

THE KITE ACADEMY TRUST

ATTENDANCE POLICY

P1201

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1 Introduction

The Kite Academy Trust is committed to developing and implementing policies and practice which support good attendance, in partnership with parents/carers, pupils, and with other organisations who have an interest in, or are affected by, attendance. We are committed to ensuring that every pupil feels safe, included, valued and that they belong within their academy community.

For a child to reach their full educational achievement, regular attendance is essential. Pupils are expected to attend school every day and arrive on time. We will consistently work with parents and pupils to achieve our expectation of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance; this may include letters, newsletters, half termly/termly updates and through academy social media pages. Each year, our academies will examine their attendance figures and set attendance/absence targets. The Trust and its academies will review their systems for improving attendance at regular intervals to ensure that the goals set are achieved.

Whilst we recognise that children who may attend one of our Nursery provisions and are not yet of statutory school age, to ensure we fulfil our safeguarding and child protection duties, we will apply the principles and protocols included within this policy to all children within The Kite Academy Trust. This also applies to children who are in the Reception year but have not yet reached statutory school age (the term after their fifth birthday).

This policy should be read alongside other relevant The Kite Academy Trust (KAT) policies:

- KAT Child Protection & Safeguarding Policy
- KAT Special Educational Needs & Disability Policy
- KAT Suspension & Exclusion Policy

Along with the following national legislation and guidance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024
- Working Together to Improve School Attendance 2026
- Keeping children safe in education-2026.
- Children missing education 2025.
- Early years foundation stage statutory guidance (2025)

Support First Approach

The Kite Academy Trust is committed to a support-first approach to attendance. We recognise that barriers to attendance can arise for a variety of reasons and are committed to working in partnership with pupils, families and external agencies to identify and address these barriers at the earliest opportunity. Where attendance concerns emerge, support and intervention will normally be offered before formal legal action is considered. However, where safeguarding concerns exist, or where support has not resulted in sufficient improvement, the academy may work with the Local Authority to consider the use of statutory attendance interventions.

2 Responsibilities

Responsibilities of Academy Staff:

- Ensure that all pupils are registered accurately;
- Promote and reward good attendance with pupils at all appropriate opportunities;
- Communicate any concerns or underlying problems that may account for a child's absence;
- Support pupils who have been absent to engage with their learning once they return;
- Regularly inform parents of the attendance of their children;
- Work in partnership with the academy Senior Attendance Champions and county Attendance and Inclusion Services;
- Advise parent/carer if their child has arrived late alone and registered themselves at the office;
- Communicate regular attendance updates with all parents and carers.

Responsibilities of Pupils:

- Attend every day (unless they are ill or have an authorised absence);
- Arrive on time;
- Arrive appropriately prepared for the day;
- Register with the office if they are late (KS2 children).

Responsibilities of Parents and Carers:

- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents and Carers will:

- Encourage regular attendance by supporting the values of good attendance at home and to be aware of their legal responsibilities;
- Inform the academy by telephone on the first day of their child's absence by 8.30am and on any subsequent days provide the academy with a further update;
- Alert the academy office of any planned absences/medical procedures well in advance;
- Support the academy with their child in achieving 100% attendance each year;
- Avoid taking their child out of academy for non-urgent medical or dental appointments;
- Only request leave of absence if it is for an exceptional circumstance;
- Ensure that the child/children in their care arrive at the academy punctually and prepared for the academy day (including extra-curricular activities);
- Engage in regular meetings with the academy (and/or local authority) where patterns of poor attendance are forming or where a child/children are considered to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school;
- Work with the academy, where needed, to agree and implement an attendance contract if absence continues.

PLEASE NOTE: Holidays are not deemed to be exceptional circumstances and will not be authorised.

3 Academy Procedures

Any child who is absent at morning or afternoon registration must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of academy). Only the Academy Headteacher, or a member of the senior leadership team with delegated responsibility, can authorise a child's absence from school. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

4 Lateness

Pupils arriving after the start of the academy day but before the end of registration will be treated, for statistical purposes, as present but will be coded as late before registers close. Arrival after registers close will be marked as unauthorised absence.

At The Kite Academy Trust academies, the registers close 20 minutes after the official start time of each academy.

5 First Day Absence

Parents are expected to contact the academy via telephone (or email) as early as possible and always by 8:30am, leaving an appropriate message. This information will be collated and the registers adjusted to reflect the information. If the academy has not received an update from a parent or carer, a phone call home will be made immediately following the close of registration.

