



Killisick Junior School

Believe • Achieve • Succeed

Attendance Policy

2025/2026

Policy review dates and summary of changes:

Date of Review	Changes made by	Summary of changes made	Date implemented
13/08/2024	Richard Jones	Annual updates and based on new national guidance	02/09/2023
15/08/2024	Richard Jones	Annual updates – no changes	01/09/2024
14/06/2026	Karen Carpenter	Update change of Headteacher and processes.	22/06/2026

Introduction

Killisick Junior School is an inclusive school committed to ensuring excellent attendance for all pupils, recognising that attendance is fundamental to achievement, wellbeing, and safeguarding.

Our approach is:

- **Child-centred**
- **Recognition-based**
- **Data-informed**
- **Support-first but rigorous**

We promote strong attendance through a recognition-based approach that celebrates success, builds positive relationships, and creates a sense of belonging. This is supported through regular rewards, clear communication with families, and a consistent focus on engagement across the school.

We recognise that attendance is everyone's responsibility and that barriers to attendance are often complex. Therefore, we adopt a graduated, multi-tiered response to ensure early intervention, appropriate support, and clear escalation where required

Contact Details of School Staff at Killisick Junior School

Name of Staff Member	Roles and Responsibilities	Contact Details
Karen Carpenter	Attendance Champion	head@killisick.notts.sch.uk
Sue Swann	Attendance Officer	office@killisick.notts.sch.uk
Rebekah Evans	Child & Family Support Worker	safeguarding@killisick.notts.sch.uk
Rachel Makey	Governor for School Attendance	office@killisick.notts.sch.uk

Principles of Good Attendance.

At Killisick, we believe that attendance underpins academic success and life chances; strong relationships and belonging drive attendance; early identification prevents escalation; and support should always come before sanction.

We promote attendance through:

- Recognition and celebration
- Positive relationships
- Inclusive classroom practice
- Weekly data monitoring (Child Watch)

Attendance and Punctuality Expectations at Killisick Junior School

We expect that all parents/carers:

- Create the environment where children can attend school every day.
- Ensure children arrive at school on time, before the bell rings at 8:40am.
- Make routine appointments outside of school hours.
- Report any unavoidable absence at the first opportunity on Day 1 by 8:45.
- Continue to update school regarding their child's unavoidable absence.
- Avoid term time holidays
- Work with the school to address concerns.

We expect that all children:

- Attend school every day.
- Arrive on time, before the bell rings at 8:40am.
- Are in school for the full day (2 sessions).
- Engage fully with learning.

Day-to-Day Processes for Managing Attendance at Killisick Junior School**Registration**

- The bell is rung at 8.40am each morning for pupils to make their way to class.
- School starts at 8.45am when registers are taken.
- All class registers must be completed by 8.55am, children will be marked as late with the L code if they arrive after the register is completed.
- Registers will be closed at 9:15am. Children will be marked as late with the U code if they arrive after the registers close.
- Afternoon registers are taken at 1.00pm.
- A full day counts as 2 attendance sessions.

When a child is absent**Day 1**

We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:45am if their child is going to be absent through one of the following methods:

- Phoning the school office and leaving a message on 0115 953 5585
- Emailing the school office on office@killisick.notts.sch.uk

Once the register is closed at 8:55am, the office staff will identify any children who we have no reason for their absence and a first message will be sent to parents/carers to remind them they need to contact the school office. Where it is known that a pupil walks to school on their own/without an adult, a phone call will be made immediately to parents/carers.

1st Message

“Your child has been recorded as absent today. Please ring us on 0115 953 5585 giving a reason for this absence. Thanks.”

If no contact is made by 10am as a result of the first message, school will make a phone call to the parent/carer of the pupil. If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

If no contact can be made through calling the parent/carer and all other available contacts, a second message will be sent out to inform parents/carers that if contact is not made by 12 noon, this will trigger a safe and well home visit.

2nd Message

“We have tried unsuccessfully to contact you regarding your child’s absence. If we do not hear from you before 12 noon, we will conduct a safe & well home visit.”

If contact has still not been made by 12 noon, the office will inform all DSL’s and SLT, and a home visit will be conducted.

