



The Rosewood School Attendance Policy

2026-27

Statement of Intent

As a Rights Respecting School, a 'Right to an Education' is one of our most important principles, and we are committed to Articles 28 & 29 of the Convention on the Rights of the Child.

The Rosewood School (TRS) is committed to the continuous raising of achievement of all our pupils, through developing and maintaining a culture that promotes the benefits of good attendance. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our principles is to celebrate success: good attendance is fundamental to a successful and fulfilling school experience. We actively promote high attendance for all our pupils and expect pupils to attend every session for the full duration of their timetable, except where there is a statutory reason for absence.

The Rosewood School aims to enable all pupils to re-engage in the process of education. We recognise that due to individual mental health issues and/or limitations due to poor physical health, pupils' ability to participate in sustained and active learning may be impaired. Pupils are entitled to a full-time education, and the expectation is that pupils attend full-time unless a temporary part-time timetable is agreed in very exceptional circumstances, in accordance with this policy and the DfE statutory guidance.

The Executive Headteacher and staff in partnership with parents/carers, have a duty to promote full attendance at The Rosewood School.

As pupils are dual rolled with our school, we work closely with home schools to monitor and share attendance information.

TRS follows the DfE statutory guidance 'Working together to improve school attendance' (July 2026).
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Parent and Carer Responsibility

Parents/Carers have a legal duty to ensure that their children attend school regularly and arrive on time. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour. Children are at significantly greater risk of underachieving, being victims of harm, sexual exploitation or radicalisation if they do not attend education.

It is the parents/carers' responsibility to contact the school on the first day their child is absent and provide the reason for absence. This is a safeguarding requirement so that all parties know that the child is safe and their whereabouts are known. Parents should continue to update the school where an absence continues. Medical evidence should not be routinely requested for illness and will only be sought where there is genuine and reasonable doubt about the illness or where it is needed to understand prolonged or repeated patterns of illness or complex, long-term or recurring health needs.

Pupils are expected to arrive by 08:45 am. All pupils that arrive late must report to reception where the reason for lateness is recorded.

When a pupil is collected by family or friends, we require all those collecting them to report to reception. In the instance where the person collecting is not known to us (e.g., a parent we have not yet met, a sibling or other family member, a friend) we require a person with parental responsibility to ensure we have been contacted ahead of time, they inform us who is collecting their child, and provide some identifiable information (e.g., their name, the registration plate of their car). We will not release a child from school with anyone we do not know

Our expectations of parents

- To encourage and support full-time attendance to school.
- To not undermine school attendance, policy, or procedures.
- To ensure that the school is made aware of any absence on the morning of any absence.

- To attend attendance meetings when necessary.
- To try and book appointments for their child outside of school hours.
- To not take holidays during term time.

Parents are required to participate in the actions and measures of our attendance policy, e.g., second day video calls, attendance meetings. Should parents not participate meaningfully in attempting to improve their child's attendance, The Rosewood School will generally complete a Request for Support, i.e., a referral to Statutory Children's Services (Social Services or Early Help). The attendance percentage of the pupil will determine whether Early Help or Social Services are requested.

Our expectation of pupils

- To attend school for every session of their timetable, for the full duration, unless there is a statutory reason for absence, and to arrive on time.
- To catch up with learning if they are absent.

Staff managing attendance at The Rosewood School

At The Rosewood School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility. The senior leader with overall responsibility for attendance is J Fewtrell.

