Repton Manor
Primary School

Attendance Policy
November 2026

Policy Lead	James Kilduff & Hannah Ferris
Date Approved by Governing Body	October 2026
Governor signature	
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Statement of Intent & Vision

Repton Manor Primary School believes in maximising learning through maximum attendance. Good attendance is fundamental to a successful and fulfilling school experience. The foundation of securing good attendance is having a school that is a calm, orderly, safe, and supportive environment where all children want to be, and are keen and ready to learn. Improving attendance is a concerted, whole-school effort shared across parents, staff, governors, and local partners, fully aligned with the DfE statutory guidance 'Working Together to Improve School Attendance'. We actively promote 100% attendance for all our pupils.

1. Aims and Principles

This policy sets out our commitment to meeting statutory duties regarding school attendance, alignment with Department for Education (DfE) guidance ('Working Together to Improve School Attendance'), and embedding a culture that celebrates regular attendance. Our overarching aims are to:

- Set high expectations for attendance and punctuality for all pupils.
- Promote good attendance and communicate its direct link to academic progress and emotional wellbeing.
- Reduce absence, including persistent absence (below 90%) and severe absence (below 50%).
- Ensure every pupil has access to the full-time education to which they are legally entitled.
- Act early and proactively to address emerging patterns of absence.
- Build strong, trusting, and collaborative relationships with families to remove barriers to attendance.

2. Legislation and Guidance

This policy is based on the DfE statutory guidance 'Working Together to Improve School Attendance' and reflects statutory requirements set out in the following legislation and guidance:

- Part 6 of the Education Act 1996 & Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and subsequent updates including national registration codes)
- The Education (Penalty Notices) (England) (Amendment) Regulations & KCC Code of Conduct
- Keeping Children Safe in Education (KCSIE)
- SEND Code of Practice 2014 & Equality Act 2010
- DfE Guidance on Mental Health Issues Affecting a Pupil's Attendance

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body takes an active role in attendance improvement, ensuring school leaders fulfill statutory duties and set an aspirational attendance culture. The Governing Body will:

- Regularly review attendance data and challenge leadership on strategies, focus cohorts, and progress.
- Designate a governor with specific responsibility for monitoring attendance
- Ensure staff receive adequate training on attendance, including data interpretation and statutory duties.
- Review the effectiveness of attendance processes annually.

3.2 The Headteacher & Senior Leadership Team

The Headteacher and Senior Leadership Team will:

- Oversee the strategic implementation of this policy and report regular absence metrics to governors.
- Authorise fixed-penalty notice requests and formal statutory interventions in conjunction with KCC.

- Ensure appropriate support structures are in place for pupils with SEND, medical needs, or complex barriers.

3.3 Designated Senior Leader Responsible for Attendance

The Designated Senior Leader for Attendance is the Safeguarding & Pastoral Director (spd@lightyear.kent.sch.uk / 01233 666307). The Designated Leader will:

- Lead the strategic approach to attendance across the school and set clear improvement targets.
- Chair weekly attendance monitoring meetings and oversee targeted intervention frameworks.
- Evaluate data trends to identify cohorts or individuals at risk of persistent or severe absence.
- Collaborate with local authority partners (KPAS), local school networks, and external services.

3.4 Attendance and Admissions Officer

The Attendance Officer (attendance@reptonmanor.kent.sch.uk / 01233 666307) will:

- Maintain daily accurate attendance and admission registers in Arbor.
- Execute robust daily first-day calling procedures and track unexplained absences.
- Submit required statutory returns to the DfE daily via Wonde and KCC via the Digital Front Door.
- Prepare weekly attendance data dashboards for senior leadership review.

3.5 Class Teachers & Support Staff

- Class teachers accurately complete morning and afternoon registers twice daily.
- Identify and report early attendance or punctuality concerns to the Attendance Officer or Pastoral Lead.
- Discuss attendance gently with pupils and families, maintaining a supportive, welcoming classroom ethos.

