



King's Lynn Academy

Policy: King's Lynn Academy Attendance Annex

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Role	How this role supports attendance
Classroom teacher	<ul style="list-style-type: none"> • High quality curriculum delivery • Creation of a sense of belonging in their classroom /subject. • A warm welcome and support to catch up after absence. • Take timely and accurate registers using only / or N codes.
Head of Department/Faculty	<ul style="list-style-type: none"> • Plan effective and inclusive curricula to ensure engagement, enjoyment and progress • Quality assure their departments/subjects to make sure that their teachers are fulfilling their role within the promotion of positive attendance.
Head of Year	<ul style="list-style-type: none"> • Daily attendance calls/contact to ensure accurate registers • Daily attendance calls/contact to promote attendance later in the day/next day. • Ensure accurate completion of registers – using marks /, I or O – checking C marks with AFL/CGP/EGO. • Early identification of attendance concerns • Home visits on 3rd day of absence • Make referrals as appropriate for further support • Scaling and other tools as appropriate. • Communication with parents regarding attendance both general and specific. • Meetings with parents as part of the Support First Process • Referrals (alongside AP) for court action as appropriate. • Support the creation of the sense of belonging in school
Admin Team	<ul style="list-style-type: none"> • Support with completion of registers with absence recorded on Arbor - using marks /, I or O – checking C marks with AFL/CGP/EGO. • Support to send absence texts during period 1& 2. • Support with communication with parents regarding attendance • Support with Support First process appropriate to role.
Pastoral Support Assistant	<ul style="list-style-type: none"> • Completion of scaling or other tools as appropriate • Attendance mentoring for students who have ‘slipping’ attendance • Supporting the HOYs to support students to be in school.
SEN Team	<ul style="list-style-type: none"> • Support those with barriers to learning to successfully access school, feel safe, have a sense of belonging and make progress. • Provide CUB support to those with the highest level of need to access school.
Behaviour team	<ul style="list-style-type: none"> • Support students to access school positively and avoid missing lesson time through internal isolation or suspension.

	<ul style="list-style-type: none"> • Support students to reintegrate and help to create a sense of belonging within the classrooms they are returning to.
MAC North	<ul style="list-style-type: none"> • Maintain students' attendance in school by supporting them to avoid suspension. • Support students to feel a sense of belonging in school
Family Support Workers	<ul style="list-style-type: none"> • Work with declining/stuck cases to support vulnerabilities which have led or may lead to poor attendance. Support students to feel a sense of belonging in school
Forward Step	<ul style="list-style-type: none"> • Bespoke curriculum which allows them to continue to access school • Support when accessing mainstream provisions • Maintain attendance for students who are at risk of permanent exclusion
Head of House	<ul style="list-style-type: none"> • Promote and celebrate good attendance in their House • Create a sense of belonging in their House and therefore the wider school.
ALT	<ul style="list-style-type: none"> • Positive promotion of good attendance • Daily/regular communication with home to encourage attendance the next day. • Quality assure the curriculum, teaching and learning to ensure that students are able to access learning, are engaged, are making progress and feel they belong in their classes/the school.
Assistant Principal (Attendance & SEND)	<ul style="list-style-type: none"> • Decide appropriate absence marks – C, C2, I, V, O, W, B • Monitor registers daily • Daily email to staff with attendance rates and absent students list • Regular communication with parents regarding attendance • Meet with parents where case has escalated and it is in need to senior support. • Liaise regularly with HOY to ensure they are able to support and promote positive attendance. • Approve moving to court action after the completion of the Support First process if appropriate.
Vice Principal (Wellbeing and Belonging)	<ul style="list-style-type: none"> • Decide upon and approve appropriate C code when authorising absence due to wellbeing, safeguarding, directed offsite provision etc. • Support students to avoid suspension through the whole school rewards and relationships policy. • Quality assure safeguarding, wellbeing and inclusion provisions across the school to ensure that students are best supported to be able to access school. • Line manage and quality assure the work of the AP (ASEND)
Principal	<ul style="list-style-type: none"> • Decide appropriate absence marks – C, C2, I, V, O, W as well as other exceptional circumstances marks.

	<ul style="list-style-type: none">• Approve/deny leave requests as appropriate• Monitor registers to ensure accurate completion• Oversee the quality assurance of all aspects of school provision to ensure a sense of belonging, high quality teaching, high quality inclusion provision, suspensions etc.
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Annex A – Lateness Protocols:

Lateness to School:

- Students who arrive after the bell has gone for first lesson (8.40) are not allowed to interrupt lessons
- Students enter by side gate, into an allocated area
- Students will be met by a member of staff and asked to explain the reason for their late arrival.
- Students will be provided with a laptop or PC and asked to access Sparx Maths or Sparx Reader.
- Students who do not have a valid reason (i.e. medical appointment, LA transport issue) will be sanctioned in the following way:
 - 1st time in a term break detention + contact home
 - 2nd time in a term break detention + Lunch detention + contact home
 - 3rd time in a term break detention + ASD
 - 4th time, isolation + meeting with parents (speak about fine / FT)
 - 4+ incidents - consideration of U code and fine
- Where students have a valid reason for lateness there will be no sanction

Annex B – Letter to parents: Attendance at School and Legal Intervention

Norfolk County Council: Penalty Notices regarding school absence - Guidance for parents

Date: **01/09/2025**

Dear Parent/Carer

Regular school attendance and parent's legal responsibilities

At **King's Lynn Academy** our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact **your child's Head of Year on 01553 774671**.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Alan Fletcher', is placed over a light pink rectangular background.

Alan Fletcher

Principal