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## **LEGISLATION**

*Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full time education either by regular attendance at school or otherwise".*

*Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence". Therefore regular and punctual attendance at school is a legal requirement, as well as being essential to enable students to maximise their educational attainments and opportunities.*

*Section 576 of the Education Act 1996 - For the purposes of Education Law the definition 'parental responsibility' lies with whomever the child resides. This could be one parent, both parents and/or carer/s.*

## **Introduction**

The school recognises the link between attendance, academic qualifications gained, life choices and future prosperity. We aim to ensure the highest levels of attendance and punctuality, in order that all students can take full advantage of the education provided to achieve and exceed their own potential. Irregular attendance undermines these opportunities and may place students at risk.

This policy works inline with the Trust Attendance Strategy.

## **Purpose**

- To promote good attendance and punctuality through a clear framework of expectations in terms of attendance that is accepted by parents/carers, students, staff and Governors.
- To engage the support of parents/carers in ensuring that their children attend school regularly and that they arrive punctually.
- To keep good electronic records of attendance through school registers and to take prompt action to follow up absences.
- To investigate and act immediately where unauthorised absence is confirmed or suspected.
- To monitor closely students with attendance and punctuality issues and to work with parents/carers and where appropriate, other agencies to bring about improvement
- To recognise and reward good attendance

## **Procedure**

Students are expected to attend school for the full 190 days of the academic year, unless there is good reason for the absence.

Registers provide the daily record of attendance of all students. They are legal documents that have to be marked twice daily. The register may be required in a Court of Law, for example as evidence in prosecutions for non-attendance. The register should be marked using the codes as advised by the DfE. One school day is marked as two sessions - a.m. and p.m.

The attendance register is taken at the start of the first session of each school day and once during the second session (start of Period 4). On each occasion we must record whether every student is present, attending an approved educational activity, absent or unable to attend due to other exceptional circumstances.

### **First Day Contact**

It is the parent/carer's responsibility to inform school of the reason for a student's absence as soon as possible, through the absence hotline and on every day of absence thereafter.

If no contact is received from parent/carer on their child's first day of absence the school will contact home by telephone. If there is no reply then we will leave a voice mail and send an email. On the second day of any absence the school will again attempt to make contact and the Head of Year will be notified.

### **Coding of Absence**

Although it is the parent/carer's responsibility to notify school of any absence it is at the schools discretion how this absence is coded in relation to authorised or unauthorised absence.

Please see Appendix A for the full list of absence codes.

### **Unauthorised Absence – Fixed Penalty Notices**

Parents/carers should be aware that the school may contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term, with a view to issuing a Fixed Penalty Notice. The Penalty Notice is issued individually to each parent/carer who fails to ensure their children's regular attendance at school. Please see Appendix B for the Penalty Notices as outlined by Cheshire East.

### **Lateness and Punctuality**

Registers are taken at 8.45am and during Period 4. Any student arriving during morning registration but before registers close (9.15am) will be coded as an 'L'.

Students who arrive after the close of registers will be coded using a 'U'. This code acts as an unauthorised absence.

### **Leave For Exceptional Circumstances**

In line with the amendments made in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, Head Teachers may not grant any leave during term time unless there are exceptional circumstances.

Any parent/carer wishing to request Leave for Exceptional Circumstances for their son/daughter should complete a form ([Absence | Knutsford Academy](#)) and return it to the school as directed as soon as possible.

It should be noted that any Leave for Exceptional Circumstances not granted by the school will be liable to the Penalty Notices as outlined in Appendix B.

## **Promoting Good Attendance & Punctuality**

We believe students who achieve good attendance should be recognised and rewarded. This serves two purposes:

- It provides students with positive reinforcement
- It provides other students with motivation to improve their attendance and it recognises that good regular attendance is an achievement in itself.

The Head of Year will take responsibility for arranging celebration/praise assemblies for attendance on a termly basis. The positive message of the value of regular attendance is always to the forefront of assemblies and meetings with parents/carers. At the end of each term letters will be sent to parents/carers of students who achieved 100% attendance over the course of the term.

## **Strategies to address Poor Attendance**

The attendance of all our students is monitored regularly. If there are concerns regarding attendance parent/carers will be notified by letter.

If attendance does not improve then it is likely that parents/carers will be invited for a meeting to discuss the poor attendance/punctuality with a view to resolving the situation. After this a review meeting will be arranged to look for any improvement.