3.6 Parents and Carers

Parents/carers have a legal duty to ensure their child attends school regularly and punctually. Parents are expected to:

- Notify the school office by 8:30am on every day of an unplanned absence, providing the reason.
- Schedule medical/dental appointments outside school hours wherever possible.
- Provide up-to-date emergency contact details (minimum 2 emergency contacts).
- Proactively engage with the school to overcome any attendance or punctuality barriers.

4. Weekly Attendance Action Framework & Staged Interventions

To ensure structured, fair, and consistent management of pupil attendance, Repton Manor Primary School operates a weekly review meeting (involving the Pastoral Director, Attendance Officer, and Senior Leadership). Pupil attendance is managed through the following staged threshold framework:

Attendance Band	Stage / Category	Parent Communication & Lead	School Action & Interventions
97% – 100%	Universal (Good)	Positive communication home	Whole-school celebration, house points, personal praise.
95% – 96.9%	Monitor	Positive communication	Regular data monitoring by Attendance Officer and Class Teacher.
92% – 94.9%	Stage 1: Early Concern	Letter 1 sent home Copy shared with Class Teacher	Review attendance certificate and patterns/trends. Unpick barriers and determine actions in weekly attendance meeting.
90% – 91.9%	Stage 2: Concern	Letter 2 sent home offering support meeting Copy shared with Class Teacher	Reviewed in weekly attendance meeting. Letter sent offering support meeting with Pastoral Team to address barriers.

Below 90%	Stage 3: Persistent Absentee	Letter 3 sent home & meeting arranged Copy shared with Class Teacher	Weekly attendance meeting review. Formal support meeting held; Attendance Support Plan completed with parents.
No Improvement (Persistent)	Statutory Intervention	Letter 4 sent home & meeting arranged Notice to Improve	Issue formal Notice to Improve (3–6 week monitoring period). Escalation to KCC Inclusion & Attendance Service / Digital Front Door.

5. Recording Attendance and Daily Procedures

5.1 Daily Timetable & Lateness Thresholds

The school gates open at 8:30am and pupils are expected to be in their classrooms ready for registration at 8:45am. The official school day ends at 3:15pm.

- Morning Register Taken: 8:50am
- Late Arrival (Code L): Pupils arriving between 8:45am and 9:00am must report to the main office. They will be marked as 'Late before register closes' (Code L).
- Register Closes / Unauthorised Late (Code U): Morning registration closes at 9:00am. Pupils arriving after 9:00am will be marked as 'Late after register closed' (Code U), which counts as an unauthorised absence for that half-day session.

5.2 Escalation Process for Lateness

Punctuality is closely monitored. Frequent lateness disturbs learning and causes distress to pupils:

- 3 Lates in an Academic Year: First automated late notification shared with parents/carers.
- 4 Lates: Pastoral Support Assistant contacts the family to discuss barriers and offer practical support.
- 5 Lates: Family invited to a formal meeting with the Headteacher to establish a Punctuality Plan.
- 10 Sessions of Code U (Late after register close) within 100 sessions: Triggers formal Penalty Notice proceedings under KCC code of conduct.

6. Absence Protocols and Safeguarding

6.1 Unplanned Absence & Reporting

Parents must notify the school office by 8:30am on each day of unplanned absence via the dedicated absence line (01233 666307) or email (attendance@reptonmanor.kent.sch.uk).

- Illness & Medical Evidence: Absence due to genuine physical or mental illness will be authorised. If absence exceeds 3 consecutive days, or if overall attendance is a concern, medical evidence (appointment card, prescription, or note) may be requested.
- 48-Hour Sickness Rule: Children with sickness/vomiting bugs must remain at home until 48 hours after the last symptom to prevent spreading contagious illness.

6.2 Safeguarding Home Visits

Repton Manor Primary School exercises a strict duty of care regarding missing pupils:

- First-Day Unexplained Absence: If no notification is received by 9:30am, office staff will phone primary and emergency contacts. If unreached, a home visit may be initiated.
- 3-Day Absence Threshold: A safeguarding home visit will be conducted if a pupil is absent for 3 consecutive days, regardless of parental communication.

