

Attendance Policy

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For Office Use Only:

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To make changes to this policy, please email admin@lincolnshiregateway.co.uk.

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Key Details

Policy information	Detail
Policy owner	Senior Attendance Champion / Attendance Lead
Principal	E Ricketts
Senior Attendance Champion	R Watson – Assistant Principal
Attendance Officer	R Redhead
Designated Safeguarding Lead	L Green
Attendance administration	A Coulthurst (Mon/Tue/Fri); B Brand (Wed/Thu)
Statutory guidance checked	DfE Working together to improve school attendance – updated 9 July 2026

Parent absence reporting

Parents/carers must report absence by 8:30am on EVERY day of absence unless a period has already been agreed. Absence Line: 01652 648276 | Email: attendanceteamka@kirtonacademy.co.uk | MCAS: report through the app.

1. Aims

Kirton Academy is committed to a whole-academy culture in which regular attendance and punctuality are understood as essential to safeguarding, belonging, learning, progress and achievement.

- Promote high levels of attendance and punctuality for every pupil.
- Reduce absence, including persistent absence and severe absence.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Act early when attendance begins to decline or patterns of absence emerge.
- Build effective relationships with pupils and families and identify barriers to attendance.
- Provide support first, while using formal intervention where support is unsuccessful, not engaged with or not appropriate.
- Treat accurate registers and the prompt resolution of unexplained absence as safeguarding priorities.

Core principle

Attendance is everyone's responsibility, and register accuracy is a safeguarding priority. No attendance concern with safeguarding implications should remain unresolved.

2. Legislation and statutory guidance

This policy has been updated with reference to the current statutory framework for school attendance in England, including:

- Department for Education, Working together to improve school attendance (statutory guidance; updated 9 July 2026).
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- The Education Act 1996, including parental duties relating to compulsory school age attendance.
- The Education Act 2002 and relevant safeguarding duties.
- The Education and Inspections Act 2006.
- The Education (Penalty Notices) (England) Regulations 2007, as amended, including the national penalty notice framework introduced from 19 August 2024.
- Current DfE school census guidance and statutory attendance codes.
- DfE guidance on mental health issues affecting attendance.
- Keeping Children Safe in Education and Children Missing Education guidance, where relevant.

The School Attendance (Pupil Registration) (England) Regulations 2024 replaced the previous 2006 pupil registration regulations. Attendance and admission register entries must now be kept electronically and preserved for six years.

3. Roles and responsibilities

Attendance is a shared responsibility. The following arrangements identify strategic accountability, operational ownership and safeguarding escalation within Kirton Academy.

Role	Named responsibility	Core responsibilities
Senior Attendance Champion / Attendance Lead	R Watson – Assistant Principal	Leads attendance strategy; oversees systems, data and intervention; line manages attendance provision; reviews PA/SA and key cohorts; liaises with the Principal, pastoral staff and external agencies.

Attendance Officer	R Redhead	Works directly with pupils and families; leads PA/SA casework; completes second-day calls; plans and completes Safe & Well/home visits; leads attendance meetings and support; supports FPN and Local Authority processes.
Designated Safeguarding Lead	L Green	Oversees safeguarding concerns linked to attendance, unexplained absence and pupil welfare; determines safeguarding escalation with the safeguarding team.
Attendance Administration	A Coulthurst (Mon/Tue/Fri); B Brand (Wed/Thu)	Maintains register accuracy; records reasons; sends/chases first-day absence communication; completes register checks; supports daily data, administration and safeguarding enquiries.
Principal	Academy Principal	Overall accountability for implementation, school-level attendance performance and statutory compliance; supports formal/legal intervention and reports to governance.
Heads of Year / Pastoral Teams	Relevant Head of Year	Monitor and intervene early; discuss barriers with pupils/families; support reintegration and adjustments; share known absence information immediately with the Attendance Team.
Teachers / Form Tutors	All teaching staff	Take accurate registers promptly; respond to attendance enquiries; amend late arrivals where required; report concerns and support physical verification of pupil whereabouts.

