



The Flourish Federation

ATTENDANCE POLICY

Ratified	22 nd January 2025	Review	January 2027
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Edit – Change of BIS Headteacher/Attendance Champions	8/9/2026
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Statement of Intent

This policy is for the Flourish Federation which includes Brookfield Infant School and Brookfield Junior School. We work very closely together and have written this policy to take account of the needs of both schools whilst enabling us to have a joint and consistent approach.

The Flourish Federation is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Executive Headteacher and Staff in partnership with parents have a duty to promote full attendance in the Flourish Federation.

Senior attendance champions are Lyndsey Holtby-Smith for Brookfield Infant School and Nat South for Brookfield Junior School.

Parental Responsibility

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact their child's school via the school office (phone call or in person), every day that they are absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known. Parents should update the school and inform the school (phone call or in person), for each consecutive day of absence.

Any absence reported via ClassDojo will not be authorised.

We expect pupils to attend school every day when the school is open (190 days per year) and where there are more than 10 sessions or 5 days unauthorised absence in a 50 day period, the school will request a Penalty Notice to be issued.

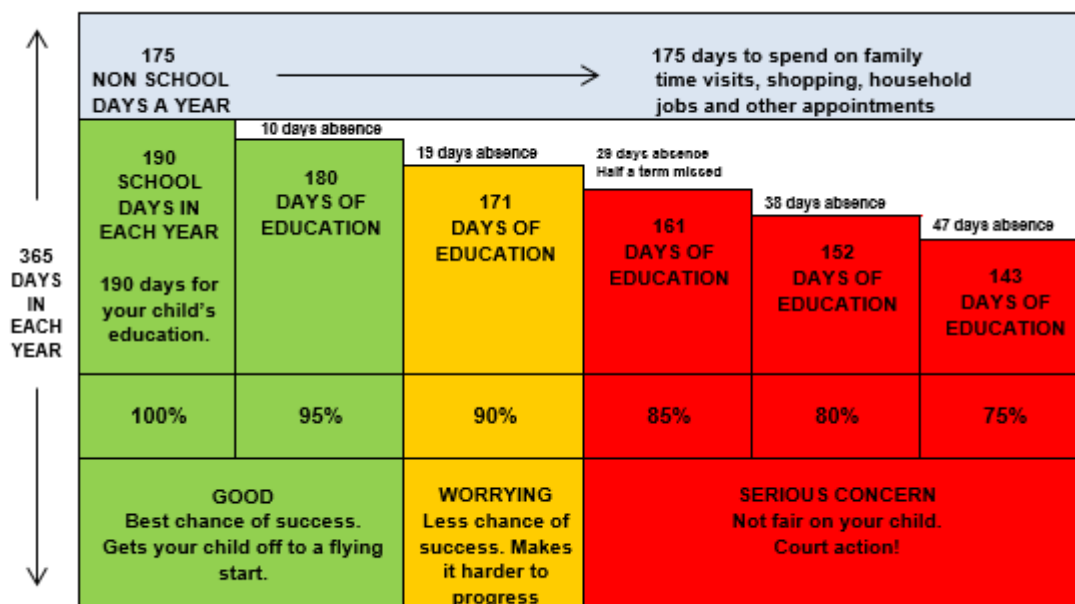
Pupils are expected to arrive by 8.50 am at both the infant school and the junior school. All pupils that arrive late must report, with their parent to the office where the reason

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------

for lateness is recorded. Where a child is not accompanied by an adult and arrives late, we will notify you of their lateness via our text message service. If unaccompanied lateness persists then we shall seek to arrange a meeting to discuss the matter. If, due to the child's age, this is a safeguarding concern we will follow out safeguarding procedures.

EVERY MINUTE COUNTS 	
MINUTES LATE	IMPACT ON ATTENDANCE IN A YEAR
5 MINUTES A DAY	3.4 DAYS 98.4% ATTENDANCE
10 MINUTES A DAY	6.9 DAYS 97.6% ATTENDANCE
15 MINUTES A DAY	10.3 DAYS 94.6% ATTENDANCE
20 MINUTES A DAY	13.8 DAYS 92.9% ATTENDANCE
30 MINUTES A DAY	20.7 DAYS 89.2% ATTENDANCE

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------



The Role of the School Staff

The Flourish Federation have a whole school responsibility and approach for improving attendance, with specific staff taking individual responsibility.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late.

