



# Attendance Policy and Procedures for The Kingsway School

## Ratification Table:

<b>Approved by:</b>	Governing Body	<b>Date:</b> 3.12.24
<b>Last reviewed on:</b>	November 2024	
<b>Next review due by:</b>	November 2025	

## Contents

Attendance Policy and Procedures for The Kingsway School	1
Ratification Table:	1
Part 1 Policy:	4
1. Introduction	4
2. Aims	4
Effects of non-attendance	6
3. Safeguarding and Attendance	6
4. Legislation and Guidance	6
Part 2 What the Law Says and Our School Procedures:	7
1. Contents of Attendance Register	7
2. Present at School (and Lateness)	7
Effects of Late Arrival at School	8
3. Authorised Absence	8
3.1 Illness	8
3.2 Medical/Dental Appointments	10
3.3 Religious Observance	10
3.4 Traveller Absence	10
3.5 Suspensions	11
4. First Day of Absence Response	12
5. Rewarding Good and Improved Attendance	12
6. Leave of Absence Requests – ‘Exceptional Circumstances’	12
7. Unauthorised Absence	13
8. Approved Educational Activity (AEA)	14
9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)	14
10. Support for Poor School Attendance (other than unauthorised term time leave)	14
11. Pupils on Reduced (Part-time) Timetables	15

12. Penalty Notices and Prosecutions	15
13. Children Missing Education (CME)	16
15. Reporting to Parents	17
16. Recording Information on Attendance and Reasons for Absence	17
18. Policy Monitoring Arrangements	17

## Part 1 Policy:

### 1. Introduction

It is the aim of The Kingsway School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

### 2. Aims

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our school's position on attendance and details the procedures that all parents<sup>1</sup> must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory<sup>2</sup> school age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless they are not well enough to do so. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become

---

<sup>1</sup> Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

<sup>2</sup> A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in their future careers.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents [‘Supporting pupils at school with medical conditions - December 2015’](#) and [‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’](#) – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils' awareness of the importance of good attendance and punctuality
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

## Effects of non-attendance

The table below indicates how what might seem like just a few days' absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

### 3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance, [Keeping Children Safe in Education 2024](#), we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information.)

### 4. Legislation and Guidance

This policy meets the requirements of the 2024 [school attendance guidance](#), from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on school attendance and parental responsibility measures. This document is drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the [school census](#) explains the persistent absence threshold.

## Part 2 What the Law Says and Our School Procedures:

### 1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

### 2. Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Headteacher or her designate will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Entry to the school grounds starts at **8 am** on each school day.

Our morning register is taken at **8:30 am** and will be kept open until **9:30 am**

Our afternoon register is taken at **12.20 pm**

A pupil who arrives late but before the register has closed will be marked as late (**L**) – which counts as present.

A pupil who arrives late **after** the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked with the **unauthorised** absence code 'Late after registers close' (**U**). See DfE Attendance Codes – Appendix One.

### Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

Please also see the link below for our behaviour policy for more information regarding late arrival to school.

[Ready, Respect, Safe Policy](#)

### 3. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence.

**The following information outlines the main circumstances where absence may be authorised by the school:**

#### 3.1 Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.



The school follows the 2024 DfE School Attendance Guidance: Working Together to Improve School Attendance, which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. [DfE 2024: Working Together to Improve School Attendance](#)

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP or the school may seek parental permission to contact the pupil's GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

**If a student is too unwell to attend school, parents/carers should:**

1. Contact the School by 8.20am on the first day of absence by telephone on 0161 428 7706 by email to [absence@kingsway.stockport.sch.uk](mailto:absence@kingsway.stockport.sch.uk) or via the school website and send any supporting medical evidence to the Attendance Team if the absence is likely to continue. [Information Update](#)
2. If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.
3. On the child's return to school, a note should be provided by the parent, confirming the reason for their child's absence.

## **Mental Health and Wellbeing**

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead, Attendance Team or their child's Pastoral Head of Year for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

## **Pupils taken ill during the school day**

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out on Inventory. No pupil will be allowed to leave the school site without parental confirmation.

## **Support for our families:**

All forms of support at TKS operate on a waved system: wave one support is universal; wave two interventions are specialised and wave three are personalised and specialist.