- Suspected Unauthorised Holiday: Home visits will be carried out if staff suspect a pupil is absent due to an unapproved term-time holiday.
- Home Visit Safety Protocol: Home visits are usually conducted in pairs by two trained members of staff, but may be conducted by an individual member of staff with verbal agreement from the Headteacher.

6.3 Return to School Check-ins

Pupils returning to school following 3 or more days of absence will receive a supportive 'Return to School Check-in' with familiar staff to welcome them back, discuss how they are feeling.

7. Authorised Absence and Term-Time Leave

7.1 Statutory Leave Criteria

Headteachers may only grant leave of absence during term time under exceptional circumstances, as defined by DfE statutory regulations (rare, significant, short, and unavoidable events that cannot be scheduled at another time). Leave cannot be granted retrospectively.

- Request Process: Applications for leave of absence should be submitted in writing to the Attendance Officer at least 3 weeks in advance.
- Unauthorised Absences Include: Family holidays, persistent non-specific illness without evidence, oversleeping, birthdays, shopping, or sibling illness.

7.2 Children Missing Education (CME)

No pupil will be removed from the admission register without prior consultation with the Local Authority. CME referrals will be submitted to KCC if a pupil's whereabouts are unknown for 10 school days, or if a family moves without a Common Transfer File (CTF) request from a receiving school.

8. Statutory Penalty Notices and Legal Sanctions

Repton Manor Primary School enforces the national statutory framework for penalty notices in accordance with DfE guidelines and KCC Code of Conduct:

- National Threshold: A Penalty Notice is considered when a pupil accrues 10 sessions (5 school days) of unauthorised absence (Codes G, O, and/or U) within a rolling 10-week period.
- Notice to Improve: For irregular attendance or parentally-condoned absence, the school will issue a 'Notice to Improve' giving parents a final 3 to 6-week window to engage with support before a penalty notice is requested. (Not required for term-time holidays).
- First Offence Fine: £160 per parent, per child if paid within 28 days, reduced to £80 if paid within 21 days.
- Second Offence (within 3 years): Charged at a flat rate of £160 per parent, per child if paid within 28 days.
- Third Offence Cap (within 3 years): Fines are capped at 2 penalty notices per parent per child in 3 years. A third offence will be escalated directly to the Magistrates' Court under Section 444 Education Act 1996 (fines up to £2,500 and potential DBS-recordable conviction).

9. Support for Pupils with Specific Needs and Barriers

9.1 Pupils with SEND or Long-Term Medical Conditions

Pupils with SEND or medical needs are supported with high expectations and tailored adjustments:

- Collaborative Planning: Working with parents, SENCo, and health practitioners to create Individual Healthcare Plans or adapt provision outlined in EHCPs.
- Medical Absences: Supporting pupils who cannot attend due to health needs, utilizing virtual learning or liaison with the Local Authority (e.g., The Rosewood School) where long-term health needs prevent attendance.

9.2 Pupils with a Social Worker / Children in Care and Previously in Care

- Daily tracking and communication with social workers regarding any unexplained absences.
- Virtual School Liaison: Partnering with Virtual School Kent (VSK) to maintain robust Personal Education Plans (PEPs) and utilize Pupil Premium Plus funding effectively.

9.3 Reduced / Part-Time Timetables

All pupils are entitled to full-time education. Reduced timetables are exceptional, temporary measures (for medical needs, transition, or severe trauma), strictly time-limited, regularly reviewed, and formally notified to KCC.

10. Promoting Attendance and Data Usage

10.1 Incentivising Good Attendance

We actively promote and celebrate positive attendance cultures through:

- Weekly House Point competitions and extra play rewards for winning classes.
- Personalised attendance passports and weekly check-ins for pupils on support plans.
- Praise phone calls and certificates for pupils demonstrating significantly improved attendance.

10.2 Data Analysis & Governance

Attendance data is analysed weekly across subgroups (FSM, SEND, Pupil Premium, EAL, Looked After Children) and benchmarked against local and national standards. Key statistics are shared with the Governing Body and submitted daily to the DfE.