Academy opening times are available within Appendix A. If we are not able to make contact, we will contact all emergency contacts. If we are still unable to make contact, we may make a doorstop welfare check and following this, offer further support. If we have exhausted these options and we have continued to be unsuccessful in making contact with the family, academy staff may deem it appropriate to seek further advice from the Local Authority and notify the police.

6 Frequent/Continuing Absence & Emotionally Based School Non-Attendance

We ask that all parents and carers contact us with a daily update should their child continue to be absent from school. If the school does not receive an update, a courtesy phone call home will be made. If we are unable to make contact, we will follow the procedures outlined above in Section 5. This will include calling all emergency contacts and could result in a doorstep welfare check.

In cases where a pupil begins to develop a pattern of lateness or absence, the academy will try to resolve the problem quickly by meeting with the parent/carer. This may include an attendance assessment and support plan, involvement from relevant support services and, where appropriate, collaboration with partner agencies.

Emotionally Based School Non-Attendance (EBSNA)

Sometimes, pupils find it hard to go to school because of how they are feeling. This might be due to stress, anxiety, or feeling overwhelmed. This is known as Emotionally Based School Non-Attendance (EBSNA). When this happens, they might miss school for a long time.

We believe that every case of school absence, including those that may be linked to EBSNA, should be met with curiosity, compassion and partnership. If a pupil is missing school because of emotional reasons, we will talk with them, their family, and school staff to understand what is going on. Together, we will agree a plan to help the pupil feel supported and ready to return to school.

Attendance and Pupils with Special Educational Needs and Disabilities (SEND) or Medical Needs

The Kite Academy Trust recognises that some pupils may experience barriers to attendance due to special educational needs and disabilities (SEND), medical conditions, mental health needs or other vulnerabilities. When attendance concerns arise, the academy will work in partnership with parents/carers, pupils and relevant professionals to understand and address underlying barriers to attendance.

Before considering formal attendance interventions, the academy will consider any reasonable adjustments, support strategies, pastoral interventions and duties under the Equality Act 2010. Support will be individualised and proportionate, with the aim of enabling pupils to access education successfully and attend regularly.

7 Persistent & Severe Absence

A pupil whose attendance falls below 90% is considered persistently absent. Attendance falling below **50%** is considered *severe absence.* Absence for whatever reason disadvantages a child by creating gaps in their learning. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Throughout the school year, following fortnightly attendance reviews, the school will contact you if your child's attendance falls below **96%**, or if we notice an unexpected change or pattern in attendance that may indicate additional support is needed.

If your child's attendance level is falling towards 90% after the first half term, we will contact you and, depending on the reasons for the absence, may ask for medical evidence or suggest a meeting with the Academy Headteacher or relevant staff member.

8 Safeguarding

At The Kite Academy Trust, we are committed to safeguarding all pupils and ensuring that every child is accounted for and safe. We recognise that regular or unexplained absence may be an indicator of a safeguarding concern. Children missing education can be a vital warning sign of issues such as neglect, sexual abuse, and child sexual or criminal exploitation.

We expect parents/carers to contact the school whenever their child is absent, providing a clear reason for the absence. Where no reason is provided, our staff will follow up with parents/carers on the first morning of absence (see Section 5 for details). Any absence that is unaccounted for or causes concern will be referred to the academy's Designated Safeguarding Lead (DSL).

If a child is supported by a Social Worker, it may be agreed that the academy will notify them on the day of any absence.

9 Absence Notes

Notes received from parents explaining absence will be kept for the remainder of the academic year. If there are attendance concerns about the pupil that may require further investigation, then the notes may need to be retained for a longer period.

10 Promoting Attendance

The academy will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education and that good attendance is vital. The academy will be particularly sensitive to the need to support families where attendance issues are related to a pupil's Special Education Needs, disability and/or medical needs. The academy will communicate with families in a timely, respectful and supportive manner, recognising that strong relationships and effective communication are key to improving attendance and overcoming barriers to attendance.

In order to foster a culture of regular attendance, the academy takes a proactive and inclusive approach to promote good attendance through the following practices:

- Provision of Early Adopters free breakfast club;
- Provision of before-school and after-school wraparound care;
- Weekly celebration of highest class attendance during golden assemblies;

- Attendance trophy awarded to class with highest weekly attendance;
- Sharing whole-school and year group attendance figures in newsletters.