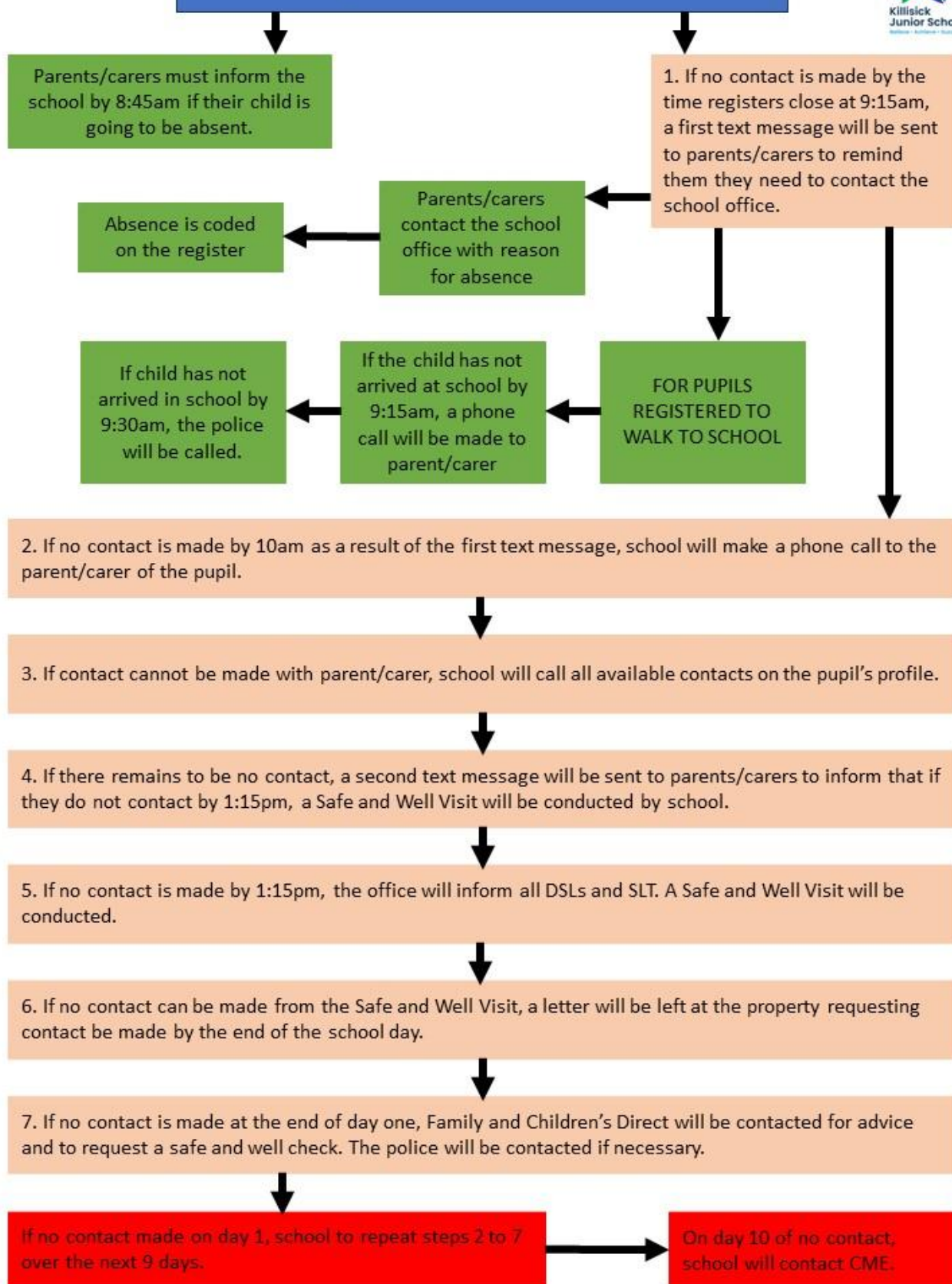
If no contact can be made from a home visit:

- A home visit letter will be left at the house requesting contact by end of the school day.
- If the child has a social worker, they will be informed that the child has not been in school today and that they have not been seen when a home visit was carried out.
- If contact is not made by the end of the day, Social Care will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed.
- School will do all it can to contact the pupil each day and continue to follow professional advice. On day 10 of no contact, school will contact Children Missing Education.

Known Pupil Absence – Day 4 Procedure

- Where there has been contact with the parent/carer, but a child has been absent for 4 days, a home visit will be undertaken on the 4th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Day 1 Absence Procedure



The Graduated Response to Attendance

Killisick operates a **5-stage graduated response**, integrating early support with clear escalation.

Stage 1 – Universal (96%+) All pupils Focus: • Strong school culture • Celebration and recognition • High-quality teaching and relationships	
Stage 2 – Emerging Concern (<96%) Admin Action: • Attendance Letter 1 (Awareness Letter) sent • Attendance monitored • Inform parents of concerns • Offer early support	School actions: • Discuss at Child Watch • Identify initial barriers • Provide light-touch support
Stage 3 – Moderate Concern (<93% or declining) Admin Action: • Attendance Letter 2 (Concern Letter) • Invite to Attendance Support Meeting • Create Attendance Improvement Plan	School actions: • Root cause analysis (health, family, SEND, SEMH) • Early Help referral where appropriate • Weekly monitoring begins • Medical evidence may be required
Stage 4 – Persistent Absence (<90%) Definition: Persistent Absence (PA) Action: • Attendance Letter 3 (Formal Intervention) • Mandatory meeting with Attendance Champion • Implement: ○ Attendance Contract ○ Formal Improvement Plan	School Actions: • Home visits • Multi-agency involvement • Safeguarding review
Stage 5 – Legal Enforcement Trigger: • 10 sessions (5 days) unauthorised absence in 10 weeks Action: • Penalty Notice Warning • Referral to Local Authority Possible outcomes: • Fixed Penalty Notice • Attendance Contract • Education Supervision Order • Prosecution	

A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, Killisick Junior School implements a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024. Appendix

Definitions of Attendance

In line with national guidance, Killisick Junior School uses the following definitions to identify levels of attendance and ensure appropriate and timely support is in place.