3.1 Governing Board

- Promote the importance of attendance through the Academy's ethos, policies and strategic oversight.
- Ensure leaders fulfil statutory expectations and duties.
- Review and challenge attendance data, including persistent and severe absence and the attendance of key groups.
- Monitor the effectiveness of attendance strategy and staff training.
- Hold the Principal and senior leaders to account for implementation of this policy.

3.2 Principal – E Ricketts

- Ensure effective implementation of this policy.
- Monitor whole-academy attendance and absence data and report to governors.
- Ensure staff understand and discharge their attendance responsibilities.
- Monitor the impact of attendance strategies and resourcing.
- Support formal attendance action and Local Authority enforcement requests where appropriate.

3.3 Senior Attendance Champion / Attendance Lead – R Watson

- Provide a clear strategic vision for attendance improvement and maintain a strong whole-academy culture of attendance.
- Lead and evaluate attendance systems, expectations, processes and staff accountability.
- Oversee daily, weekly, half-termly and strategic attendance analysis.
- Identify groups and individual pupils requiring targeted action.
- Oversee the ATTEND framework and graduated response to absence.
- Arrange or support meetings with families where barriers require senior intervention.
- Line manage the Attendance Officer alongside the Principal and ensure appropriate deployment of attendance resources.
- Coordinate with safeguarding, pastoral, SEND and external professionals where absence is complex.
- Oversee Persistent Absence (PA) and Severe Absence (SA) strategy and legal escalation.

3.4 Attendance Officer – R Redhead

- Analyse daily attendance concerns and plan calls, visits and priority actions.
- Contact families from the second day of absence and sooner where risk or context requires.
- Complete Safe & Well/home visits, prioritising safeguarding and unexplained absence.
- Lead casework with pupils and families whose attendance is persistently/severely absent or deteriorating.
- Use the ATTEND framework to assess barriers, agree targets and coordinate support.
- Maintain intervention records on Bromcom and safeguarding outcomes on CPOMS where appropriate.
- Liaise with Heads of Year, safeguarding staff, Attendance Lead and Local Authority Education Inclusion Officer.

3.5 Attendance Administration – A Coulthurst / B Brand

- Receive and record absence notifications and challenge unclear information where necessary.
- Check AM and lesson registers, issue prompts and physically verify whereabouts when electronic checks are insufficient.
- Send first-day absence messages and make follow-up calls where no explanation has been received.
- Maintain accurate attendance codes and resolve unexplained N marks as quickly as possible.
- Prepare daily absence/home-visit information and support Attendance Officer case administration.
- Escalate immediately where a pupil's whereabouts cannot be confirmed.

3.6 Teachers and Form Tutors

- Take and submit registers within the first five minutes of the relevant registration/lesson period.
- Complete a headcount and ensure register marks match pupils physically present.
- Use an N mark where a pupil is not present and no other confirmed mark has been provided; Attendance staff will amend codes when the reason is established.
- Update the register if a pupil arrives late during the lesson/register period.
- Respond promptly to Attendance Team enquiries and support physical verification of pupil whereabouts.

3.7 Parents/carers

- Ensure their child attends every day and arrives on time.
- Report absence by 8:30am on every day of absence unless the period has already been agreed.
- Provide the pupil's name, year group and a clear reason for absence.
- Use the Absence Line (01652 648276), attendanceteamka@kirtonacademy.co.uk or MCAS.
- Provide more than one emergency contact wherever possible and keep details up to date.
- Make routine medical and dental appointments outside Academy hours wherever possible.
- Work with the Academy and relevant services to address barriers to attendance.

3.8 Pupils

- Attend the Academy every day and arrive on time.
- Attend every lesson and registration period punctually.
- Engage with support designed to improve attendance and punctuality.

4. Staff training

The Academy recognises that early identification and consistent practice are essential to effective attendance work.

- New staff receive attendance and register training as part of induction.

- Teachers and support staff receive regular updates on attendance expectations and safeguarding procedures.
- Attendance staff receive appropriate training in attendance law, coding, safeguarding, data use, family support and escalation.
- Leaders use attendance data and case review to identify further training needs.