11 Request for Absence in Term Time

Requests for absence during term time are actively discouraged. Parents/carers will be reminded of the effect that absence can have on a pupil's potential achievement. The academy will not authorise term time absences, except in very exceptional circumstances. A Request for Leave of Absence form (Appendix B) must be submitted to the academy **at least two weeks in advance**. The Academy Headteacher will then decide if the request can be authorised or if it is unauthorised. If the absence is unauthorised the parents will be notified of this and warned they will be receiving a penalty notice.

12 Understanding Types of Absence

Pupils are expected to attend the academy every day for the entire duration of the academic year, unless there is an exceptional reason for the absence.

There are two main categories of absences:

Authorised absence is when the academy has accepted the explanation offered as satisfactory (see Appendix C for absence guidance).

This requires a Request for Leave of Absence Form (see Appendix B) to be completed and returned at least two weeks in advance of the absence to enable the Academy Headteacher to reach a decision about such an absence. If no explanation is received, absences cannot be authorised.

Unauthorised absence is when the academy has not received a valid reason for absence or has not approved a child's absence following a parent/carer's request. This includes parents/carers giving their children permission to be absent unnecessarily, such as for shopping, birthdays, to look after siblings or absences which have not been explained.

If you do not request and/or receive permission for your child to be absent, your child's absence will be recorded as unauthorised.

An academy can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to the academy it is suspected (and there is evidence to prove) that they have been on holiday.

Where there are concerns about the authenticity, frequency or pattern of illness-related absence (including sickness absence before or after a holiday), the academy may request reasonable evidence to help establish the reason for absence and identify appropriate support. The academy will not routinely request medical evidence; however, where attendance concerns exist, it reserves the right to request reasonable evidence in order to establish the reason for absence and identify appropriate support.

Where there are several siblings across local schools, Academy Headteachers will always liaise with other leaders in the event of requests for approval of exceptional leave. If a child is absent from school for any reason, the academy may check attendance at siblings' schools in case patterns of absence arise.

Religious observance

At The Kite Academy Trust, we will treat absence as authorised when it is due to religious observance. Following DfE guidance, the day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, academy staff will seek advice from the parents' religious body about whether it has set the day apart for religious observance. The academy will expect

to be notified by parents in advance if their child/ren will be absent for religious observance. On these occasions, we ask parents to complete a Request for Leave of Absence form (Appendix B).

13 Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Attendance Advice and Intervention Officer on Truancy Patrols and who have incurred unauthorised absences.

2. **The School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents/carers had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103.

5. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Point 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child,** if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey/Hampshire County Council considering legal proceedings against the parent/carer in the Magistrates Court.
2. If a parent/carer has incurred a penalty notice relating to the relevant child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey/Hampshire County Council considering legal proceedings against the parent/carer in the Magistrates Court.
3. If a parent/carer has incurred 2 penalty notices relating to the relevant child/children in the rolling 3 year period since the first penalty notice was issued, then a third penalty notice will NOT be issued –

Surrey/Hampshire County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

14 Penalty Notice relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice.

If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

15 Senior Attendance Champion

Each academy has named Senior Attendance Champion who will work closely with the Academy Headteacher and academy administrative team to oversee attendance at the academy. The Senior Attendance Champion will:

- Monitor and analyse attendance fortnightly, identifying patterns and trends and deliver intervention and support in a targeted way to pupils and families. This will include analysis of individual pupil attendance, cohorts and year groups (including their punctuality) across the academy to ensure the academy achieves its responsibilities under the Public Sector Equality Duty. When analysing patterns, closer analysis of patterns of attendance within a session may be undertaken to ensure all pupils are attending all timetabled lessons.
- Use this analysis to provide regular attendance reports to class teachers and senior leaders (including Special Educational Needs Coordinators, Designated Safeguarding Leads and Pupil Premium Leads) to facilitate discussions with pupils.
- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases. This will not just focus on persistent and severe absence, but review all severities of absence to identify pupils who can be supported earlier before patterns become entrenched.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends, which will include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark their attendance data (at whole academy, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher than average absence or pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor the impact of school wide attendance efforts on recorded data, including any specific strategies implemented. The findings will then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the Board of Trustees and/or Hub Board Committee.

16 Working with the Local Authority

To help make sure that every child goes to school regularly and gets an appropriate education, each academy has an Attendance Advice and Intervention Officer.

Surrey Attendance Advice and Intervention Officers provide an advisory service to schools, and track pupils who are not accessing full time education.

Penalty Notices may be issued in cases of poor attendance. Legal action may be taken to ensure your child attends their academy.