Inclusion Managers have responsibility for monitoring the processes surrounding attendance as well as championing good attendance for our pupils:

Canterbury School – K Harrison

Leybourne School – A Grela and K Phillips

Remote Learning – J Gray

Staff Member	Role	Contact Details
J Fewtrell	Head of School (Leybourne)	j.fewtrell@trs.kent.sch.uk
K Holden-Smith	Head of School (Canterbury)	k.holden-smith@trs.kent.sch.uk
R Sharma	Head of School (Staplehurst)	r.sharma@trs.kent.sch.uk
A Grela	Inclusion Manager (Leybourne)	a.grela@trs.kent.sch.uk
K Phillips	Inclusion Manager (Leybourne)	k.phillips@trs.kent.sch.uk
K Harrison	Inclusion Manager (Canterbury)	k.harrison@trs.kent.sch.uk
J Gray	Inclusion Manager (Remote)	j.gray@trs.kent.sch.uk

Day-to-day Processes

A register is completed at the start of each morning session and once during each afternoon session, at the same time for all registered pupils. The register will remain open for no longer than 30 minutes. Pupils are recorded as present, absent or late using the appropriate national attendance and absence code. Teachers will record attendance at every session throughout the timetabled day where required by the school's MIS and timetable arrangements.

It is the responsibility of schools to ensure:

- Attendance and lateness records are recorded each day.
- The appropriate attendance code is entered into the register.
- It is a statutory duty for parents and carers to contact schools and make their child's whereabouts and provide reasons for absence. If no reason for absence has been provided, parents/carers are contacted promptly on the first day of absence and the school will make every effort to establish the reason. Where the reason is not established before the register closes, the appropriate temporary code will be used and updated as soon as the reason is known, in accordance with the national attendance codes.
- If unable to contact by telephone, an email followed by a text message will be sent. If there is still no response, then The Rosewood School may contact social services to escalate concerns or contact the police to request a

welfare check.

- After the second day of absence the Inclusion Manager will Teams call the family to ensure the child has been seen and to check on the child's safety and welfare, to discuss the importance of good attendance, and to check for any barriers that are impacting on the child returning to school. This will occur every subsequent two days of absence.
- Attendance and admission registers are legal records. TRS will preserve every entry for 6 years from the date the data was entered and will retain an audit trail for amendments in accordance with the statutory guidance and applicable regulations.
- Dual registration and attendance codes: TRS pupils who are dual registered must be recorded using the national attendance codes accurately. Code D may only be used for a session when the pupil is scheduled to attend the other school at which they are registered. If a pupil is ill, the school the pupil was due to attend should record the illness absence using Code I, while the other school records Code D. Unexpected and unexplained absences must be followed up promptly and the home school and TRS should maintain clear arrangements for sharing attendance information.

Celebrating and incentivising good attendance

High attendance is celebrated at the end of each term in our celebration assemblies, for pupils whose attendance falls into the following categories:

- Those with 100% attendance, 95-99% attendance, and 85-94% attendance.
- Most improved attendance from their home school attendance.
- Most improved attendance at The Rosewood School.

The Education Endowment Fund research 'Attendance Interventions: Rapid Evidence Assessment' (March 2022) states:

Overall, there is limited evidence that incentive or disincentive interventions increase pupil attendance. Only half of the studies included were found to have a low risk of bias. We therefore do not incentivise or disincentivise school attendance beyond this step: it is an expectation that pupils attend school fully without reward.

Working together to improve school attendance

The Education Endowment Foundation research 'Attendance Interventions: Rapid Evidence Assessment' (March 2022) states: *Positive impacts were found for both parental communication approaches and targeted parental engagement interventions. The impact was larger for targeted approaches. Responsive intervention in which a member of staff or team use multiple interventions and target approaches specifically to the needs of individual pupils was also found to be effective.*

At The Rosewood School, we aim to work in partnership with all stakeholders, including parents, to treat the root causes of absence and address barriers to attendance, and not to work against families. It is expected that all stakeholders work together to:

- Expect.
- Monitor.
- Listen and understand.
- Facilitate support.
- Formalise support.
- Enforce.

We recognise that many of our pupils have had challenges attending school full-time prior to their admission to our school, and parents too may have struggled in ensuring that their child attends school. At The Rosewood School, we maintain an ethos of '**High Support, High Challenge**' – parents and stakeholders should expect a high level of support from us in helping their child to attend school and expect a high level of challenge when their child is not attending school.