Absence

A pupil is considered absent if they:

- Are not present at school for any reason during a session
- Arrive after the register has closed (recorded as an unauthorised absence – U code)

Authorised Absence

An absence is authorised when the school accepts the reason as valid and has granted permission.

This may include:

- Illness (where school is satisfied with the reason)
- Medical or dental appointments that cannot be arranged outside school hours
- Religious observance
- Exceptional or unavoidable family circumstances
- Approved leave of absence (in exceptional circumstances only)

Unauthorised Absence

An absence is unauthorised when:

- No explanation is provided
- The reason is not accepted by the school
- Leave has not been agreed in advance

This includes:

- Holidays during term time without approval
- Keeping a child off school unnecessarily
- Truancy during the school day
- Arriving after the register has closed
- Shopping trips, birthdays, or childcare for siblings
- Leaving school without permission

Unauthorised absence may result in escalation through the graduated response and could lead to referral to the Local Authority for legal intervention, including penalty notices.

Risk of Persistent Absence

Definition:

A pupil is considered at risk of Persistent Absence where their attendance is declining and indicates that, without intervention, they may fall into the persistent absence category.

Threshold and identification:

While there is no fixed national threshold, Killisick identifies risk through:

- Attendance falling below **96%**
- Patterns of repeated absence
- **10 or more days of absence across the academic year**
- Early downward trends identified through weekly monitoring

Killisick approach:

Pupils in this category are supported through **Stage 2 and Stage 3 interventions**, including early communication with families, attendance meetings, and targeted support to address emerging barriers.

Persistent Absence (PA)**Definition:**

Persistent Absence refers to a level of absence from school that is considered to be a significant cause for concern and requires targeted intervention.

Threshold:

A pupil is defined as persistently absent where their attendance falls to **90% or below**, meaning they have missed **10% or more of available sessions**.

Killisick approach:

Pupils reaching this threshold will move into **Stage 4 of the school's graduated response**, where formal intervention, structured support plans, and potential multi-agency involvement are implemented.

Severe Absence (SA)**Definition:**

Severe Absence refers to the most serious level of non-attendance, where absence significantly impacts a pupil's access to education and wellbeing.

Threshold:

A pupil is classified as severely absent where their attendance is **50% or below**, meaning they are absent for **half or more of their school sessions**.

Killisick approach:

These pupils require:

- **Intensive, individualised support**
- **Multi-agency involvement**
- Regular review and safeguarding oversight

Support at this stage is delivered through the highest level of the graduated response, often alongside Local Authority and external services.

Coding of Attendance

Attendance will be recorded using the DFE's statutory attendance codes, please refer to the appendix for coding.

Requesting Absence Leave

Parents or carers must request leave of absence for their child in writing at least 10 school days in advance by completing a Request for Absence form available from the office.

Leave of absence during term time will only be authorised in exceptional circumstances.

Reporting a Child's Absence

Parents/carers must inform the school by 8:45am if their child is going to be absent through one of the following methods:

- Phoning the school office and leaving a message on 0115 953 5585
- Emailing the school office on office@killisick.notts.sch.uk

Holiday Request

Holidays during term time will not be authorised unless there are exceptional circumstances.

Holiday requests must be made in writing, by completing a Request for Absence form at least 10-days before the absence, and a decision will be communicated to the parents or carers within 5 school days. Forms are available from the main office.

Safeguarding and Attendance

Attendance is a key safeguarding indicator at Killisick Junior School and the school has a statutory duty to safeguard the welfare of all pupils. Any concerns relating to attendance are treated with a high level of importance and will be investigated promptly to ensure the safety and wellbeing of the child.

Unexplained or extended absences will trigger safeguarding procedures. This may include making contact with parents and carers, ongoing follow-up communication, and conducting home visits where necessary. Where concerns persist, or where there are indicators of risk, the school will seek advice from and refer to appropriate external agencies, including Social Care or the Police.

All actions taken reflect the school's safeguarding responsibilities and are carried out in accordance with the statutory guidance *Keeping Children Safe in Education*.