5. Recording attendance

5.1 Attendance register

The Academy keeps electronic admission and attendance registers in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Attendance is recorded for each morning and afternoon session using the statutory codes.

- Registers show whether each pupil is present or absent and, where absent, the appropriate statutory reason/code.
- Any amendment preserves an audit trail including the original entry, amended entry, reason, date and person making the amendment.
- Where a pupil is attending an approved educational activity, the Academy records the relevant information required by the statutory framework.
- Admission and attendance register entries are retained for six years.

Kirton Academy timings

Students should arrive by 8:40am, ready for learning to begin at 8:45am. The morning register closes at 9:15am. A first-day unexplained-absence message is sent by approximately 9:30am.

5.2 Unplanned absence

Parents/carers must notify the Academy by 8:30am on each day of unplanned absence unless a period of absence has already been agreed.

1. Call the Kirton Academy Absence Line: 01652 648276.
2. Email attendanceteamka@kirtonacademy.co.uk.
3. Report the absence through MCAS.

Illness will normally be recorded using the appropriate authorised absence code. Where the Academy has a genuine and reasonable concern about the authenticity or pattern of illness, proportionate evidence may be requested. Evidence will not be requested unnecessarily.

5.3 Planned absence and leave of absence

Medical and dental appointments should be arranged outside Academy hours wherever possible. Where this is not possible, pupils should attend before and/or after the appointment so that the minimum learning time is missed.

Requests for leave of absence during term time must be submitted in advance using the Academy's leave of absence process. The Principal may grant leave only where the statutory criteria are met, including exceptional circumstances where applicable. Permission cannot be granted retrospectively.

- Requests should normally be made at least two full weeks in advance where circumstances allow.
- The Academy may request evidence relevant to the application.
- The Academy will notify parents whether leave is authorised and retain an appropriate record.

- Unauthorised leave may contribute to the national penalty notice threshold.

5.4 Lateness and punctuality

Students should arrive on site by 8:40am and be ready for learning at 8:45am. Pupils arriving after the expected start time must enter through Main Reception and sign in.

- Arrival after the morning session has begun but before the register closes at 9:15am is recorded using the statutory late code.
- Arrival after 9:15am without an authorised reason is recorded as late after the register has closed and is an unauthorised absence for that session.
- Behavioural consequences for lateness are applied in line with the Academy Behaviour Policy.
- Persistent lateness triggers pastoral and/or Attendance Team intervention, including contact with parents, identification of barriers, target-setting and escalation where necessary.

5.5 Truancy and internal absence

Immediate action is taken where a pupil is suspected of truancy, is absent from a lesson without permission, or cannot be located.

- The Attendance Team, pastoral staff and/or SLT make reasonable enquiries to establish the pupil's location.
- Parents/carers are contacted where appropriate.
- If the pupil's whereabouts cannot be established, the matter is escalated as a safeguarding concern.
- Repeated or overt truancy may contribute to formal attendance action where it creates unauthorised absence.

5.6 Following up unexplained absence

- Any unexplained absence triggers contact home on the first day.
- An automated/MCAS message is sent by approximately 9:30am where no explanation has been received.
- If there is no response, the Attendance Team makes further telephone contact and reasonable enquiries.
- Where contact cannot be made, whereabouts remain unclear, attendance is already a concern or safeguarding risk is present, a home visit may take place.
- Kirton Academy aims to resolve unexplained N marks on the first day wherever possible. Any N remaining must be resolved within the statutory timescale.
- Parents/carers are contacted on each day that absence continues without explanation.
- If a Head of Year or other staff member knows the reason for absence, this must be emailed promptly to R Redhead, the relevant Attendance Administration member and R Watson so Bromcom can be updated.

5.7 Reporting to parents/carers

Parents/carers can access current attendance information through MCAS. The Academy also communicates when attendance falls into an intervention threshold or when patterns of absence or lateness are causing concern.

6. Daily Absence Procedure

Named operational roles

SLT Attendance Lead – R Watson | Attendance Officer and attendance visits – R Redhead | DSL – L Green | Daily attendance administration – A Coulthurst (Mon/Tue/Fri) and B Brand (Wed/Thu).