Part Time Timetables

Due to the nature of the pupils attending TRS there is a strong likelihood that attendance at their home school has previously been an issue. TRS sets high expectations for attendance and will work with pupils, parents/carers, home schools and relevant professionals to identify and remove barriers to attendance. Pupils should attend every session of their timetable and full-time education.

In very exceptional circumstances and where it is agreed with medical professionals (generally at consultant level), TRS will instruct a temporary part-time timetable to meet the pupil's individual needs. This may be appropriate where a medical condition or other significant barrier prevents a pupil from attending full-time and the arrangement forms part of a wider support, health care or reintegration plan. A part-time timetable must not be used to manage behaviour.

Any part-time timetable that has been instigated via medical professionals must have the agreement of the school and the parent/carer with whom the pupil normally lives; have a clear ambition; include regular review dates involving the pupil and parents/carers; and have a proposed end date, after which the pupil is expected to attend full-time, subject to review. It should be used for the shortest time necessary, although a longer period may be appropriate in limited cases for a pupil with a long-term health condition.

Where a part-time timetable is agreed, attendance is recorded against the sessions the pupil is expected to attend, using the appropriate national attendance codes. Registration must still take place at the same time for all registered pupils, including pupils subject to a part-time timetable. Where the pupil has a social worker, TRS will keep them informed and involved. Where the pupil has an EHCP, TRS will discuss the arrangement with the local authority as appropriate. Inclusion Managers will notify KCC through the appropriate route where required.

Remote Education

At The Rosewood School, remote education is only provided to children who cannot access a physical school site due to a physical health need, for example, those who are immunocompromised. This provision should be as short as possible and regularly reviewed, and should form a part of a plan to reintegrate children into in-person education.

Children absent from education

The Rosewood School recognises that absences, whether authorised or unauthorised, can disrupt a child's education and overall well-being. In cases where children are absent from education but not classified as "missing education," TRS is committed to identifying and addressing the underlying barriers that may be causing these absences.

Definition

TRS uses the following attendance terms consistently with the DfE guidance. A pupil is absent from school when they are not physically present for a session for which they are expected to attend. Attendance concerns may include persistent absence, severe absence, patterns of unauthorised absence, prolonged or recurring absence, and patterns of lateness that affect access to education.

- Persistent absence: absence of 10% or more across the relevant period.
- Patterns of unauthorised absence, such as truancy or term-time holiday without permission.
- Prolonged or recurring absence, including absence related to physical or mental ill health, which should prompt consideration of barriers and support.
- Severe absence: absence of 50% or more, requiring particularly intensive support and consideration of safeguarding and multi-agency involvement. These children are discussed and reviewed fortnightly as part of the TRS safeguarding meeting.

Response to Absences

TRS adopts a staged and supportive approach to addressing absences, emphasising collaboration with parents/carers, the home school, and external agencies. Our practices include:

1. Monitoring Absences
 - Attendance is recorded daily, and absences are flagged for review during fortnightly attendance

meetings.

- Patterns of absence are identified and logged in the school's Management Information System (MIS).

2. Engagement with Parents/Carers

- Parents are required to report absences daily. Medical evidence is not routinely required for illness and should only be requested where there is genuine and reasonable doubt, or where it is needed to understand prolonged, repeated, complex or long-term health needs.
- Where absences are unexplained or prolonged, which could include cumulative absence, TRS staff will make contact to understand the reasons and offer support.

3. Supportive Interventions

- A tailored plan is created to address barriers to attendance, considering each child's individual needs.
- Interventions may include adjustments to the school timetable, referrals to health or social care professionals, or additional in-school support.

4. Escalation of Concerns

- Where unauthorised absences persist, parents will be invited to attendance meetings to discuss concerns and agree on a course of action.
- Continued absence may result in formal interventions, including referral to the Local Authority's Inclusion and Attendance Service, or the Education Welfare Officer (EWO).
- If attendance does not improve despite support, the school will consider legal action, including fixed penalty notices or court proceedings, in line with local authority guidance.

Safeguarding Considerations

All absences are treated as a potential safeguarding concern. In cases where contact cannot be established or there are concerns about the child's welfare, TRS will escalate the matter to social services or, if necessary, request a welfare check from the police.