At the end of that time, if the attendance has not improved and there are unauthorised absences, it is likely that the parent/carer will be sent a Formal Warning Letter (in line with Local Authority requirements).

Should the attendance still not improve and further unauthorised absences occur, details will be passed to the Local Authority who may decide to process a Penalty Notice (see Appendix B).

Those students who have attendance of 90% and below are categorised as 'Persistent Absence' students (P.A.). We will be actively targeting this cohort of students during this academic year and may suggest appropriate interventions/support to raise the attendance of these students.

## **Long Term Absence**

The school Attendance Officer will take responsibility for supporting students with long term absence. They will, if appropriate complete a Medical Needs application to access appropriate support and if necessary, home tuition for the student. Heads of Year will liaise on a regular basis with Attendance Officer to promote the achievement and reintegration of students with long term absence.

### **What Parents/Helpers can do to help**

- Let school know as soon as a student is absent
- Send in a note when the student returns to school
- Try to avoid making appointments during term time or normal school hours. If appointments are unavoidable then the child should still attend school around the appointment
- Do not allow the student to stay off school unless it is unavoidable

### **What parents can do if they are worried about their child's attendance**

- Talk to your child, it may be a simple reason
- Talk to the student's Form Tutor
- Talk to the student's Head of Year
- Request a meeting with the Attendance Officer working at Knutsford Academy

### **Monitoring, Evaluating and Review the Policy**

This policy is monitored as a matter of course by those responsible for its day-to-day operation. Attendance data and trends are analysed regularly to identify trends and patterns and initiate appropriate responses.

### **Links with other Policies**

This policy should not be viewed in isolation and should only be viewed alongside the following policies :

- Behaviour Policy
- Safeguarding Policy

## Appendix A : Attendance Codes September 2024

/\	Present at the school
<b>A</b>	
<b>B</b>	Attending any other approved educational activity
<b>C</b>	Leave of absence for exceptional circumstance
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
<b>C2</b>	Leave of absence for a compulsory school age pupil subject to a part-time timetable
<b>D</b>	Dual registered at another school
<b>E</b>	Suspended or permanently excluded and no alternative provision made
<b>F</b>	<b>Unused</b>
<b>G</b>	Holiday not granted by the school
<b>H</b>	<b>Unused</b>
<b>I</b>	Illness
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>K</b>	Attending education provision arranged by the local authority
<b>L</b>	Late arrival before the register is closed
<b>M</b>	Leave of absence for the purpose of attending a medical or dental appointment
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other or unknown circumstances
<b>P</b>	Participating in a sporting activity
<b>Q</b>	Unable to attend the school because of a lack of access arrangements
<b>R</b>	Religious observance
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>T</b>	Parent travelling for occupational purposes
<b>U</b>	Arrived in school after registration closed
<b>V</b>	Attending an educational visit or trip
<b>W</b>	Attending work experience
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>Y1</b>	Unable to attend due to transport normally provided not being available
<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>Z</b>	Prospective pupil not on admission register
<b>#</b>	Planned whole school closure

[Working together to improve school attendance \(applies from 19 August 2024\)  
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## Appendix B : Penalty Notices (Cheshire East)

### Penalty Notices will be issued for

**Term time leave:** Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

**10 Sessions of Unauthorised absence in a rolling 10 week period:** A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

### Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

#### First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a

#### Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

#### Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.

## Appendix C : Attendance Strategy 2025



# Attendance Strategy 2025

### Forward

Student attendance at Knutsford Academy has been very good for some time. This high level of attendance has been recognised by FFT placing the school in the top 20% nationally with the school also placed 2<sup>nd</sup> in the list of Cheshire East secondary school. The work carried out with staff around relational practice has ensured that the school has a supportive environment which encourages attendance.

It is well documented that good patterns of attendance support strong academic achievement but as well as this in terms of safeguarding attendance is a key protective factor ensuring that staff can consistently monitor and support students pastorally.

Despite this the school is not resting on its laurels and is looking to further enhance the provision and processes to ensure that student attendance continues to improve.

The attendance strategy will have three key strands, **monitoring**, **intervention** and **education** which will be realised through the following :

- First Day Absence Contact
- Defined Staff Responsibilities for Attendance
- Attendance Tracker
- Student Attendance Engagement

This document should be used alongside the Academy Attendance Policy.

