular lateness to school with your child. As there is not genuine reason for lateness, they have set a sanction for the lateness (lunchtime detention).

Whilst we appreciate that the local transport network can cause occasional reason for lateness, it is the parent’s legal duty to ensure their child regularly attends school and arrive on time. I would encourage you to check your child’s attendance record on Edulink and discuss this with them.

If you wish to discuss the reasons for lateness, please contact the Head of Year on email.