Encouraging a Return to Full Attendance

TRS is committed to fostering an inclusive environment where every child feels supported in returning to regular attendance. This aligns with our ethos of High Support, High Challenge, ensuring that barriers to education are addressed while maintaining high expectations for participation and achievement.

Equality Act, SEND, health needs and phased returns: TRS will consider the individual barriers faced by pupils with disabilities, SEND, physical or mental health needs and other relevant circumstances. Where appropriate, reasonable adjustments to policies and practice will be considered, agreed and regularly reviewed with the pupil and parents/carers. TRS may use a time-limited phased return where appropriate as part of a wider reintegration or support plan.

Timeline of the Staged Approach for Managing Poor Attendance

Our expectation as a school is that pupils should attend for every session of their timetable, for the full duration, unless there is a statutory reason for absence. High expectations apply to all pupils, including pupils with SEN or health needs, while the school must consider individual barriers, the Equality Act 2010, reasonable adjustments and the pupil's individual needs.

Where attendance is becoming a concern, the following graduated approach will be used, with the level of support increasing as absence intensifies:

- Early identification, discussion and support: attendance will be monitored; the pupil and parents/carers will be listened to; barriers will be identified; and reasonable adjustments, in-school support and/or wider support will be considered and agreed.

If no improvement or worsening of attendance:

- If attendance does not improve or absence intensifies: further intervention, meetings and support will be provided, reviewed and adjusted. Where appropriate, the school will involve health, social care, the home

school, KCC and other relevant partners.

- Medical input may be sought where this is appropriate to understand complex, long-term or recurring health needs or to inform reasonable adjustments; medical evidence will not be routinely required for illness absence.

Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear if a referral to the service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.

For the cases that require intensive family support, the school may make a referral for support through the Digital Front Door: this could be in the form of request for Family Help, Social Services, or support from the Attendance and Inclusion team. Additional support from wider services and external partners will take place when TRS identify a need and will be communicated with the family. Social workers who support a pupil will be informed if there are any unexplained absences.

Where voluntary support has not been effective or has not been engaged with, and where appropriate, TRS may formalise support and/or work with the Local Authority on statutory intervention, including a Notice to Improve, penalty notice or prosecution. Any legal intervention will be considered on the individual circumstances and in line with the national framework and KCC's current local arrangements.

Children Missing Education

No child should be removed from the Home School roll without consultation between the Executive Headteacher and the Inclusion and Attendance Service, where appropriate.

Where a child is missing from education, Local Authority guidance will be followed. In the first instance, advice will be sought by TRS from the Attendance and Inclusion Service. This may result in the completion of a Child Missing Education referral for the following circumstances:

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

Safeguarding practice

Pupil attendance is monitored closely to ensure that pupils are seen by a TRS member of staff or other professional in compliance with safeguarding protocols. Where contact cannot be established, or there are concerns about a pupil's welfare or whereabouts, TRS will follow its safeguarding procedures and may escalate to social care or request a police welfare check where appropriate.

Electively Home Educated pupils

On receipt of written notification to home educate, TRS will inform the pupils' local authority that the pupil is to be deleted from the admission register. TRS will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. TRS will also liaise with the pupils' home school.

Lateness

At TRS the attendance register is taken at 09.00 am and 12:05 pm. The register will remain open for no longer than 30 minutes and the opening period will be the same for every session. Pupils arriving after the start of the session must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. A pupil arriving before registration closes will be marked Code L.

Where a part-time timetable has been agreed, registration still takes place at the same time for all registered pupils. A pupil will be recorded as late only where they arrive after the start of the session for which they are expected to attend and before registration closes.

Pupils arriving after registration has closed will be marked Code U and this will count as an unauthorised absence for that session, unless another attendance code more accurately describes the circumstances.

Frequent lateness after the register has closed will be discussed with parents/carers and may form part of attendance intervention. Where the national threshold is met, any penalty notice will be considered in accordance with the individual circumstances and the National Framework.