### First Day Absence Contact

First day absence contact is a key part of safeguarding as well as encouraging parents to support the school in raising attendance. The first day absence contact should focus on prompting attendance and wherever possible resolving barriers to attendance and encouraging partial attendance during a day.

- Parents are encouraged to ensure that they contact school regarding any planned or unplanned absence. The Leave for Exceptional Circumstance Form will be available to parents on the school website as will an easily accessible mechanism to report unplanned absence/illness.
- Absence contact from the website will be uploaded on to Arbor by 9am.
- From 9am until 10am administrative staff will contact parents regarding any unexplained absence. Absence in Years 7-9 will be addressed through the Westfield Drive Office whilst PP absence in Year



10-11 will be tackled through the Bexton Road receptionist. Other absence in Year 10-11 will be addressed through the Bexton Road Student Office.

- At 10am any unexplained absence will be reported to the DSL/DDSL for discussion and allocation for home visits.

### **Defined Staff Responsibilities**

Attendance, like safeguarding is the responsibility of all staff in the school. As part of this whole school responsibility staff will have differing roles to play within this work.

<b>Role</b>	<b>Responsibility</b>
<b>Senior Attendance Lead/DSL</b>	To process all applications for Leave for Exceptional Circumstances. To monitor and track whole school attendance against national data and the data of similar schools. To monitor the work of the Heads of Year and Attendance Support Officer. To remain aware of national trends and developments in terms of attendance. To be responsible for tracking and monitoring all students accessing AP/Part-time timetables and blended provisions. To monitor missing daily role call marks.
<b>DDSL</b>	To work with the DSL on locating all students who have unresolved absence marks.
<b>Attendance Support Officer</b>	To be responsible for all SA students. To be responsible for an identified caseload of students with attendance below 70%. To be responsible for all students receiving medical needs tuition and to co-ordinate this with local authority teams. To be responsible for reporting all part-time timetables. To support the Senior Attendance Lead and the Head of Year in ensuring that all attendance letters are sent to parents in a timely manner. To work with students pre and post significant medical procedure. To work with the Safeguarding Team in ensuring timely home visits.
<b>Administrative Staff</b>	To log all student absence on Arbor received on the absence line. To complete all First Day Absence contacts by 10am. To inform the DSL/DDSL of any absence not resolved by 10am.
<b>Heads of Year</b>	To monitor Form Tutor Interventions. To monitor N codes and resolve. To track the attendance of all students in the year group. To be responsible for attendance letters being sent out to parents. To meet with parents with regard to attendance and to complete and monitor all attendance action plans. To ensure that Student Attendance Engagement activities are completed during Tutor Time.
<b>Form Tutors</b>	To take an accurate morning registration at the start of the registration period. To update the register as soon as a late student arrives. To make at least one positive/supportive contact home every week. To resolve all N codes within 10 working days.
<b>Classroom Teacher</b>	To take an accurate class register within the first 10 minutes of each lesson. To update the register immediately if a student arrives late. To inform the Student Services Team if a student in school does not arrive at the lesson.
<b>SENCO/SEND Team</b>	The SENCO will be responsible for the coordination of the attendance and tracking work of the link LSA/Key Worker.

<b>PP Champion/s</b>	The Assistant Heads of Year will act as the PP champion for the attendance of all PP students in the Year group. They will report to the Senior Attendance Lead.
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### **Attendance Tracker**

The Academy will maintain an attendance tracker. This tracker will be used to not only monitor trends in the attendance of individual students but also monitor the interventions/communications and contact with home.

The tracker will contain the following information :

- PP
- SEND
- Weekly Attendance Data
- Attendance letters issued
- Attendance Action Plan

The tracker will be the focus of the work of the Senior Attendance Lead, Attendance Support Officer and the individual Heads of Year.