To foster high attendance, the following support mechanisms are in place;

### Wave One:

- Students are taught to value high attendance through weekly celebration of attendance % in form time.
- We have family support pages that are shared with all parents/carers to help with issues that may impact on attendance - for example, housing and financial support and mental health support.
- Students and their families are informed about the links between high attendance, high academic performance and high levels of emotional wellbeing.
- Students develop powerful knowledge about physical and emotional wellbeing through our PSHE curriculum to mitigate the impact of these aspects of their health on their attendance.

### Wave Two:

- Any student with dropping or concerning levels of attendance is placed in Early Help - this might be at external level or internal level (Team Around the Child) according to the wishes of the family. These students are discussed at our Team Around the School meetings so that external support offers can be explored.
- Students who face physical and psychological compromises to their health that might impact on their attendance are referred to the local authority's school nursing service so that plans can be put in place to ensure their learning does not suffer.

- Our SEMH hubs offer group interventions on issues that impact attendance. These include: self-esteem; online safety; resilience; friendship and social skills.

- We have a trained Emotional Literacy Support Assistant (ELSA) who the DSL can refer students to for specifically designed interventions.

Wave Three:

- We refer those students with more specific mental health needs to specialist therapists who work within school.

- We refer students who require external support to organisations including 42nd Street; Secondary Jigsaw and Alternative Provisions such as The Pendlebury Centre.

- Any student with mental health needs severe enough to impact on their attendance are referred to our SEND team for screening, diagnosis and appropriate support.

### **3.2 Medical/Dental Appointments**

Parents should try to make appointments outside of school hours wherever possible.

Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out on the school's inventory system. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

### **3.3 Religious Observance**

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as

unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

### 3.4 Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

### 3.5 Suspensions

If the school decides to send a pupil home due to their behaviour, this will be recorded as a suspension. The school will follow the current [DfE Statutory Guidance on Suspensions](#).

Any suspension **must** be agreed by the headteacher.

The school will notify the parent of the suspension. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out on the school's Inventory system. No pupil will be allowed to leave the school site without parental confirmation.

## 4. First Day of Absence Response

If we have had no contact from parents/carers, absent students are recorded with code N in the register. All registers are taken within 10 minutes of the start of form time or a lesson. Once all students are registered for the morning session, the Attendance Team will contact the Pastoral Head of Year enquiring if any absent students have been seen in school. Further checks will be made against Period 1 registration. Any missing registration marks will be identified within the School day.

If a student is still not registered, we will:

- Text or email parents/carers.
- Make phone calls to contact numbers on our records.
- Make home visits and contact Social Workers or Early Help support workers.

Once all absence messages have been sent, N codes in the register will be changed to the appropriate authorised code or converted to code .

### 4.1 Contact Details

To comply with Health and Safety guidelines and Keeping Children Safe in Education it is important that we have more than one up to date contact details for all students. These details will be reviewed on an annual basis. There are a variety of reasons that staff from the school may need to contact parents or carers, including ill health when at school, school emergencies, to discuss unexplained absences and to ensure students are safe. To confirm the reason for a student's absence with parents/carers, the school will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone, email the school or update your details on the GATEWAY APP

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the police.

## 5. Rewarding Good and Improved Attendance

We will reward students for 100%, good and improving attendance by group and individually.

## 6. Leave of Absence Requests – 'Exceptional Circumstances'

**The law does not grant parents the automatic right to take their child out of school during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and

circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school website, also see link attached

### [Absence Request Documents](#)

The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

## **7. Unauthorised Absence**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

## **8. Approved Educational Activity (AEA)**

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2024: Working Together to Improve Attendance Guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements will be made for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school makes daily contacts with an alternative provider (AP) to check absences by individual pupils and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by school, in conjunction with the AP.

## **9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)**

In accordance with DfE school attendance guidance, school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's '[Home to school travel and transport](#)' guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity'.)

## **10. Support for Poor School Attendance (other than unauthorised term time leave)**

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the Attendance Team to discuss the matter.

If school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again,



when referring to legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

See below for more information on Education Penalty Notices

If our school has safeguarding concerns about a pupil who is absent we will share information with other agencies as we deem necessary.

## **11. Pupils on Reduced (Part-time) Timetables**

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

## **12. Penalty Notices and Prosecutions**

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

When children miss school for term time holidays not only do they miss out on important learning but they often take time to settle back into their learning routines.