11. Links to Other Policies

This policy links directly to:

- Child Protection Policy
- Relational and Behaviour Policy
- SEND Policy and Information Report
- Medical Needs Policy

Appendices: Statutory & Operational Attendance Letters

The following standardised template letters are utilised as part of Repton Manor Primary School's weekly staged attendance intervention process. These templates will be amended to address the specific context for each child, prior to being shared with parents/carers:

Appendix A: Stage 1 Initial Attendance Concern Letter (Letter 1 (92% – 94.9%))

Action Threshold: Lead Operational Responsibility: Attendance Officer and signed by Headteacher

> **REPTON MANOR PRIMARY SCHOOL**
> **[School Letterhead / Date]**
>
> RE: Attendance Monitoring Update – [Child's Name]
>
> Dear [Parent/Carer Name],
>
> As part of our routine weekly monitoring at Repton Manor Primary School, we noticed that [Child's Name]’s attendance currently stands at [XX]%. Attendance at this level falls into our Stage 1 Early Concern threshold (under 95%).

We recognise that common childhood illnesses and individual family circumstances occur. However, missing school means losing valuable learning time and can make it harder for children to keep up with their peers.

How you can track and get support:

Check Records: You can track [Child's Name]'s daily attendance anytime on the Arbor App (an attendance certificate is also enclosed with this letter).

Work with Us: If there are underlying medical or personal challenges affecting attendance, please contact the school office. We want to work in partnership with you to offer support where needed.

We will continue to monitor attendance closely and look forward to working together to see an improvement.

Yours sincerely,

Attendance Officer Headteacher

Appendix B: Stage 2 Attendance Concern & Support Meeting Offer (Letter 2 (90% – 91.9%)

Action Threshold: Lead Operational Responsibility: Pastoral Director and signed by Headteacher

RE: Attendance Support Meeting – [Child's Name]

Dear [Parent/Carer Name],

Following our previous correspondence, [Child's Name]'s attendance remains a concern and currently stands at [XX]%. Missing this amount of school means [Child's Name] is losing out on significant educational opportunities and daily learning.

At Repton Manor Primary School, we believe in working collaboratively with families to remove any barriers to attendance before it drops further.

Meeting details and next steps:

Informal Support Meeting: We would like to invite you to an informal attendance meeting at the school on [Date] at [Time] with our Pastoral Team. The purpose of the meeting will be to discuss any difficulties [Child's Name] may be experiencing and put practical support strategies in place to help them attend regularly.

Please contact the school office to confirm you can attend, or to reschedule if this time is not convenient.

We value our partnership with you and look forward to working together to support [Child's Name].

Yours sincerely,

Safeguarding & Pastoral Director **Headteacher**

Appendix C: Stage 3 Persistent Absence & Formal Support Plan Meeting (Letter 3 (Below

90% - Persistent Absence))

Action Threshold: Lead Operational Responsibility: Pastoral Director and signed by Headteacher

> **REPTON MANOR PRIMARY SCHOOL**
> **[School Letterhead / Date]**
>
> RE: Persistent Absence Concern & Attendance Support Plan Meeting – [Child's Name]
>
> Dear [Parent/Carer Name],
>
> I am writing to notify you that [Child's Name]'s attendance has now fallen to ….%. Under Department for Education guidelines, a pupil whose attendance drops below 90% is classified as a 'Persistent Absentee'.
>
> At Repton Manor Primary School, we believe in working collaboratively with families to remove any barriers to attendance and ensure every pupil reaches their full potential.
>
> We therefore require you to attend an Attendance Support Plan Meeting on [Date] at [Time] at the school. At this meeting, we will draw up an Attendance Support Plan detailing target improvements and practical support measures to help [Child's Name] attend regularly.
>
> Please contact the school office to confirm you can attend, or to reschedule if this time is not convenient. We value our partnership with you and look forward to working together to support [Child's Name].
>
> Please be aware that any future absences may only be authorised upon receipt of medical evidence, and continued absence could lead to official statutory action through Kent County Council.
>
> Yours sincerely,
>
> Safeguarding & Pastoral Director Headteacher