### **Student Attendance Engagement**

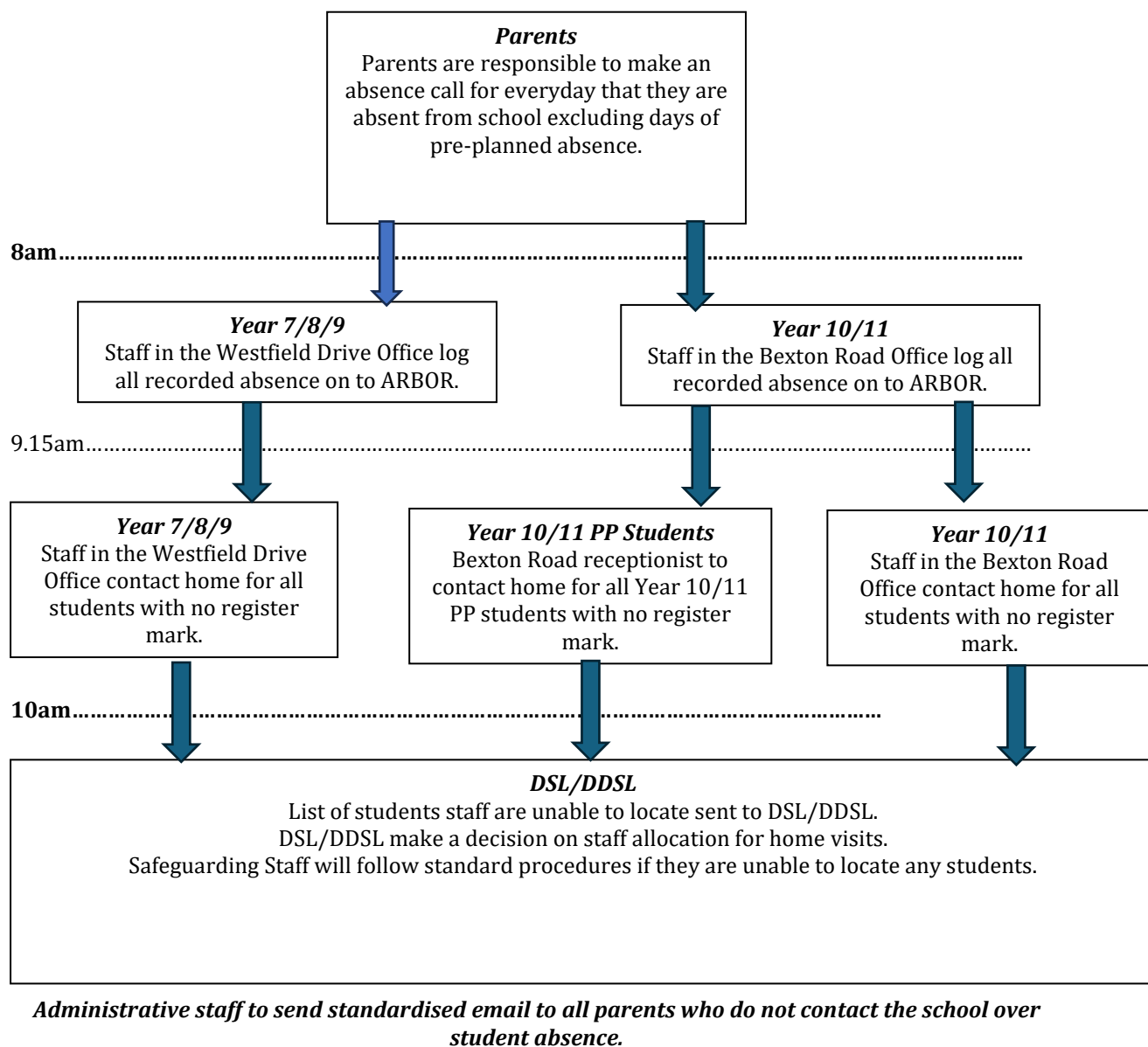
The school will ensure that attendance is a key part of students' experience. This will be through three strands :

- Full year team assemblies : these will be led by the Senior Attendance Lead and will occur on a termly basis.
- HOY assemblies/Tutor Group assemblies : these will on a termly basis and in the alternating half term with the full year assembly.
- Tutor Group Attendance Activities : on a fortnightly basis form tutors will lead a session focussed on attendance and engaging the students in reflecting on their own attendance.

In addition to this attendance will be a focus in the termly Reward Assemblies. Students will be rewarded for their attendance with a focus on improved attendance and focussed on moving positively between attendance bands.

# Knutsford Academy

## First Day Contact Flowchart





## Knutsford Academy

### Attendance Action Plan

<b>Name :</b>				<b>Year :</b>	<b>Form :</b>	<b>Date :</b>
<b>Meeting</b>	<b>Date/ Time</b>	<b>Attendance % (Year to date)</b>	<b>Present</b>	<b>Actions/Review</b>		
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						