For medical or dental appointments, parents/carers should provide sufficient information to allow the school to record the absence accurately. The pupil should be absent for the minimum time necessary. The school will not routinely require medical evidence; where evidence is genuinely needed, it will be requested reasonably and the school will not be rigid about the form of evidence.

- GP appointment card.
- Hospital Letter.
- Copy of prescription given by GP.
- Text from GP as proof of telephone consultation.

If a pupil is sent home by a member of staff due to illness, this will be authorised by the school.

Pupils are only authorised to leave the school premises early when permission has been sought and approved by the parent/carer, and the school agrees to this.

Notice to Improve

A Notice to Improve is a final opportunity for a parent/carer to engage in support and improve attendance before a penalty notice is issued. It will normally be used where the national threshold has been met, support is appropriate, and support has not been engaged with or has not worked. It will set out:

- The details of the pupil's attendance.
- Why attendance is important.
- What support has already been offered.
- The support already provided and opportunities for further support, including any previously offered support that was not engaged with.

The Notice to Improve will normally provide an improvement period of between 3 and 6 weeks. It will state what sufficient improvement looks like in that individual case and the grounds on which a penalty notice may be issued before the end of the improvement period.

A Notice to Improve will not be used in all cases. It may not be appropriate where support is not appropriate, where a Notice to Improve has previously been used and is unlikely to change behaviour, or where the Local Authority's current code of conduct provides for another route. Term-time holidays may be dealt with without a Notice to Improve where support would not be appropriate.

Penalty Notices

Penalty notices are issued under the National Framework. TRS will follow the current KCC Local Code of Conduct and any current KCC procedures when considering or requesting a penalty notice.

The Department for Education have outlined the following national threshold:

- All state funded schools must consider whether a penalty notice for absence is appropriate in each individual case where the national threshold is reached. TRS will not operate a blanket position of issuing or not issuing penalty notices.
- Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency across the country.

- The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.
- A school week means any week in which there is at least one school session.
- This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).
- The period of 10 school weeks can span different terms or school years. Reaching the threshold does not automatically result in a penalty notice. TRS will consider whether support is appropriate, whether support has worked or been engaged with, whether a penalty notice is the best available tool, and any relevant Equality Act 2010 considerations.

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:

- 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 Executive Headteacher may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Executive Headteacher, acting on behalf of the Management Committee. Each case will be judged on its merits and the Executive Headteacher’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent’s or child’s rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupils’ previous attendance record into account when the school is making decisions. The fundamental principles for defining ‘exceptional’ are rare, significant, unavoidable and short, and “unavoidable” implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

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.

Where a penalty notice is issued, the first penalty notice to a parent for a particular pupil is £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice to the same parent for the same pupil within a rolling 3-year period is £160 with no reduced rate. A third penalty notice cannot be issued to the same parent for the same pupil within that 3-year period; alternative legal action should be considered instead.

A Penalty Notice can also be issued where an excluded child is found in a public place during school hours during the first five school days of a suspension or permanent exclusion, without reasonable justification. Where a penalty notice is requested, TRS will follow the current KCC process and Local Code of Conduct, including any required warning or improvement period. TRS will not issue or request duplicate penalty notices and will ensure the relevant national threshold, previous penalty notices and support considerations have been checked.

Authorising Absence

Only the Executive Headteacher can authorise absence using a consistent approach. Decisions will be made in accordance with the statutory attendance framework, considering the individual circumstances and relevant evidence. A parent/carer's explanation does not automatically authorise an absence.

If the reason for absence is not established, TRS will follow up the absence promptly and use the appropriate national attendance code. Where the reason remains unknown, the national rules on Codes N and O will be followed.

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 where the pupil is absent for longer than is reasonably necessary.
- Child's/family birthday.
- Shopping trip.
- Family Holidays (with some rare exceptions).