Stage	Lead	Action
Vulnerable pupil check	Attendance Team	Check identified vulnerable pupils. Alert DSL/Head of Year and telephone home where necessary.
AM register completion	Attendance Administration	Register closes at 9:15am. Prompt staff for missing registers and chase physically where required.
Period 1 check – 9:30am	Attendance Administration	Second register completion check. Prompt missing registers and physically verify pupil whereabouts as needed.
By 9:30am	Bromcom / Attendance Administration	Automatic first-day unexplained-absence message sent where no reason has been received.
Periods 2–3	R Redhead	Daily Safe & Well/home visits, including safeguarding priorities, unresolved absence and Day 3 absence.
Daily	R Watson / Attendance Team	Monitor PA and wider concerns; share data with colleagues; implement ATTEND framework as required.

6.1 Day 1 – Daily Review

- Attendance Administration challenges unclear calls/messages as they arrive and ensures register accuracy.
- Reasons for absence are recorded on Bromcom.
- If no contact has been received, Attendance Administration calls home. If there is still no response by Period 3, the case is referred to R Redhead.
- If non-attendance creates a potential safeguarding concern, this is recorded on CPOMS under Attendance and referred to L Green / safeguarding team for consideration and response.

6.2 Day 2 – Daily Review

- R Redhead calls all second-day absences to establish the reason unless the reason and expected duration have already been appropriately confirmed.
- If no contact is received, a home visit takes place unless a risk assessment or senior decision determines a different response.
- If non-attendance creates a safeguarding concern, this is recorded on CPOMS under Attendance and referred to L Green / safeguarding team.

6.3 Day 3 and beyond

- A Safe & Well/home visit is made by the third day of absence as a minimum where the absence remains a concern.
- A visit can take place sooner where contact has not been established, the pupil's whereabouts are unclear, attendance is already a concern, the pupil is vulnerable or there is a safeguarding concern.
- Longer-term absence is reviewed through the Attendance Officer/Attendance Lead and relevant pastoral, SEND, medical or safeguarding processes.

6.4 Safe & Well / home visits

R Redhead completes daily home visits and Safe & Well checks for pupils meeting the thresholds below. A daily absence and home-visit list should be prepared by approximately 10:10am and shared with R Redhead and Heads of Year. Urgent safeguarding visits must be raised with L Green and R Watson so they can be prioritised or reallocated.

- Establish safety for vulnerable pupils with safeguarding concerns.
- No successful contact on Days 1 and 2 / whereabouts unclear.
- Day 3 non-attendance where absence remains a concern.

7. School refusal / emotionally based barriers to attendance.
8. Wider attendance concerns.
9. Supporting longer-term absence, including medical absence.

All second-day absences must receive contact or, where contact cannot be established and the absence remains unexplained/at risk, a home visit. Outcomes of Safe & Well/home visits are recorded on CPOMS on return to the Academy.

Day	Allocated visit window	Lead
Monday	Periods 2–3	R Redhead
Tuesday	Periods 2–3	R Redhead
Wednesday	Periods 2–3	R Redhead
Thursday	Periods 2–3	R Redhead
Friday	Periods 2–3	R Redhead

Additional capacity may be reallocated for urgent safeguarding visits.

6.5 Escalation when a pupil's whereabouts cannot be verified

10. Check registers, Bromcom, known appointments/activities and staff communications.
11. Physically check the relevant classroom or expected location where appropriate.
12. Make all reasonable enquiries to establish the pupil's location.
13. Escalate immediately to the Attendance Lead, DSL or another member of SLT if the pupil remains unaccounted for.
14. Record all actions taken and the outcome.

Safeguarding requirement

No attendance concern that has safeguarding implications should be left unresolved.

7. Daily recording of attendance interventions

Every attendance intervention must be recorded against the individual pupil on Bromcom. Bulk recording may be used where appropriate, provided the record remains accurate and attributable.