The government is strengthening the rules around Education Penalty Notices. These are fixed penalty fines which can be issued by the Local Authority where 10 or more sessions (5 days) of unauthorised absence take place.

Education Penalty Notices are mainly issued to parents who take their children out of school for term time holidays, weddings, family visits and other purposes. Parents are reminded that schools are only able to authorise leave of absence if satisfied that there are exceptional circumstances. This will rarely be the case for family holidays, given that 13 weeks of school holidays are available to families each year.

The new stronger rules will apply to all offences taking place from 19th August 2024.

- For the first fine issued after the start of the 24-25 school year, the fine will increase to £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.
- Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

It's therefore more important than ever that parents arrange to take family holidays in the school holidays and not in term time.

See DfE's statutory guidance on School attendance parental responsibility measures ([Guidance for Parents on School Attendance](#) ) for more information and Stockport Council's Penalty Notice Code of Conduct, available here: [Attendance-at-School](#).

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

### **13. Children Missing Education (CME)**

School will add and delete pupils from roll in line with the law. The school will follow Stockport Council's Children Missing Education guidance, and make CME referrals as appropriate. The school will seek advice from the Children Missing Education Officer if unsure about any individual cases.

## **14. Following up Unexplained Absences**

Where no contact has been made with the school, we will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts. If we are unable to establish the reason for absence within 2 school days, we will make the absence as unauthorised, using the **0** code and conduct a home visit.

## **15. Reporting to Parents**

Where we have concerns surrounding a child's attendance the school will write to the parents to highlight this, unless there is a good reason not to.

## **16. Recording Information on Attendance and Reasons for Absence**

All reasons given by parents are recorded on SIMS.

## **18. Policy Monitoring Arrangements**

This policy will be reviewed annually by the Attendance Manager, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

---

## Guidance Documents:

Improving school attendance: support for schools and local authorities (DfE August 2024)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Keeping children safe in education (DfE September 2024)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

School attendance parental responsibility measures (DfE August 2024)

[https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf)

School census guidance and regulation

<https://www.gov.uk/education/school-censuses-and-slasc>

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE Jan 2024)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Education Penalty Notice Code of Conduct (Stockport Council)

<https://www.stockport.gov.uk/topic/attendance-at-school>

## Appendix 1 – Department for Education (DfE) Attendance Codes

CODE	Meaning
<b>Attending School</b>	
/\	Present at school / = morning session \= afternoon session
L	Late arrival before the register closed
<b>Attending a Place Other than School</b>	
B	Attending any other approved educational activity
K	Attending education provision arranged by the Local Authority schools must record the nature of the provision e.g. home tutoring or attending course at college
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending Work Experience
D	Dual registered at another school
<b>Absent- Leave of Absence</b>	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time

	timetable.
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>M</b>	Leave of absence for the purpose of attending medical or dental appointments
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>Absent- Other Authorised Reasons</b>	
<b>E</b>	Suspended or permanently excluded and no alternative provision made
<b>I</b>	Illness (not medical or dental appointment)
<b>R</b>	Religious observance
<b>T</b>	Parent travelling for occupational purposes
<b>Absent- Unable to Attend School because of Unavoidable Causes</b>	
<b>Q</b>	Unable to attend the school because of lack of access arrangements
<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 or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause Schools must record the reason of the unavoidable cause
<b>Absent- Unauthorised Absence</b>	
<b>G</b>	Holiday not granted by the school
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other unknown circumstances
<b>U</b>	Arrived in school after the registration closed
<b>Administrative Codes</b>	
<b>Z</b>	Prospective pupil not on admission register
<b>#</b>	Planned whole school closure

### Contact Details

Academy Name	The Kingsway School Foxland Campus Foxland Road Stockport
--------------	---

	<p>SK8 4QX</p> <p>The Kingsway School Broadway Campus</p> <p>High Grove Road</p> <p>Stockport</p> <p>SK8 1NP</p> <p>0161 428 7706</p>
<p>Attendance Officer</p> <p>Contact email</p> <p>Contact Tel number</p>	<p>Mrs Y Jones</p> <p>y.jones@kingsway.stockport.sch.uk</p> <p>0161 428 7706 ext 3017</p>
<p>Attendance Manager</p> <p>Contact email</p> <p>Contact Tel Number</p>	<p>Mrs L Stansfield</p> <p>l.stansfield@kingsway.stockport.sch.uk</p> <p>0161 428 7706 ext 3019</p>