Children Missing Education

- In order to safeguard children who may be at risk of missing education it remains important for all staff in school to take swift action.
- This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:
 - Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education this will be communicated with the home elective education team.
 - Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
 - Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the Children Missing Officer (CMO) as they have not been registered at a new school.

Monitoring attendance

Killisick Junior School's Inclusion Team meet on a bi-weekly basis. During this Child Watch meeting, attendance data is scrutinised in order to proactively address any actual or potential attendance concerns. This includes reviewing data concerned with:

- The whole school cohort and year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM.
- Pupils who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils at risk of PA.
- Pupils at risk of SA.

Conduct Root Cause Analysis:

For each persistently or severely absent pupil, work closely with the pupil, their family, and relevant support services to understand the underlying reasons for their absence. This may include issues such as mental health, family circumstances, or difficulties with the school environment.

Implement Tailored Support Plans:

Develop individualised support plans for each high-risk pupil, addressing the specific barriers to their attendance. This could include:

- Regular meetings with the pupil and family to review progress
- Apply the ATTEND Framework
- Referrals to external agencies for additional support (e.g. social services, mental health services)
- Adjustments to the school environment or curriculum to better meet the pupil's needs
- Incentives and rewards to encourage improved attendance
- Strengthen Partnerships: Work closely with the local authority, social services, and other relevant agencies to coordinate a multi-agency approach to supporting persistently and severely absent pupils and their families. Ensure clear communication and joint ownership of attendance improvement goals.

What happens if attendance does not improve?

Penalty Notices:

- Under the new national framework, all schools in Nottinghamshire will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
- Penalty notices are most appropriate in circumstances where a family have taken an unauthorised leave of absence or where absence is an emerging concern (approximately 80-90% and absences unauthorised).

Parents have a **legal duty** to ensure attendance under the **Education Act 1996**

Elective Home Education

If you wish to Electively Educate your child, you must put this in writing stating:

- The reasons why you wish to opt for Elective Home Education
- The date from which you wish your child's name to be removed from the school roll.

This request is then sent to the Local Authority who will respond in due course.

Until such a time as confirmation is received, the child's name will remain on the school roll and they will continue to be subject to the usual school attendance and safeguarding procedures.

Roles and Responsibilities

Promoting strong attendance is a shared responsibility across the school community.

Karen Carpenter, as Attendance Champion, provides strategic leadership for attendance, ensuring that effective systems are in place and that attendance remains a key priority across the school. The Attendance Officer is responsible for the day-to-day monitoring of attendance, including first-day response, communication with families, and the implementation of the graduated response. The Child and Family Support Worker supports pupils and families by addressing barriers to attendance and coordinating early help and external agency support where required.

Killisick Junior School operates a Learning Champions approach to support pupils with persistent absence. Identified pupils are paired with members of staff who provide mentoring and regular

support. This includes building positive relationships, exploring barriers to attendance, supporting engagement with learning, and encouraging pupils to attend school consistently. This personalised approach forms part of the school's graduated response and aims to re-engage pupils through encouragement, accountability, and a sense of belonging.

All staff have a responsibility to promote good attendance through positive relationships, high expectations, and early identification of concerns. Teachers and TAs have a flow chart of responsibilities when a child is absent.

Governors have a strategic oversight role, ensuring that the school meets its statutory duties and that attendance procedures are effective.

Parents and carers are legally responsible for ensuring their child attends school regularly and on time, while pupils are expected to attend daily, engage fully in learning, and contribute positively to the school community.