17 Changing Schools

An in-year transfer form is available from the academy office and should be completed by the parent and Academy Headteacher prior to transfer. Pupils' records are sent to the new school within 5 days. The academy office team will confirm attendance with the new school (on the start date) in order to ensure the registers and numbers on roll at both schools are accurate. If the child fails to attend their new school on the agreed start date, the family will be contacted and may be referred to the Local Authority tracking officer.

Document Management

Document ID:	P1201		
Last Review:	September 2026	**Review Period:**	1 year
Responsibility of:	Deputy CEO	**Ratified by:**	Trustees (14.10.26)

Appendix A - Times of the Academy Day

Mytchett Primary & Nursery Academy

Senior Attendance Champion: Christa Scott-Fernandez

At Mytchett Primary & Nursery Academy, the school gates open at 8.30am.

Classroom doors open at 8.35am and close at 8.45am.

All pupils are expected to be in school, settled and ready for registration to start at 8.45am.

The Academy gates close at 8.45am.

Any child arriving after registration has started (8.45am) is required to enter the building via the Academy Office.

If accompanied to the academy office, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then walk, or be escorted, to their classroom.

All registers at the academy are closed at 9.05am.

Pupils arriving after 8.45am but before the close of registration (9.05am) be marked as late; this is recorded using the L code.

After 9.05am, pupils will be marked as absent for the morning session; this is recorded using the U code.

Parents will be contacted and asked to provide a reason for this absence.

Reporting your child's absence

Planned absence - please request via a Leave of absence Form (at least two weeks in advance)

On-the-day and unexpected absence – please report absence via telephone ** insert contact number ** by 8:30am

Attendance support

If you would like to discuss support regarding concerns about your child's attendance, please contact our attendance Champion via the Academy Office.

Appendix B - Request for Leave of Absence Form

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Parents/carers are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in academy term time. **Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** These circumstances and the factors to be taken into account by parents considering such absence are given overleaf. If you intend for your child to be absent, please complete the form below and submit to the academy with **at least two weeks' notice**. We may ask for evidence to validate your request.

The academy is required to record all absences as **Authorised** or **Unauthorised**. The decision is based on the information given below. Should a parent who is considering an absence wish to discuss the implications, please contact the academy office to make an appointment to see the Academy Headteacher.

The Kite Academy Trust follows national guidelines regarding Penalty Notices. Unauthorised absence of 5 days/10 sessions (or more) will result in the following action being taken:

- If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
- If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
- If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Please indicate which academy:

☐ Cross Farm ☐ The Ferns ☐ Folly Hill ☐ The Grove ☐ Hale ☐

☐ Holly Lodge ☐ Lakeside ☐ Mytchett ☐ Sandringham ☐

Please complete the following after you have read the attached guidance, and send to the academy office:

Name of Child: _____ Class: _____

Date of Absence(s): _____ Total number of days: _____

For appointments during the school day:

Time of Appointment: _____ Time child to be collected: _____ Time child will return: _____

Please tick the appropriate box for the type of absence and give the reason for this absence request below:

Medical/Dental appointment *(delete as appropriate)*	*Authorised*		Religious Observance	*Authorised*	
Interview/Visit to another school *(including transition days)*	*Authorised*		Holiday	*Unauthorised*	
Special Occasion* *(please specify reasons below)*	*Usually Unauthorised*		Compassionate Leave* *(please specify reasons below)*	*May be authorised*	

If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/text in order for the absence to be authorised

*Reason for absence request: _____

_____

_____

I have considered the implications for both my child and others in making this decision.

Signed: _____ (Parent/carer) Date: _____

For Academy Use: **Authorised** ☐ **Unauthorised** ☐ **Evidence of appointment seen** ☐

Child's attendance level over the last 12 months:

Explanatory notes:

Signed: _____ (Academy Headteacher) Date: _____

Guidance for Parents on Pupil Attendance

We recognise that there are some genuine difficulties and tensions for parents when they make a decision to take their child out of school. The following information is offered to help.

Why keep your child in school?

Some areas to consider are:

- Children have a right to the education that is planned and provided by school;
- Taking a child out of school can be disruptive to the child concerned both at the time, before and after the event;
- Children away from school miss the learning that has been planned. Many learning experiences cannot be packaged and sent home and are part of ongoing programmes. For this reason, children's progress may be interrupted;
- Confidence and self-esteem may be dented as some children can feel separated from their class because the experiences of the class have moved forward without them;
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class as foundations for the next stage may have been undermined by the absence of several children;
- There are 175 non-school days a year to spend on holidays, shopping and appointments. There are 190 school days a year.

