



# The Rosewood School Attendance Policy 2025-26

## **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 100% attendance for all our pupils.

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 has been impaired. However, the expectation is that all pupils are required to attend full-time unless a consultant has indicated a part-time timetable only. The Rosewood School itself is an intervention which enables pupils to attend full-time education.

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'.

<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 every day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts are known. Parents should regularly update the school providing reasons for any absence, and where appropriate also provide evidence for the absence.

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.

## Our expectation of pupils

- To attend school full-time and not be late.
- To catch up with learning if they are absent.
- To not impact on the wider school with absence.
- To not be in public if absent from school.

## 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 James Fewtrell.

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

Canterbury School – Mark Hamer

Leybourne School – Adela Grela and Katherine Phillips

Remote Learning – Katie Harrison

Staff Member	Role	Contact Details
James Fewtrell	Head of School (Leybourne)	<a href="mailto:j.fewtrell@trs.kent.sch.uk">j.fewtrell@trs.kent.sch.uk</a>
Kelly Holden-Smith	Head of School (Canterbury)	<a href="mailto:k.holden-smith@trs.kent.sch.uk">k.holden-smith@trs.kent.sch.uk</a>
Roopa Sharma	Head of School (Staplehurst)	<a href="mailto:r.sharma@trs.kent.sch.uk">r.sharma@trs.kent.sch.uk</a>
Adela Grela	Inclusion Manager (Leybourne)	<a href="mailto:a.grela@trs.kent.sch.uk">a.grela@trs.kent.sch.uk</a>
Katherine Phillips	Inclusion Manager (Leybourne)	<a href="mailto:k.phillips@trs.kent.sch.uk">k.phillips@trs.kent.sch.uk</a>
Mark Hamer	Inclusion Manager (Canterbury)	<a href="mailto:m.hamer@trs.kent.sch.uk">m.hamer@trs.kent.sch.uk</a>
Katie Harrison	Inclusion Manager (Remote)	<a href="mailto:k.harrison@trs.kent.sch.uk">k.harrison@trs.kent.sch.uk</a>

## Day-to-day Processes

A register is completed at the beginning of each morning and teachers will record attendance at every session throughout the timetabled day. Marking the attendance registers twice daily is a legal requirement. Pupils are recorded as present, absent or late.

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.
- If no reason for absence has been provided, parents/carers are contacted on each day of absence by telephone requesting specific details regarding the absence (including symptoms and presentation). All updates to be logged on the schools Management of Information System (MIS), including a descriptive comment.
- 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 discuss the importance of good attendance and check for any barriers that are impacting on the child returning to school. This will occur every subsequent two days of absence.
- Parents/carers will be informed termly of their child's attendance figure, or sooner if necessary.

## 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 Fund 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 been an issue. The expectations regarding 100% attendance will be reiterated at the pre-admission meeting, and pupils are expected to attend school for as many of the 190 days of the academic year as their health allows.

If the timetable needs to be adapted, then this can be done in consultation with medical professionals with a supporting letter: it is a requirement that this be written by a consultant level practitioner.

Timetables are personalised to meet the needs of the pupils and attendance should reflect the agreed timetable of attendance; attendance figures are then calculated according to their individual timetables.

Where timetables are reduced, Inclusion Managers must ensure that KCC are notified through the digital front door. Less than 1% of pupils at The Rosewood School have a part-time timetable.

## **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

A child is considered "absent from education" if they are registered at the school but fail to attend regularly. This includes:

- Persistent absenteeism (attendance below 90%).
- Patterns of unauthorised absence, such as truancy or extended holidays without permission.
- Prolonged authorised absences, including medical or other reasons.
- Patterns of lateness that impact a child's access to learning.

### Response to Absences

TRS adopts a staged and supportive approach to addressing absences, emphasizing 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 and provide evidence, where appropriate (e.g., medical documentation).
  - Where absences are unexplained or prolonged, 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.

## **Timeline of the Staged Approach for Managing Poor Attendance**

Our expectation as a school is that pupils should attend for 100% of their agreed timetable: this includes pupils with SEN or health needs as outlined in the guidance.

Where attendance falls below a reasonable threshold the following action is required:

- Attendance warning and monitoring letter sent, and an attendance meeting with pupil and parents. Attendance meetings will seek to address barriers to attendance both in and out of school.

If no improvement or worsening of attendance:

- Further intervention letters and meetings with parents, again seeking to address barriers.
- Input from medical clinicians will also be sought where illness is a factor.

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 Early 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 intervention and support are not successful, The Rosewood School will consider more punitive measures, such as fixed penalty notices, prosecution, or the removal of a pupil from the school roll.

## **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 all pupils are seen by a TRS member of staff or other professional in compliance with safeguarding protocols. Should a home visit be required, a present mark will not be recorded as the pupil has not attended the provision. A note however should be made on the register to state the time of the visit, the member of staff who attended, and a summary of the circumstances/details. This will also be recorded in the TRS safeguarding system.

## **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 register is taken at 09.00 am and 12:05 pm. Pupils arriving after these times must enter school 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').