Persistent absence, defined as absence of 10% or more, may result in targeted support and, where appropriate, referral to the Local Authority School Attendance Support Team or other relevant service. Legal intervention will be considered only in line with the National Framework and individual circumstances.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings need to be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:

- Attendance Improvement Meeting.
- Home visits.
- Liaison with other agencies.
- Fast Track to Prosecution.

Pupils who have a social worker:

- The LA will regularly monitor the attendance of children with a social worker in their area.
- Put in place personal education plans for looked-after children.
- Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after

Pupils on home leave from Kent and Medway Adolescent Hospital and the Staplehurst School

Children who are residents of Kent and Medway Adolescent Hospital (KMAH) will generally be given periods of home leave during their stay, and more frequently so when working towards discharge from the hospital.

Pupils' non-attendance on these days may be unavoidable and out of the control of The Rosewood School. The appropriate attendance code will be used in accordance with the national attendance coding guidance.

How The Rosewood School uses attendance data and seeks to improve attendance

The Rosewood School collects attendance data daily and formally reviews attendance data weekly. The data is used to identify pupils who are not attending sufficiently, pupils at risk of persistent or severe absence, and pupil cohorts that may require additional support. Analysis will consider patterns of absence and lateness and, where relevant, cohorts including pupils with SEND or disabilities, pupils with long-term or recurring health needs, pupils with a social worker and young carers.

Where a child is identified as requiring support, this will be recorded along with their attendance at the time. The form of intervention and support is then dependent on the individual case but will generally mean the sending of an attendance letter and request for an attendance support meeting. We will always approach attendance issues from a support-first perspective and seek to work with pupils, parents/carers, and other partners in identifying and resolving barriers to good attendance. Any attendance targets will be realistic, individualised and reviewed over an agreed timeline.

Where interventions have been attempted and support has been given, and no signs of improvement are made, The Rosewood School may choose to formalise support, issue a Notice to Improve, request a penalty notice, recommend prosecution, or consider closure of a placement where appropriate. Any such action will be considered individually, in line with the pupil's needs, safeguarding responsibilities, the National Framework and KCC's current procedures.

Appendices

- Appendix 1 Late letter (Code L)
- Appendix 2 Late letter (Code U)
- Appendix 3 Absence Letter
- Appendix 4 School Attendance Meeting Letter
- Appendix 5 Notice to Improve.
- 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 Notice of closure to Service due to non-engagement/attendance
- Appendix 11 Summary of letters and action points
- Appendix 12 School Referral Pathway

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

Re: «forename» «surname».

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days on which «forename» was late (Code L):

«dates_of_lates_before»

Total number of lates before registration closed: «total_lates_before» half day sessions.

At our school the register is taken at 09.00 am and at 12:05 pm. The register remains open for no longer than 30 minutes for each session.

A pupil's lateness will seriously disrupt their learning and can increase anxiety on entering classes already engaged in the lesson.

I would like us to work together to improve punctuality: If we can help in any way, please do not hesitate to contact us.

Yours sincerely,

Inclusion Manager

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

Re: «forename» «surname».

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days on which «forename» was late (Code U):

«dates_of_lates_after»

Total number of lates after registration closed: «total_lates_after» half day sessions.

At our school the register is taken at 09.00 am and 12:05 pm. The register remains open for no longer than 30 minutes for each session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session, unless another national attendance code more accurately describes the circumstances.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely,

Inclusion Manager

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

Re: «forename» «surname».

Attendance Letter 1

I am writing to express my concern over the number of occasions that «forename» has been absent from school. [His/her] current attendance has reached [percentage], and the pattern of absence is a concern. Where absence reaches 10% or more, the pupil is considered persistently absent and targeted support will be considered. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning; not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return.

I would like for us to work together to improve «forename»'s attendance and request your attendance at The Rosewood School to meet and discuss this. I have scheduled a meeting for [DATE] at [TIME]. If this is not suitable, please come back to me to suggest a more suitable time.

If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Inclusion Manager

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.

CC. «salutation», «home school»,.

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

Re: «forename» «surname».

Attendance Letter 2

I am writing to express my concern at [name's] recent high levels of absence from school. [His/her] current attendance has fallen to [percentage].