Why take your child out of school?

There may be genuinely exceptional reasons for taking a child out of school as listed overleaf. The Kite Academy Trust policy is that absence for other reasons is not authorised. If, after taking all the factors above into account, parents decide to take their child out of school for other than exceptional reasons as described, the parents should take responsibility for this decision and appreciate that their child's absence will be regarded as unauthorised.

Guidance regarding Penalty Notices

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school, which includes a leave of absence in term time (5 days or 10 sessions or more).

Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. In such cases, the Headteacher must judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. **Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.**

Unauthorised absence of 5 days/10 sessions or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey/Hampshire County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey/Hampshire County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey/Hampshire County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s444 Education Act 1996.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences. For example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices.

All of The Kite Academy Trust academies seek to provide the very best learning experience for your child/children and this principle is behind our policy on time out of academies. We hope this is helpful and our Academy Headteacher are very happy to discuss individual circumstances with you.

Advice and support are available from the academy Senior Attendance Champion or by contacting your Local Authority Education Office.

Appendix C - Absence Guidance

Absence through child participation in public performances, including theatre, film or television work and modelling:

The legislation requires that all children, from babies until they cease to be of compulsory school age, be licensed by the Local Authority in which they live, when they take part in a performance on stage or in a broadcast.

A child remains subject to these regulations until the last Friday in June of the academic year in which they turn 16. The academic year runs from 1st September – 31st August inclusive.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Academy Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Academy Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Absence through competing at regional, county or national level for sport:

Parents of able sports players can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Academy Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Academy Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the academy, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's teacher immediately and openly discuss your worries. Your child could be avoiding the academy for a number of reasons: difficulties with work; friendship problems; family difficulties. It is important that the reason for your child's reluctance to attend the academy is identified early and work together to tackle the problem. For some children the extra support of familiar staff may be called upon. In addition, it may also be helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education. Let them know that there is support at the academy, either from their class teacher or other trusted adults. Encourage them to seek out a member of staff who they feel comfortable with to talk through any worries or concerns that they have which is preventing them from coming to the academy or as a parent/carer, contact the academy and request this on your child's behalf.

Be interested in what your child is doing, chat to them about the things they have learnt, the friends they have made and even what they had for lunch!

Appendix D – Attendance codes

All pupils must be given a registration mark each day. There are two sessions that require a registration mark. Registration will be taken by class teachers twice a day, once in the morning and once in the afternoon.

The following national codes will be used to record attendance information.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

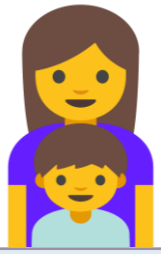
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting • trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

New Attendance Rules!

There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise. Don't get caught out!

1 I'm a parent and I want to take my child out of school for a half or full day.

Any absence must be recorded on an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests will not be authorised. If your child will miss 5 school days, they will be given a penalty notice fine. **The fine is £80 per parent, per child, if you pay it in 21 days, otherwise it is £160.**



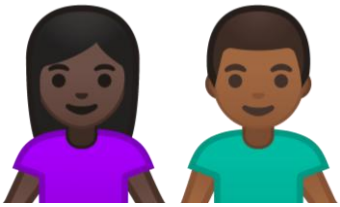
For each child a penalty is given…

+ £80 + £80 + £80 + £80

4 children & 1 parent = £320

Doubled to £640 if not paid in 21 days

For a family of 2 parents & 2 children



+£80 +£80

£160 x2 = £320

Doubled to £640 if not paid in 21 days

What happens if school suspects children are actually on holiday?

Photos on Facebook?
Foreign mobile dial tone?
Other children talking about your holiday?
Amazing sun tan?
Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

2 What about subsequent absences? Is it still the same penalty amount?

No, not anymore. If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance, which is unauthorised, then…

2nd TIME

2 parents and…
1 child = £320
2 children = £640
3 children = £960
4 children = £1280

NO DISCOUNT FOR EARLY PAYMENT

3rd TIME

A penalty notice fine **will not** be given. Instead, your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

1 parent & 4 children = £10,000
2 parents and 4 children = £20,000

3 What about irregular attendance? Could I get a penalty notice?

YES

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks. If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

4 What are typical reasons given that <u>won't</u> be authorised?

Unless there are exceptional circumstances

A family member's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport
Visiting relatives abroad
Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
Family holidays
No absence request completed
Non-essential appointments