Where a part time timetable has been authorised, a pupil will only be recorded as late if they are late in accordance with their individualised timetable.

Pupils arriving after their agreed time 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.

For absence due to medical appointments evidence will be required and should be submitted to Inclusion Managers before the scheduled appointment, whenever possible. Examples of medical evidence can include but is not limited to:

- 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 letter that outlines a final requirement to improve attendance, before the issuing of a Fixed Penalty Notice. In a notice to improve, it will set out:

- The details of the pupil's attendance.
- Why attendance is important.
- What support has already been offered.
- What has been provided to support improved attendance.

The notice to improve will outline a clear timeframe for improvement, which will usually be between 3-6 weeks, and will detail what sufficient improvement within that timeframe will be, and the grounds on which a penalty notice will be issued before the end of the improvement period.

A notice to improve will not be used in all cases, e.g., where a notice to improve has been tried previously, or where parents have taken their child on holiday during term time.

## Penalty Notices

As of August 2024, how penalty notices are issued is no longer set out by the individual Local Authority, and schools now follow a national framework. Local Authority's will however have their own code of conduct which demonstrates how these processes are actioned. At the time of writing this policy, Kent County Council have not yet published the updated code of conduct.

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 one of their pupils reaches the national threshold for considering a penalty notice.
- 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 also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

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 Head Teacher 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 Head Teacher, acting on behalf of the Management Committee. Each case will be judged on its merits and the Executive Head Teacher'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 strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupils' previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short, and by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers 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 Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

A Penalty Notice can also be issued where an excluded child is found in a public place during school hours. After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded. If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child).

### **Authorising Absence**

Only the Executive Headteacher can authorise absence using a consistent approach. The Executive Headteacher 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.

If no explanation is received, absences will not be authorised.

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 (with some rare exceptions).

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 school will follow procedures prior to referral and parents will be notified in writing.

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 are unavoidable and out of the control of The Rosewood School. Therefore, pupils will be allocated the 'Y7' attendance code to not negatively impact on their attendance.

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

The Rosewood School collects attendance data daily and formally reviews attendance data fortnightly, in a meeting held by Heads of School and Inclusion Managers. The data is used to identify any children who are not attending sufficiently or are at risk of their attendance becoming a concern. In that meeting, it will be decided what intervention is required.

Where a child is identified as requiring information, it will be recorded as such, as well as 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 will seek to work with pupils, parents, and other partners in identifying and resolving barriers to good attendance. Attendance targets will be set at the meeting and reviewed over a given timeline.

Where interventions have been attempted and support has been given, and no signs of improvement are made, The Rosewood School may choose to provide a 'Notice to Improve', issue a fixed penalty notice, recommend for prosecution, or terminate the placement for the pupil at The Rosewood School.

## **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 «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.

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

I would like use 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 «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 is closed at 09:00 am for the morning session and taken again at 12:05 pm and closed at 12:55 pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

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 fallen to [percentage]. Falling below 85% attendance will likely have an impact on [his/her] academic achievement. 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'm 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, I must advise you that further absences from school as a result of illness may require medical evidence (e.g., copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

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 have 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 lost at least 5 days of absence (10 School Sessions) within any 50 school days (100 school sessions). PUPIL NAME has recorded 5 days / 10 Sessions of unauthorised absences between [DATE] and [DATE].

Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) in which to improve your child’s attendance. During this time (DATE TO DATE) your child must not have any unauthorised absences. If further unauthorised absences take place during this period, a Penalty Notice may be issued.

A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. Where it has been deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second penalty notice is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

When a third or subsequent period of unauthorised absence occurs during the 3 rolling year period, it will be considered for prosecution via the Single Justice Procedure.

We will contact you again at the end of the Improvement Period of [DATE] and [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.

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

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.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the Governing Body.
- Each case will be judged on its merits.
- My decision is final.
- 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.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

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.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the Governing Body.
- Each case will be judged on its merits.
- My decision is final.
- 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.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

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 and 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 have 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 [CHAIR OF MEETING].

Be aware that should you not attend the meeting this will result in an immediate closure and discharge of your son/daughter from our service. In the meeting, I will be setting strict criteria to be met for your child to continue to engage in our service. Should these criteria not be met, this will result in an immediate closure of your child from our service. Invitations will also be sent to other stakeholders, including the home school and the medical professionals involved in your son's/daughter's care.

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 drops below 85%	Inclusion Manager
Attendance Meeting letter	4	When attendance drops below 80%. Medical input to also be sought at this point.	Inclusion Manager
Notice to improve	5	When 5 days or 10 session threshold reached.	Head of School
Unauthorised absence penalty notice	6	When unauthorised threshold is exceeded i.e., 5 days or 10 sessions, and notice to improve has failed.	Head of School
Responding to requests for leave	7a	Declining a holiday request	Executive Head Teacher
Action when holiday already taken	7b	When Holiday already taken without prior application	Executive Head Teacher
Issuance of Fixed Penalty notice due to holiday.	8	Confirmation of FPN being requested.	Executive Head Teacher
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 Head Teacher

## Kent School Referral Pathway – Pupil Attendance