Bromcom code	Use
2nd_day_absence	2nd Day Absence Call
Attconcerns	Support given to the pupil to improve attendance – Tutor Concerns
Attendance_Meeting	Parental attendance concern meeting with Attendance Officer and/or pastoral staff
Attendance_Monitoring	Attendance monitoring meeting with Attendance Officer and EIO
Attendance_Safeguarding_Visit	Attendance safeguarding visit
Attendance_Surgery	Attendance surgery with Attendance Officer
Awaitreint	Pupil awaiting reintegration after a suspension
Collected_Not_Agreed	Child collected by parent – not agreed with Academy
FPN_Holiday	Fixed Penalty Notice request submitted – holiday
FPN_Poor_Attendance	Fixed Penalty Notice request submitted – poor attendance
Home-Visit-Student-collected-+-brought-to-school	Home visit – pupil collected and transported to school
Miscellaneous-Attendance-Intervention	Miscellaneous attendance intervention
Pre_Warning_Period	Pre-warning period meeting
Unexplained-Attendance-call	Unexplained absence call
Warning-period-Successful	Warning period – successful
Warning-Period-Unsuccessful	Warning period – unsuccessful
WV-Calling_Card_left	Home visit – calling card left
WV-Child_Seen	Home visit – child seen
WV-Spoken to Parent Carer Child-not-seen	Home visit – spoken to parent/carers, child not seen

7.1 Responsibility codes

Code	Responsibility
AAO	Attendance Administration Officer
FT	Form Tutor
AO	Attendance Officer and/or Attendance Lead
ST	Safeguarding Team
ALL	Any member of the Attendance Team

8. Authorised and unauthorised absence

8.1 Term-time leave

The Principal will only grant leave of absence during term time where the statutory criteria are met. Each request is considered individually, taking account of the facts, circumstances and evidence.

- Holidays or recreational leave during term time are not normally authorised.
- Religious observance is recorded in accordance with the statutory attendance code and qualifying criteria.
- Absence connected with Traveller families is recorded in accordance with the statutory code and qualifying conditions.
- Other authorised circumstances are recorded using the current statutory codes.

8.2 National penalty notice framework and legal sanctions

The Academy follows the national framework for penalty notices. A penalty notice must be considered when the national threshold is met: 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions do not need to be consecutive and the period may span terms or school years.

- For a first penalty notice in the three-year period, the notice is £160 per parent, per child, reduced to £80 if paid within 21 days.
- A second penalty notice to the same parent for the same child within three years is £160, with no discounted rate.
- A maximum of two penalty notices may be issued to the same parent for the same child within a rolling three-year period; further offending may lead to prosecution rather than another penalty notice.
- The Local Authority is responsible for issuing penalty notices and determining prosecution in accordance with the legal framework and local arrangements.
- The Academy applies a support-first approach where support is appropriate, while recognising that some circumstances may justify a penalty notice without a prolonged support process.

The national threshold is a trigger for consideration, not an automatic guarantee that a penalty notice will be issued in every case.

8.3 Mental health and attendance

The Academy recognises that mental health and emotional wellbeing can create genuine barriers to attendance. Staff are not expected to diagnose mental health conditions, but the Academy will work with pupils, families and relevant professionals to support regular attendance.

- High expectations for attendance remain in place while reasonable adjustments and support are considered.
- Normal but difficult emotions such as friendship worries, examination anxiety or variable mood do not in themselves mean a pupil should remain absent.

- Where barriers are significant, the Academy seeks to agree a practical attendance support plan and review it regularly.
- Where a pupil is genuinely unable to attend because of illness, including mental ill health, absence is coded in accordance with the statutory framework.
- Where appropriate, the Academy coordinates with SEND, safeguarding, Early Help, health or other services.

9. Pupils missing during the Academy day

Pupils must not leave the Academy site during the Academy day without permission.

15. The member of staff identifying that a pupil is missing informs the Attendance Team/pastoral team immediately.
16. Attendance Administration acts as a central point for information and checks registers, known movements and approved activities.
17. Pastoral staff and SLT conduct a proportionate search of the Academy site and expected locations.
18. If the pupil is not found after reasonable enquiries, parents/carers are notified.
19. If the pupil remains missing and risk warrants it, the police are contacted.
20. Where the pupil has a social worker, is looked after, has SEND or has other identified vulnerabilities, relevant professionals are informed as appropriate.
21. When located, parents and other agencies are updated promptly.
22. The incident is reviewed and recorded, including any safeguarding, behaviour or attendance follow-up.