Appendix D: Stage 4 Statutory Notice to Improve (Letter 4 (Notice to Improve))

Action Threshold: Lead Operational Responsibility: Headteacher

> **REPTON MANOR PRIMARY SCHOOL**
> **[School Letterhead / Date]**
>
> RE: Notice to Improve Attendance – [Child's Full Name] (DOB: [Date of Birth])
>
> Dear [Parent/Carer Name],
>
> School attendance is hugely important. For [Child's Name] to gain the full benefit from their education, including their learning, wellbeing, and wider development, they need to attend on time, every day possible.
>
> Attendance Summary & Unauthorised Absence Details
>
> - Current Overall Attendance: [XX]%
> - Number of Unauthorised Absence Sessions (Half-Days): [XX] sessions
> - Date Range of Unauthorised Absences: Between [Start Date] and [End Date] (within a period of no more than 10 school weeks)

- Please find [Child's Name]'s full registration certificate attached.

We want to work with you to remove any barriers to [Child's Name]'s regular attendance. To date, the school has offered/provided the following support and interventions:

- [Date]: [Details of previous attendance letter sent]
- [Date]: [Details of attendance meeting held with Parent/Carer]
- [Date]: [Details of referrals, early help assessments, or external support offered/provided]

Because [Child's Name] has accrued 10 or more sessions of unauthorised absence within the specified period above, we are putting a formal Notice to Improve period in place.

- Improvement Period Start Date: [DD/MM/YYYY]
- Improvement Period End Date: [DD/MM/YYYY] (20-school day period)

During this 20-school day monitoring period, sufficient improvement will look like the following:

- Zero Unauthorised Absences: [Child's Name] must attend school every day on time. No unauthorised absences (including unexcused late arrivals after the register closes) will be allowed.
- Medical Evidence: If [Child's Name] is absent due to illness during this period, medical evidence (e.g., doctor's note, appointment card, or prescribed medication label) will be required to authorise any absence.

(Note: Sufficient improvement target criteria may be adjusted taking individual family circumstances into account).

Under Section 7 of the Education Act 1996, parents have a legal duty to ensure that children of compulsory school age receive a suitable full-time education. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, any person who has parental responsibility or who has care of the child (as set out in Section 576 of the Education Act 1996) may be guilty of an offence under Section 444 of the Education Act 1996.

If [Child's Name] does not secure sufficient improvement within the 20-school day monitoring period specified above, the school will refer this matter to the Local Authority to issue a Penalty Notice or consider formal prosecution under Section 444 of the Education Act 1996.

- First Offence Penalty Notice: Charged at £160 per parent, per child, reduced to £80 if paid within 21 days.
- Second Offence Penalty Notice: Charged at a flat rate of £160 per parent, per child, payable within 28 days (no reduced rate).
- Further Escalation: If a third penalty notice threshold is met within a 3-year rolling period, a Penalty Notice will not be issued; the case will escalate directly to prosecution under Section 444. Non-payment of a Penalty Notice may also result in legal proceedings under Section 444 of the Education Act 1996.

We hope this 20-school day improvement period gives us the opportunity to work together to improve [Child's Name]'s attendance.

Yours sincerely,

Headteacher

Appendix E: DfE Standard Attendance & Absence Codes

Repton Manor Primary School uses standard DfE attendance codes within Arbor, including national statutory updates:

Code	Description	Statutory Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Arrives late before register closes (8:45am - 9:00am)
U	Late after register closes	Arrives after register closes (9:00am+) - Unauthorised
I	Illness	Authorised absence due to physical or mental illness
M	Medical appointment	Authorised medical/dental appointment
G	Unauthorised Holiday	Holiday not agreed/authorised by Headteacher
O	Unauthorised Absence	Absent without reasonable cause or explanation
C	Exceptional Circumstances	Leave granted for rare, unavoidable event
C1	Regulated Performance	Participating in approved performance/employment
C2	Part-Time Timetable	Compulsory pupil on agreed temporary reduced timetable
E	Suspended/Excluded	Suspended with no alternative provision made
N	Reason Not Yet Provided	Temporary code pending explanation within 5 days