As there has been no improvement in «forename»'s attendance, we will review the barriers to attendance and the support in place. Where illness is a significant or recurring factor, we may seek appropriate medical information to better understand «forename»'s needs and any reasonable adjustments that may be required. Medical evidence will not be routinely required for illness absence.

We acknowledge that each family's circumstances are different, and we aim to work with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and we believe that regular attendance is essential for their success and fulfilment. We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

I therefore request that you attend a meeting to discuss the above. I have scheduled a meeting for [DATE] at [TIME]. If this is not suitable, please come back to me to suggest a more suitable time.

Where appropriate, The Rosewood School will also discuss this matter with the Attendance and Inclusion service who have the statutory duty to investigate matters of ongoing poor school attendance.

Yours sincerely

Head of School

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.

CC. «salutation», «home school»,.

Appendix 5

Dear [SALUTATION],

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice “the pupil”) who is a registered pupil at «School_Name».

The school has offered support to you and your family to try and help improve «Students_Name»’s attendance, including:

1. Telephone calls. The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. An Attendance Overview Letter. The school wrote to you, letting you know about «Students_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

We are writing to advise that we are considering requesting a Penalty Notice for unauthorised absence from school to Kent County Council. Penalty Notices can be issued where a pupil has 10 sessions of unauthorised absence within a rolling period of 10 school weeks. «Students_Name» has recorded 5 days / 10 sessions of unauthorised absence between [DATE] and [DATE].

Please see the attached registration certificate for details.

The improvement period will normally be between 3 and 6 weeks. During this period, the Notice to Improve will explain what sufficient improvement looks like in this individual case and the circumstances in which a penalty notice may be issued before the end of the improvement period.

A first penalty notice to a parent for a particular pupil is charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice to the same parent for the same pupil within a rolling 3-year period is charged at £160 with no reduced rate. A third penalty notice cannot be issued to the same parent for the same pupil within that 3-year period; alternative legal action should be considered instead.

Where the national threshold is met for a third or subsequent time within the 3-year period, a further penalty notice cannot be issued to the same parent for the same pupil. Alternative action, including consideration of prosecution or other attendance legal interventions, will be considered by the Local Authority.

We will contact you again at the end of the Improvement Period on [DATE] to advise on the outcome and if any further unauthorised absences have been recorded.

Thank you for your co-operation and understanding.

(Name)
Head of School
The Rosewood School

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.
CC. «salutation», «home school».

Appendix 6

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

Re: «forename» «surname».

With reference to our letter dated [DATE], «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result, we will now be requesting a Penalty Notice from the Local Authority.

Any penalty notice will be issued in accordance with the National Framework and current KCC Local Code of Conduct, including the 2-notice limit for the same parent and pupil within a rolling 3-year period.

Yours sincerely,

Head of School

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.

CC. «salutation», «home school»,.

Appendix 7a

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

RE: Request for leave during Term time.

For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between [DATE] and [DATE], a total of [NUMBER] of school sessions.

Under the current school attendance regulations, leave of absence for a pupil of compulsory school age can only be granted in accordance with the statutory grounds. Requests for leave for a holiday or other leisure purpose during term time will not normally meet the exceptional-circumstances test. Each application must be considered individually, on its specific facts and relevant background context, and leave cannot be authorised retrospectively.

The School's Attendance Policy confirms that:

- The request will be considered individually on its merits and in accordance with the statutory framework.
- Exceptional circumstances are considered on the specific facts and relevant background context of the request.
- Where leave is granted, the school determines the number of days that can be authorised.
- Leave cannot be authorised retrospectively.

I have considered your request, but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

If a penalty notice is issued, the amount and escalation will follow the National Framework and current KCC Local Code of Conduct. The first penalty notice is £160, reduced to £80 if paid within 21 days; a second notice to the same parent for the same pupil within 3 years is £160 with no reduction; a third notice cannot be issued within that 3-year period.

Yours sincerely

Executive Headteacher

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.
CC. «salutation», «home school»,.