10. Medical and dental appointments

- Appointments should be booked outside Academy hours wherever possible.
- Where an appointment must take place during the Academy day, parents/carers should notify the Academy and provide appropriate appointment information/evidence where requested.
- Pupils should attend before and/or after the appointment wherever reasonably possible.
- Pupils leaving site must be signed out in accordance with Academy safeguarding procedures.

11. Promoting and rewarding attendance

The Academy promotes attendance positively while ensuring that rewards do not disadvantage pupils whose absence is linked to disability, medical need or other protected or exceptional circumstances.

Approach	Examples
Recognition thresholds	100% – Gold; 97%+ – Silver; 95%+ – Bronze, alongside recognition of sustained improvement.
Communication	Positive messages to pupils and families through MCAS and direct contact.
Regular rewards	Weekly/half-termly draws, form-group recognition and attendance rewards.
Year 11	Attendance may form part of wider expectations for participation in celebratory events, applied fairly and with appropriate consideration of individual circumstances.
Improvement	Recognition for pupils who make significant and sustained improvement in attendance.

12. Attendance monitoring and analysis

12.1 Monitoring attendance

- Monitor attendance and absence data daily, weekly, half-termly, termly and annually at whole-academy, group and pupil level.
- Identify groups and individual pupils whose attendance is a cause for concern.
- Compare Academy data with local, regional, national and similar-school benchmarks where available.
- Share appropriate attendance information with governors, staff and families.

12.2 Analysing attendance

- Analyse historic and emerging patterns, including day-of-week, lesson, group and reason-for-absence patterns.
- Use analysis to identify pupils/cohorts requiring additional support and to evaluate the impact of interventions.
- Review persistent absence, severe absence and vulnerable pupils as standing priorities.

12.3 Statutory definitions and Kirton intervention thresholds

Statutory definitions

Persistent absence: a pupil misses 10% or more of possible sessions. Severe absence: a pupil misses 50% or more of possible sessions.

Kirton Academy also uses earlier internal intervention thresholds so support can intensify well before a pupil reaches severe absence. These internal thresholds do not replace the DfE definitions.

Attendance / absence level	Kirton response	Purpose
95%+	Universal monitoring / positive recognition	Maintain high attendance; monitor trends.
Below 95%	Step 1 – Cause for Concern	Letter 1, ATTEND conversation, early support and monitoring.
Below 93%	Pastoral intervention trigger	Pastoral teams monitor and intervene alongside Attendance Team as needed.
Below 90%	Step 2 – Persistent Absence	Letter 2, Attendance Officer lead, structured assessment and Attendance Support Plan.
Below 87% or no improvement	Step 3 – Enhanced intervention	Internal enhanced-intervention threshold: Letter 3, EIO involvement where appropriate, multi-agency planning.
50% or more sessions missed	Statutory Severe Absence	Highest-priority, intensive multi-agency support; Attendance Officer and senior oversight.

13. Graduated attendance intervention

Kirton Academy uses a graduated, support-first response. Movement between stages is based on attendance level, trajectory, barriers, engagement and professional judgement; a pupil does not need to wait until a threshold is crossed if earlier escalation is appropriate.

13.1 Attendance intervention overview

Graduated pathway

Start of Year → Universal Monitoring

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Attendance below 95%? → Letter 1 + Support & Monitor

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Attendance below 90%? → Letter 2 + Attendance Officer + Support Plan

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Attendance below 87% or no improvement? → Letter 3 + EIO / Multi-Agency Plan

↓

No improvement despite support? → Legal Intervention Pathway (Local Authority-led, where appropriate)

13.2 Step 1 – attendance below 95%: Cause for Concern

- Letter 1 issued in a supportive early-intervention tone.
- ATTEND framework conversation with pupil and/or parent/carer.
- Offer proportionate support, which may include pastoral check-in, wellbeing support and timetable review where appropriate.
- Monitor for approximately 3–4 weeks.
- Re-issue a below-95% letter half-termly where attendance remains below 95%.
- If attendance improves above 95%, return to universal monitoring; if attendance falls below 90% or concerns intensify, move to Step 2.