It is the responsibility of the administration team and the classroom teacher to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by text message and a phone call.
- The appropriate attendance code is entered into the register (see National Attendance Codes)
- Parents are informed regularly of the child's attendance figure – This is informed at parent consultation and through termly information letters except where a student's attendance is below 95% and/or is a cause for concern.

Timeline of the Staged Approach for Managing Poor Attendance

Where low attendance of below 95% is identified and/or a concern is raised, the following tiered approach will be taken:

Tier 1: A warning letter will be issued, offering an opportunity to discuss the matter with the school, for support to be put in place if required.



The Flourish Federation

ATTENDANCE POLICY

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------

Tier 2(i): An invitation to meet with the Headteacher or another member of the senior leadership team is issued to discuss concerns and set termly targets. Medical evidence may be requested for any further absence. Minutes will be taken and a copy of these will be made available to the parent. In the event of the child not being represented, targets will automatically be approved by the senior leadership team.

Tier 2(ii): A meeting will be held the following term to review the targets. A letter of invitation to this meeting will be sent.

Tier 3: Following the above steps, or if there are a significant number of unauthorised absences, a referral will be made to the local authority. This may result in the issue of a penalty notice, prosecution or a court summons.

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the schools have failed to locate him/her.
- The family has notified the child's school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Lateness

At the Flourish Federation the register is taken at 8:55 a.m. and 1.15 p.m. Pupils arriving after these times must enter the schools by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.10.a.m. and at 1.20 p.m. at both the infant school and the junior school. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no



The Flourish Federation

ATTENDANCE POLICY

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------

unauthorised absence is to be recorded

- If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Authorising Absence

Only the Headteachers and Deputy Headteachers can authorise absence using a consistent approach; The Federation is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

An absence notification form must be submitted in advance – these are available from the school office and on the school website. In cases when an absence notification form has not been completed, the absence will automatically be recorded as unauthorised.

Absence (for example, leave for holidays) during term time can only be approved in “exceptional circumstances”. The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays and celebrations (with some rare exceptions)

When patterns of absence are observed during our regular attendance monitoring and where tier 2 or our procedure is in effect, we may request medical evidence for any further absences.

Please also note that the federation reserves the right to mark any absence as unauthorised where the circumstances are deemed dubious or have not followed school procedures.

Persistent unauthorised absence (10% or more of the school year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The schools will follow procedures prior to referral and parents will be notified in writing.

Local Authority Action may include:

- Attendance Improvement Meeting



The Flourish Federation

ATTENDANCE POLICY

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------

- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices Proceedings for Poor Attendance

There are three scenarios where a Penalty Notice can be requested by a school for the local authority to issue:

1. The pupil is absent on leave which is unauthorised by the Headteacher (recorded by school as code G on the pupil's registration certificate) for 10 or more sessions within 10 school weeks.
2. The pupil is absent from school, with 10 or more sessions recorded on their registration certificate by the school as unauthorised using:
 - Code O (absent in other or unknown circumstances).
 - Code U (arrived in school after registration closed).
 - Any combination of code O, U and G triggering the school to set a 20 school day notice to improve period for the pupil, which was unsuccessful.
3. The pupil is present in a public place during school hours without reasonable justification during the first 5 school days of a suspension or permanent exclusion (recorded as code E on the pupil's registration certificate).

Penalty Notice charges and escalation process

Only two Penalty Notices can be issued to the same parent in respect of the same child within a three year rolling period, and any second notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under [section 444 of the Education Act 1996](#)

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:



The Flourish Federation

ATTENDANCE POLICY

Ratified	22 nd January 2025	Review	January 2027
----------	-------------------------------	--------	--------------

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteachers may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the federation, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the federation’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7a Response to Leave Request (Not Authorising)

Appendix 7b Response to Leave Request submitted retrospectively (Not Authorising)

Appendix 8 Unauthorised leave confirmation of PN request

Appendix 9 School letter where they believe a holiday was taken

Appendix 10 Traveller Attendance letter

Appendix 11 Traveller Absence due to travelling

Appendix 12 School Referral Pathway