Legal Framework

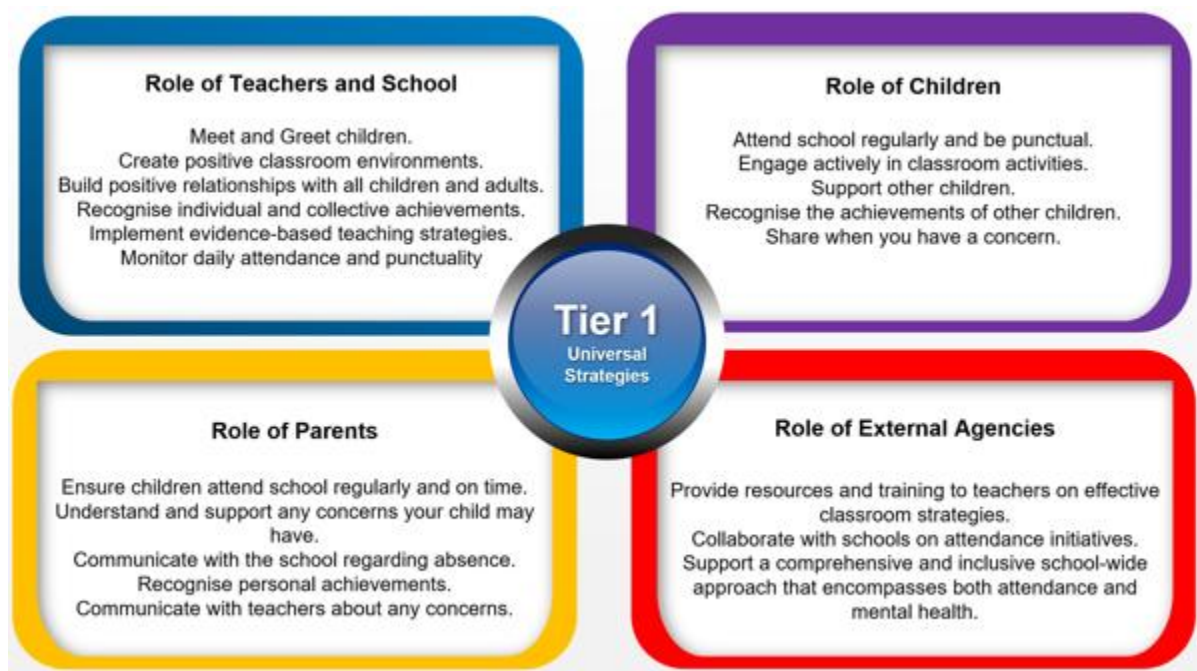
This policy has been developed in accordance with current legislation and statutory guidance, including the Education Act 1996, the Education (Pupil Registration) (England) Regulations 2006 (as amended), and the Department for Education's statutory guidance **Working Together to Improve School Attendance** (2024). Killisick Junior School recognises the legal responsibility of parents and carers to ensure that their child attends school regularly and the duty of the school to promote high levels of attendance, maintain accurate records, and take appropriate action where attendance causes concern.

Review

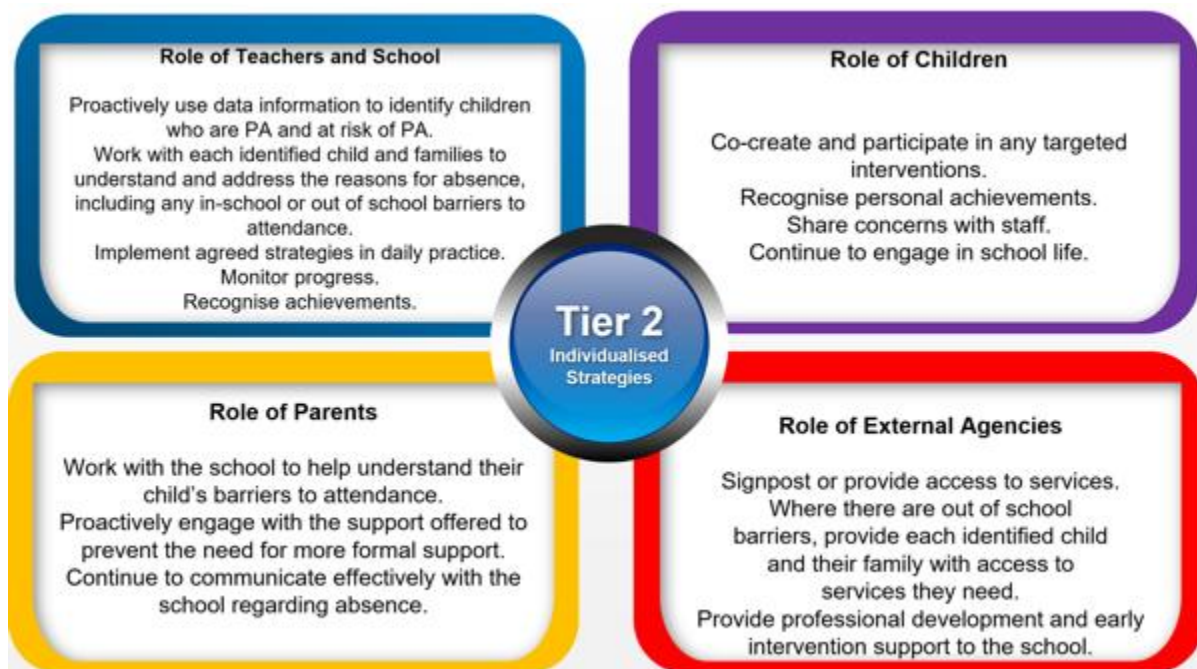
This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Appendix 1

