

Policy:	King's Lynn Academy Attendance Annex
Author:	Mrs E. Goldup
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Role	Responsibility
Vice Principal for Student Welfare	<ul style="list-style-type: none"> • Lead whole academy attendance strategy • Review attendance data weekly • Ensure attendance is a standing item at LLG • Report on attendance to ALT and Academy Council
Designated Safeguarding Lead and deputies	<ul style="list-style-type: none"> • Elanor Westbury: Elanor.westbury@kla.eastern-mat.co.uk • Lorraine Roberts – Lorraine.roberts@kla.eastern-mat.co.uk • Charis Prevett – charis.prevett@kla.eastern-mat.co.uk
Opening times of the academy	<ul style="list-style-type: none"> • 7.45 – 4.30
Reporting Absence	<ul style="list-style-type: none"> • Parents and carers call the absence line: 01553 779635 or email the absence email
Norfolk school attendance information	<ul style="list-style-type: none"> • https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/school-attendance
Head of Year	<ul style="list-style-type: none"> • Make first day calls where no contact has been made by parents regarding absence • Carry out home visits where no contact can be made regarding absence of students using home visit guidance. • Build links with families to support students with poor attendance to improve • To liaise with teachers regarding issues relating to absenteeism
Admin Staff	<ul style="list-style-type: none"> • Record absence messages onto Arbour before 9.30am (HF) • Ensure that CME forms are completed and submitted (JH) • Ensure that On-Roll forms are completed and submitted (JH)
Pastoral Leaders	<ul style="list-style-type: none"> • To liaise with HoY where absence is a significant barrier to progress • To arrange and carry out home visits where absence is persistent • To build links with families through the PSP process to ensure that every support is in place to support attendance

Classroom Teacher / Education Support	<ul style="list-style-type: none"> • To create a positive learning atmosphere in school so that all students want to attend • To complete registers accurately within the first 10 minutes of each lesson • To raise concerns around student absence
Pupil Premium Lead	<ul style="list-style-type: none"> • To work alongside the Pastoral Team to identify poor PP attendance • To assign a PP mentor to work 1:1 to improve attendance
Forward Step	<ul style="list-style-type: none"> • Ensure first day calling is carried out and recorded • Agree specific bespoke interventions for students with poor attendance • Attend LLG meetings to ensure whole academy and FS attendance strategies are linked
SENCo	<ul style="list-style-type: none"> • To work with HoY team to ensure that the curriculum offer for DSEN students is not a barrier to attending KLA • To lead the red report process for DSEN students

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

1.9.2022

Dear Parent,

Attendance at school and legal intervention

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At King's Lynn Academy our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very 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 DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during 6 school weeks.**

The intervention could be in the form of a fixed penalty notice. Any pupil at King's Lynn Academy who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Alan Fletcher

Principal