13.3 Step 2 – attendance below 90%: Persistent Absence

- Letter 2 issued – Persistent Absence notification.
- Attendance Officer leads the case.
- Structured ATTEND assessment identifies barriers, targets and appropriate parenting/support signposting.
- A 4–6 week Attendance Support Plan is agreed where appropriate.
- Weekly monitoring and a parent/carer meeting are expected.
- If attendance improves above 90% but remains below 95%, return to Step 1 monitoring; if there is no improvement, escalate.

13.4 Step 3 – attendance below 87% or no improvement: Enhanced intervention

Below 87% is a Kirton Academy internal escalation threshold. It is not the DfE definition of severe absence.

- Letter 3 issued, including notice that Local Authority involvement may follow.
- Referral to North Lincolnshire Council Education Inclusion Officer (EIO), where appropriate.
- Multi-agency planning meeting involving the Academy, EIO, family and other professionals where relevant.
- Formal Attendance Action Plan may include home visits, parenting contract/attendance contract, strengthened wellbeing/SEMH support and possible Early Help assessment.
- Fortnightly reviews, or more frequently where risk requires.
- If attendance improves, step down proportionately; if not, consider Step 4.

13.5 Step 4 – formal/legal intervention pathway

- Where support has not resulted in sufficient improvement, has not been engaged with, or is not appropriate, the case may move to formal action.
- The Local Authority may consider a Notice to Improve, penalty notice, attendance prosecution or other legal intervention available under the statutory framework.
- Academy Attendance Officer involvement and multi-agency support continue as appropriate.

13.6 Half-termly cycle

- Run an attendance report for all pupils.
- Re-issue below-95% letters for pupils remaining below 95%, where appropriate.
- Review all pupils below 90%, below the Academy's 87% enhanced-intervention threshold, and all statutory severe absence cases.
- Check that intervention stages and support plans remain appropriate and update actions.

14. Attendance Team – tiered operational approach

The Attendance Officer is line managed by R Watson (Assistant Principal responsible for Attendance) alongside the Academy Principal.

- Pastoral Teams monitor and intervene with pupils whose attendance falls below 93%.
- The Attendance Officer leads on all Persistent Absence and Severe Absence cases.
- Attendance Administration Assistants lead on register accuracy and support attendance administration and safeguarding checks.

Period	Attendance Officer – R Redhead	Attendance Administration – A Coulthurst / B Brand
Before School	Gate duty; briefing with SLT Attendance Lead.	Daily attendance calls; briefing with SLT Attendance Lead.
Form Time	Check in with key target pupils.	Daily attendance calls and register follow-up.
Period 1	Analyse daily concerns; plan calls/home visits; complete second-day absence calls; share priorities with Attendance Lead, Principal and pastoral team.	Complete register escalation process; physically verify pupils where location cannot be established electronically; record and escalate unresolved concerns.
Period 2	Home visits / Safe & Well checks.	Register administration; follow-up calls; distribute daily attendance information.
Period 3	Home visits / Safe & Well checks.	Administration supporting Attendance Officer.
Lunch	Lunch duty / pupil contact as required.	Attendance administration as required.
Period 4	Attendance meetings, clinics and FPN / formal attendance paperwork.	PM register administration; physically verify classrooms where required.
Period 5	1:1 support work; meetings with pupils and families.	Administration supporting Attendance Officer.
After School	Gate duty; plan priority pupils/actions for next day.	Plan next-day priorities with Attendance Officer and Attendance Lead.

15. Parent/carers attendance and absence information

ABSENCE LINE: 01652 648276

If your child is going to be absent, tell Kirton Academy by 8:30am on EVERY day of absence unless a period of absence has already been agreed. You can call the Absence Line, email attendanceteamka@kirtonacademy.co.uk or report through MCAS.

15.1 What happens if we have not heard from you?

Any unexplained absence triggers contact home. If a pupil is marked absent and no explanation has been received, the Attendance Team will contact home to establish the reason and make sure the pupil is safe and well. The Academy aims to resolve unexplained absence on the first day.