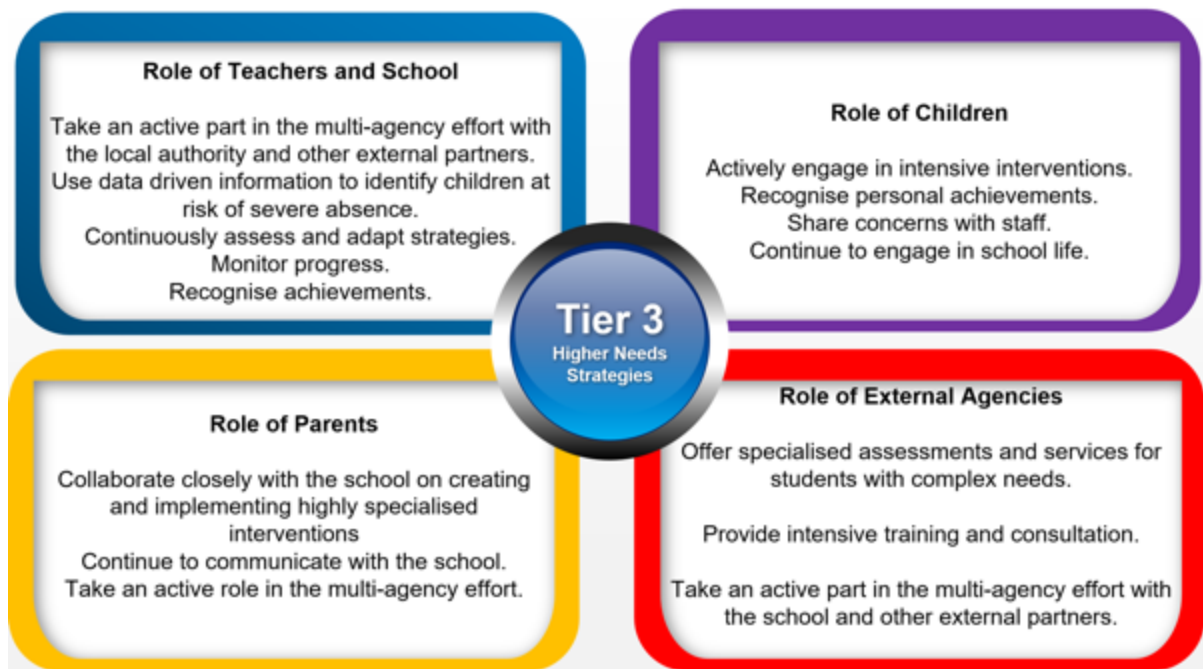
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.	Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottsoc.gov.uk	School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottsoc.gov.uk http://www.languagehouse.org/ (translation support)	If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).
Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.	Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.	If school does not receive the above a referral should be made to: Children Missing Officer (CMO)	If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.
Whereabouts confirmed to be known but not attending education or engaging with School/Academy.	If without a new school within 10 days, a referral should be made to: Children Missing Officer (CMO) providing the families new address, contact details and a summary of efforts made by school to engage the family.	Looked After Children (LAC)	If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.
Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.	Referral is made to: Children Missing Officer (CMO) No later than day 10 when there is no explanation for absence and above checks have been completed. Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have. DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.	If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.	Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. For children admitted through first admissions must please refer to your summer term guidance.
Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF evidencing the actions you have taken. Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF <u>Child stays on roll.</u>	Child is of statutory school age but not applied for on roll of a School/Academy Direct referral to: Children Missing Education (CMO) Providing child's name / DOB / address and details of parent / carers.	Independent / Residential Schools The same procedures should be followed as those in School's / Academies	A child should be placed on roll at the point of acceptance by parent or arriving on the first day.
Parent/Carers indicate they wish to Home Educate (EHE)	Child permanently excluded	Gypsy/Roma/Traveller	If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!
Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.	LA to be notified on the day of exclusion via e-mail.	If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return. If they do not return within 4 weeks of the expected return date please follow attendance procedures.	Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottsoc.gov.uk within five days of adding a pupil's name to the admission register.
School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.	The LA will respond and continue to work with you through the process.		Family indicate they are returning home for family, cultural or health reasons
Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.	DO NOT remove from your roll until advised.		School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date. If the family do not return on this date attendance procedures should be followed.
Child not in full receipt of education (25hrs)	Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.		Health Related Education
Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.			If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to: Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)
SAFEGUARDING – Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be <u>at risk of or actual harm</u> . The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.			
Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/earlyhelp/social-care/nottinghamshire-children-in-needs/how-to-proceed (P2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-term-final-2.pdf (Summer Term) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/earlyhelp/social-care/nottinghamshire-children-in-needs/how-to-proceed/early-help-to-proceed-form (EHAF)			
GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL			
PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:			
- the full name of the pupil, - the full name and address of any parent with whom the pupil normally resides, - at least one telephone number of the parent, - the pupil's future address and destination school, if applicable, and <u>the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).</u> This will need to be clearly recorded when updating your systems as you will need to inform the LA.			
All other deletions breach statutory guidance			

Policies and Practice

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. Killisick Junior School adheres to the following key attendance acts in the UK:

Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.

Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.

Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.

School Attendance Code of Practice: The School Attendance Code of Practice provides guidance to schools, local authorities, and parents on the law and procedures relating to school attendance and absence. It sets out the principles for promoting good attendance and dealing with poor attendance.