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

RE: Request for leave during Term time.

For the attention of the parents of «forename» «surname».

You failed to apply in advance for permission for «forename» to be absent from school.

Under the current school attendance regulations, leave of absence for a pupil of compulsory school age can only be granted in accordance with the statutory grounds. Requests for leave for a holiday or other leisure purpose during term time will not normally meet the exceptional-circumstances test. Each application must be considered individually, on its specific facts and relevant background context, and leave cannot be authorised retrospectively.

The School's Attendance Policy confirms that:

- The request will be considered individually on its merits and in accordance with the statutory framework.
- Exceptional circumstances are considered on the specific facts and relevant background context of the request.
- Where leave is granted, the school determines the number of days that can be authorised.
- Leave cannot be authorised retrospectively.

As stated above, I am unable to authorise leave retrospectively, and I will be making a request for a Penalty Notice to be issued.

If a penalty notice is issued, the amount and escalation will follow the National Framework and current KCC Local Code of Conduct. The first penalty notice is £160, reduced to £80 if paid within 21 days; a second notice to the same parent for the same pupil within 3 years is £160 with no reduction; a third notice cannot be issued within that 3-year period.

Yours sincerely,

Executive Headteacher

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.

CC. «salutation», «home school»,.

Appendix 8

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

RE: «forename» «surname» DOB: «date_of_birth»,

With reference to our letter dated [DATE], the leave of absence taken between [DATE] and [DATE] has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent for each child.

Yours sincerely,

Executive Headteacher

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.
CC. «salutation», «home school»,.

Appendix 9

«addressee»
«address_block»
«date_of_printing»

Dear «salutation»,

RE: Final Notice before Closure.

At the time of writing, your son's/daughter's attendance with our service is at [%] which includes [NUMBER] of sessions recorded as unauthorised absence. The minimum expectation of attendance is [%].

To date, The Rosewood School has attempted the following strategies to reengage your child within our service:

- [List of strategies attempted].

I am requesting your attendance for a meeting on [DATE & TIME] at our [LOCATION] School. If you are unable to make that date, please contact our office to inform them of a date when you can by [DATE, 5 DAYS FROM SENDING THIS LETTER]. If you cannot travel to the [LOCATION] School, please contact our office and inform them of a date when you can accept a home visit for the meeting to be held there, by [DATE].

Failure to engage with the meeting or agreed support will be considered as part of the attendance case. The school may, where appropriate and after considering the pupil's individual circumstances, safeguarding needs and the views of relevant professionals and the home school, review whether the placement remains appropriate. Any decision to close a placement will not be used as a substitute for statutory attendance duties and will follow the school's placement and safeguarding procedures.

Yours sincerely,

Head of School

CC. Loveday Potter, KPAS Exclusion Intervention Adviser.
CC. «salutation», «home school»,.

Appendix 11

Summary of Letters and action points:

Letter	Appendix code	When to action	Signatory
Late warning before registration closes	1	10 or more Lates	Inclusion Manager
Late warning after registration closes	2	10 or more Lates	Inclusion Manager
Attendance warning letter	3	When attendance is becoming a concern or a pattern of absence is identified	Inclusion Manager
Attendance Meeting letter	4	When targeted support is required; escalate as absence intensifies	Inclusion Manager
Notice to improve	5	When national threshold reached and support is appropriate but not engaged with/has not worked	Head of School
Unauthorised absence penalty notice	6	When penalty notice is individually considered appropriate under the National Framework and KCC process	Head of School
Responding to requests for leave	7a	Declining a holiday request	Executive Headteacher
Action when holiday already taken	7b	When a holiday has already been taken without prior application	Executive Headteacher
Issuance of Penalty Notice due to unauthorised leave.	8	Confirmation of FPN being requested.	Executive Headteacher
Final notice of closure	9	When there is no engagement from the family, the pupil is not attending, and all other professionals have been consulted.	Executive Headteacher

Appendix 12 School Referral Pathway

Kent School Referral Pathway – Pupil Attendance