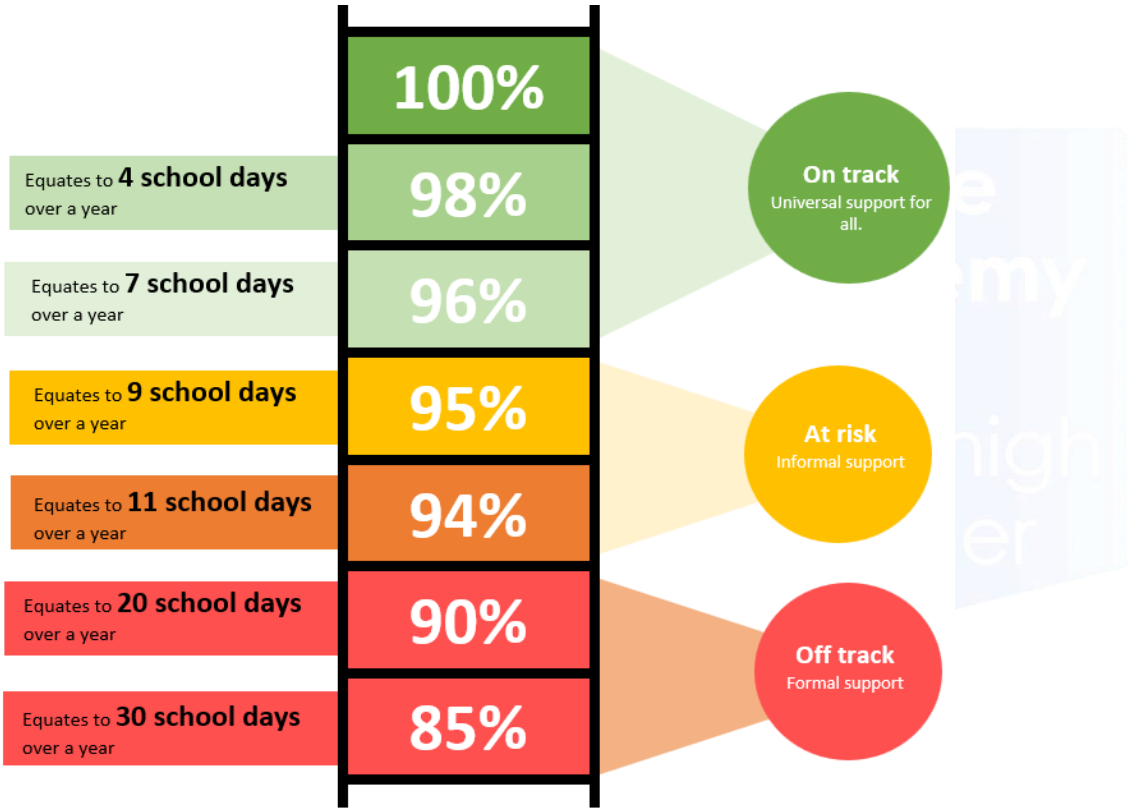
Where there are concerns about authenticity, frequency or patterns of illness absence, the academy may request reasonable medical evidence before authorising further illness-related absences.



EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW

Appendix F – Family Guide to Attendance Support at The Kite Academy Trust

This document provides examples of what attendance support may look like at different stages. We recognise that every child and family is unique, so the support offered will always be personalised, responsive to individual circumstances and developed in partnership with you. As needs arise, support may be adapted and reviewed to ensure it remains effective and appropriate for your situation.



Universal Support – Attendance is good (96% and above)

- Attendance is checked regularly.
- Good attendance is celebrated.

Informal Support – Stage 1 (Attendance drops below 96%)

Support may include:

- You being advised of the concern.
- Attendance being monitored, typically for 6 weeks. If attendance goes back above 96%, monitoring stops.

Informal Support – Stage 2

Support may include:

- You being invited to a meeting to complete an Attendance Assessment.
- Appropriate classroom adjustments, wellbeing support, or rewards.
- A letter being sent to you if medical evidence is needed to authorise absences.
- Attendance being monitored until it has improved.

Formal Support – Attendance below 90%

Support may include:

- You being invited to a meeting to create an Attendance Contract.
- The Local Authority becoming involved for additional support.
- A referral may be made for legal intervention if attendance is not improving.

Important to know

- We aim to work with families with kindness and understanding.
- Support may move to a formal stage more quickly if needed to protect your child's education.