Where contact cannot be established, the pupil's whereabouts are unclear, attendance is already a concern or there is a safeguarding concern, the matter is escalated and a home visit may take place.

15.2 Safe & Well checks

A Safe & Well/home visit will be made by the third day of absence as a minimum where the absence remains a concern. A visit may happen sooner where the Academy cannot make contact, the pupil is vulnerable, their whereabouts are unclear, their attendance is already a concern or there is a safeguarding concern.

15.3 Attendance matters

Regular attendance gives pupils the best opportunity to learn, make progress and achieve well. Attendance below 90% is persistent absence. The Academy works with pupils and families to understand barriers, offer support and agree actions. Where attendance does not improve despite support, the Academy may involve the Local Authority Education Inclusion Officer and consider formal attendance procedures.

15.4 Punctuality

Pupils should arrive by 8:40am, ready for learning at 8:45am. The morning register closes at 9:15am. Arrival after the register has closed without an authorised reason is recorded as an unauthorised late arrival for that session.

16. Monitoring arrangements

This policy is reviewed as DfE or Local Authority guidance changes and, as a minimum, annually by the Senior Attendance Champion / Attendance Lead. At each formal review, the policy is presented for approval through the Academy's governance arrangements.

17. Links with other policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy / supporting pupils with medical needs arrangements
- Alternative Provision procedures
- Children Missing Education procedures where applicable

Appendix 1 – Attendance codes

The Academy uses the statutory attendance and absence codes set out in the current DfE Working together to improve school attendance guidance and School Attendance (Pupil Registration) (England) Regulations 2024. Because statutory codes can be amended through guidance or regulation, the current DfE code table should be treated as the definitive operational reference.

Code	Meaning	Attendance treatment
I	Present – morning	Present
\	Present – afternoon	Present
L	Late before register closes	Present
B	Attending another approved educational activity	Present
K	Attending education provision arranged by the LA	Present
P	Approved sporting activity	Present
V	Educational visit/trip	Present
W	Work experience	Present
C	Leave of absence – exceptional circumstances	Authorised absence
C1	Leave to participate in a regulated performance/employment abroad	Authorised absence
C2	Temporary reduced/part-time timetable – not required to attend that session	Authorised absence
E	Suspended/excluded with no alternative provision	Authorised absence
I	Illness	Authorised absence
J1	Interview for employment/admission to another educational institution	Authorised absence
M	Medical/dental appointment	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Holiday without leave	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent without leave/other unauthorised absence	Unauthorised absence
U	Arrived after register closed	Unauthorised absence
D	Dual registered – attending another school	Not a possible attendance
Q	Unable to attend because of lack of access arrangements	Not a possible attendance

Code Meaning	Attendance treatment
X Non-compulsory school-age pupil not required to attend	Not a possible attendance
Y1 Normal transport not available	Not a possible attendance
Y2 Widespread disruption to travel	Not a possible attendance
Y3 Part of school premises closed	Not a possible attendance
Y4 Whole school unexpectedly closed	Not a possible attendance
Y5 Pupil in criminal justice detention	Not a possible attendance
Y6 Attendance prevented by public-health guidance/law	Not a possible attendance
Y7 Other unavoidable cause	Not a possible attendance

Appendix 2 – Staff quick-reference: unresolved attendance concern

23. Check the register and Bromcom.
24. Check known movements, appointments and staff communications.
25. Physically verify the pupil's expected location where appropriate.
26. Contact home / emergency contacts as required.
27. Escalate to R Redhead, R Watson, L Green or SLT where whereabouts remain unclear or safeguarding risk exists.
28. Record the intervention and outcome on Bromcom and, where safeguarding is engaged, CPOMS.

Non-negotiable

No attendance concern with safeguarding implications should remain unresolved.

Appendix 3 – Key statutory sources used for this update

- Department for Education, Working together to improve school attendance, updated 9 July 2026.
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- DfE pupil absence statistics definitions: persistent absence = 10% or more sessions missed; severe absence = 50% or more sessions missed.