Local Authority School Attendance Guidance: Each local authority in the UK may provide its own guidance and policies on school attendance. Schools should be aware of and follow the specific guidance issued by their local authority.

Department for Education (DFE) Guidance: The DFE periodically issues guidance documents and updates related to school attendance. Schools should stay informed about the latest DFE guidance 2024 and follow any recommendations or requirements outlined in these documents.

Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.

Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.

Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.

Additional Policies aligned to the Attendance Policy at Killisick Junior School

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- Mental Health Policy
- SEND statement
- Pupil Premium Policy

Appendix 4: Coding Attendance in line with DFE guidance 2024:

Code A (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.

- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.

- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

KILLISICK JUNIOR SCHOOL

Every school day matters.

Penalty Notice fines for school attendance are changing.

With the introduction of the new National Framework for Penalty Notices, the following changes come into force for Penalty Notice Fines issued after 19th August 2024.

PER PARENT, PER CHILD.

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of **5 or more consecutive days**. **INSET days** are school days and **can be included** in the 5 or more consecutive days where there was intent to be **absent for term time leave**.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there are 10 sessions of unauthorised absence in a 10-week period. A school day is made up of 2 sessions - morning and afternoon.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance, the amount will be:

£160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance, the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence & any other offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate due to 'failure to safeguard a child's education'.

Classroom adult's responsibilities regarding absence.

With the children.

1. Morning greeting

Goal: belonging + visibility

- "Morning! I'm really glad you're in today."
- "We've got some good stuff planned today—you're here just in time."

2. Return after absence

Goal: remove guilt + reduce avoidance

- "It's really nice to see you—how are you today?"
- "We missed you—glad you're back."

3. Quick check-in

Goal: surface barriers quietly

- "Is everything ok today or is there something I can help with?"
- "Anything making today feel tricky?"

4. End of day (especially if they attended after absence)

Goal: secure tomorrow

- "I'm really glad you came in today—same again tomorrow?"
- "Being in today has made a big difference to your learning today."

5. If attendance is slipping

Goal: awareness without pressure.

- "I've noticed we haven't seen you as much lately—we like it when you're here."
- "You're an important part of the class—we need you in."

With the parents.

1. Message after absence

Goal: Positive interaction with home

- “Just a quick message to say it was great to see X in today—they had a really positive day.”

2. Message if absent

Goal: Relationship building

- “I just wanted to check in—we’ve missed X today.”
- “We just want to make sure we’re supporting you—anything we should know?”
- “We’ll make it really easy for them when they come in—no pressure about missed work.”
-

Stage 2 letter

19 August 2026

Mr XXX & Ms XXX XXX
Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

Emerging attendance Concern
Child X (DOB XX/XX/XXXX)

Dear Parent/Carer,

I am writing to inform you that [Child's Name]'s attendance is currently [XX]%, which is below the expected level of 96%.

At Killisick Junior School, we are committed to supporting all pupils to attend regularly, as we know that good attendance is essential for progress, wellbeing, and social development.

At this stage, we wanted to make you aware of the concern and offer any support that may be needed. If there are any barriers affecting [Child's Name]'s attendance, please do contact us so we can work together to address them.

We will continue to monitor attendance closely and will review progress over the coming weeks.

Thank you for your support in ensuring [Child's Name] attends school regularly and on time.

Yours sincerely,

Karen Carpenter

19 August 2026

Mr XXX & Ms XXX XXX
Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

Attendance Concern
Child X (DOB XX/XX/XXXX)

Dear Parent/Carer,

Following our previous communication, I am writing to inform you that [Child's Name]'s attendance is now [XX]%, which is causing increasing concern and places them at risk of becoming persistently absent.

We would like to invite you to attend an Attendance Support Meeting at school on:

Date: [Insert Date]

Time: [Insert Time]

The purpose of this meeting is to:

- Discuss [Child's Name]'s attendance in more detail
- Identify any barriers impacting attendance
- Agree an Attendance Improvement Plan to support improvement

We are committed to working in partnership with you to ensure that [Child's Name] is able to attend school regularly and achieve their full potential.

Please contact the school office if you are unable to attend at the proposed time so that we can rearrange.

Yours sincerely,

Karen Carpenter
Attendance Officer

Stage 4 letter

19th August 2026

Mr XXX & Ms XXX XXX
Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

Persistent Absence Warning
Child X (DOB XX/XX/XXXX)

I am writing to inform you that [Child's Name]'s attendance is currently [XX]%, which is now classified as Persistent Absence (below 90%).

This level of absence is a serious concern as it has a significant impact on learning, progress, and wellbeing.

You are required to attend a formal Attendance Meeting at school:

Date: [Insert Date]

Time: [Insert Time]

At this meeting, we will:

- Review [Child's Name]'s attendance
- Agree a formal Attendance Improvement Plan
- Discuss additional support and potential interventions
- Outline next steps should attendance not improve

Please be aware that attendance will be closely monitored and, where necessary, the school may involve external agencies to support improvement.

We are committed to working with you to improve attendance and ensure [Child's Name] succeeds.

Yours sincerely,

Karen Carpenter
Attendance Champion

19th August 2026

Mr XXX & Ms XXX XXX
Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (DOB XX/XX/XXXX)

Dear Parent/Carer,

We are writing to inform you that [Child's Name] has now accumulated [X] unauthorised absences (sessions) within a rolling 10-week period.

As you are aware, parents have a legal responsibility to ensure that their child attends school regularly in accordance with the Education Act 1996.

Despite previous support and communication, attendance remains a concern. Should further unauthorised absences occur, the school may request that the Local Authority issue a Penalty Notice.

A Penalty Notice currently carries a fine of £160 per parent, per child (reduced to £80 if paid within 21 days).

We strongly encourage you to ensure that [Child's Name] attends school every day and on time. If there are any ongoing concerns or barriers, please contact the school immediately so that support can be offered.

Yours sincerely,

[Headteacher]

19th August 2026

Mr XXX & Ms XXX XXX
Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING
Child X (DOB XX/XX/XXXX)

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of 5 days/10 sessions (over a 10-week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents for each child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carers has already had two fines for (child's name) over a 3-year rolling period.

If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Headteacher

Letter advising parent that school have requested Penalty Notice to be issued for leave of absence in term time.

19 August 2026

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

On (Date) we wrote to you to explain that theAcademy would not authorise.....(child name) absence from school for days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Headteacher

Letter advising parent that school suspect an unauthorised leave of absence

19 August 2024

Mr xxxxxxx & Ms xxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Between (date) and (date) your child was absent from school. We suspect this was for the purpose of a holiday in term time. This absence has resulted in your child having 5 days / 10 sessions of unauthorised absence over a 10-school week period.

Please contact the school by (date) to provide evidence this was not the case. If reasonable proof is not provided a request will be made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Headteacher

Letter warning of Penalty Notice for Pupil in a public place during an exclusion

19 August 2024

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

Child X (dob XX/XX/XXXX)

As per our letter dated XXX your child xxxx was excluded for the period of xxxxx to xxxx. You were advised XXX was not to be in a public place for the duration of this exclusion. XXX was seen on XXXX(date) at XXX (time) in XXX (place). I am consequently requesting the local authority issue a penalty notice under Section 103(3) of the Education And Inspections Act 2006, in that the said child who was a registered pupil at XXXX and excluded on disciplinary grounds, was present in a public place on the XXXXX at a time during school hours on a school day being one of the school days to which the exclusion related contrary to the said Section 103(3) of the Education And Inspections Act 2006

Yours sincerely

Headteacher

Letter advising parent that school are referring for enforcement only

19 August 2026

Mr xxxxxxxx & Ms xxxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr XXX and Ms XXX

Unfortunately since our recent contact with you sharing concern around XXXX's school attendance there has been no improvement. As you do not consent to support to improve XXXX's attendance the school have made a referral for enforcement action to the Local Authority.

Yours sincerely

Headteacher

Home visit letter when parent hasn't given a reason

Killisick Junior School

Arnold

Nottingham

NG5 8BY

[0115 953 5585](tel:01159535585)

Dear Parent/Carer,

Re: Unexplained Absence and Home Visit

We are writing to inform you that we have been unable to make contact with you regarding _____ absence from school today.

As we had not received a response to our calls or messages, a home visit was carried out. Unfortunately, we were unable to make contact during this visit.

The school has a duty to ensure the safety and wellbeing of all pupils. As such, it is essential that you make contact with the school immediately to provide a reason for this absence.

Please contact the school office as soon as possible on [0115 953 5585](tel:01159535585).

If we do not hear from you promptly, the school may need to seek advice from external agencies to ensure the safety and wellbeing of your child.

Yours sincerely,

Karen Carpenter
Attendance Officer

Home visit letter Day 4

Killisick Junior School

Arnold

Nottingham

NG5 8BY

[0115 953 5585](tel:01159535585)

Dear Parent/Carer,

Re: Continued Absence and Home Visit

We are writing to inform you that _____ has been absent from school for ____ consecutive days.

As part of our safeguarding procedures, a home visit was carried out to check on the wellbeing of your child. Unfortunately, we were unable to make contact during this visit.

We ask that you contact the school as soon as possible to confirm that your child is safe and to provide an update on their absence.

The school takes all absences seriously and has a duty to ensure that all pupils are safe. If we are unable to make contact, we may need to seek further advice from external agencies.

Please contact the school office on [0115 953 5585](tel:01159535585) as soon as possible.

Yours sincerely,

Karen Carpenter
Attendance Officer

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