



School Attendance Policy

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1. Introduction

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Tiffin School is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all. There is a clear link between poor attendance at school and lower academic achievement. Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Tiffin School recognises that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-bullying, Behaviour and the Student Code of Conduct.

We will endeavour to provide an environment where all students feel valued and welcome. We will consistently work towards a goal of 100% attendance. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

[DfE Attendance Guidance](#).

2. The aims of this Attendance Policy

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- [Part 6 of the Education Act 1996](#)
- [Part 3 of the Education Act 2002](#)
- [Part 7 of the Education and Inspections Act 2006](#)
- [The School Attendance \(student Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- [The School Attendance Regulations](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

At Tiffin school, we aim:

- To ensure staff, students, parents and carers understand the importance of good school attendance and the expectations placed upon them
- To provide an effective, efficient and consistent system for monitoring and supporting student attendance and punctuality to school
- To inform parents, staff and students of our attendance policy and expectations
- To inform parents/carers of attendance and punctuality issues for their child
- To encourage students to take full advantage of their educational opportunities by attending school regularly
- To recognise the external factors which influence student attendance and causes of non-attendance
- To work closely with a student who has been absent for a prolonged period of time or for a period of absence over a series of separate days
- To work closely with parents/carers to address poor attendance and lateness to school when they occur
- To keep an accurate and up-to-date record of attendance
- To work closely with the Education Welfare Officer to support the wellbeing of the students and inform external services when identified vulnerable students are absent
- To maintain our high attendance record and to improve on it by focusing on individuals and groups, where appropriate.

3. Responsibilities (see page 10 for Year 12 & 13)

a) The Governing Board

The Governing Board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the School records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy

b) The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Headteacher to be able to do so
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness

c) The designated senior leader responsible for attendance

The designated senior leader at Tiffin is the Deputy Head Pastoral and is responsible for:

- Setting a clear vision for championing, improving and maintaining good attendance across the school
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Ensuring the school delivers targeted intervention and support to students and families

d) The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data, with particular focus upon groups and vulnerable groups
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff/Head's of Year and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

- Advising the Deputy Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices
- Work with the Deputy Head Pastoral to ensure parents are aware of attendance policy and protocols, including the procedures for providing reasons for absence, procedures for requesting permission for medical appointments or pre-arranged known absences, and late registration procedures
- Monitor and maintain the correct codes in attendance registers, in accordance with the DfE guidance, changing N's (unknown absences) in the daily am or pm session to the correct code within 24 hours
- Update all registers from parent absence communications & note the reason given on Arbor (The school's Information Management System)
- Alert the parent/carer regarding unnotified absence each morning (via Arbor or email)
- Phone parent/carer on the second day of an unnotified absence to establish the reason for the absence
- Continue to phone parents/carers and inform the DSL (Safeguarding leads) if an absence is not reported for a third day in a row - record this on CPOMS as Safeguarding and Attendance.
- Ensure tutors and teachers take accurate daily registers for am and pm sessions and for lessons. Prompt tutors/teachers who have not and ensure it is completed as a matter of priority.
- Request medical evidence from parents/carers for student absences that exceed 5 days
- Monitor student persistent absence and severe absence, i.e. absence at or below 90% and inform the Educational Welfare Officer
- Inform tutors, Head of Year and parents/carers via email of persistent absence concerns. This will be done by sending parents/carers the "Stage One Attendance Concern letter" when attendance falls to 90% and prompt Head's of Year when to activate stage two attendance intervention. (See flow chart below)
- Record all attendance interventions on CPOMS under the Attendance categories, including "Stage One Attendance Concern" letters

The Attendance Officer is Mrs Phillips and can be contacted via attendance@tiffin.kingston.sch.uk

e) The Form Tutor

It is the form tutor's responsibility to:

- Take the register for the morning session at the start of each day at 8.30am and for the afternoon session during the tutorial or assembly
- Monitor the am and pm sessions via Arbor (School Information Management System), to ensure the correct codes are in place for every day of the week. If a student arrives after 8.30am they will be given a late mark (L), and the number of minutes late will be recorded. If a student does not arrive at the registration, the tutor will mark it as the N code (unless they are attending a medical appointment or have a previously arranged authorised absence) until a satisfactory reason is provided from parents when the Attendance Officer will change the N to the relevant code. If no satisfactory reason is provided, then it will be marked with an O and will be deemed an unauthorised absence.
- Not overwrite codes that have been put in by the Attendance Officer.
- Monitor the attendance and punctuality of their tutees. They should question and discuss absences and poor punctuality with the student.
- Understand that checking lesson registration and attendance enables patterns of internal truancy to be identified, which may suggest problems with a particular subject or wider issues. Monitoring attendance is an essential part of Safeguarding and identifying problems at the earliest opportunity.
- **If a student has been present in school and is then not present in a lesson, the teacher must report this immediately to the Attendance Officer.**
- Making sure their students understand the importance of regular and punctual attendance at school for their attainment and their wellbeing

- Authorise one day for requested planned absences that parents put in writing to them and are considered exceptional circumstances or religious observance. The tutor should liaise with the Head of Year or Attendance Officer regarding what qualifies as exceptional circumstance. Holidays must not be authorised.
- Record attendance concerns and communications with students/parents/agencies on CPOMS
- Ensure Arbor is never visible to students

f) The Subject Teacher

It is the subject teacher's responsibility to

- take an accurate register using Arbor at the **start** of each lesson (within the first five minutes)
- make a note of any student who is late or leaves the room during the lesson for whatever reason by putting a comment on the Arbor register. If the student was in the lesson but left for any reason, they should be marked present with a clarifying note
- alert the students tutor and Head of Year if they are concerned that a student may have missed the lesson without good reason
- ensure Arbor is never visible or accessible to students

g) The Head of Year

It is the Head of Year's responsibility to

- Monitor the attendance of the students in their year group through meeting regularly with the Attendance Officer and reviewing attendance reports.
- Monitor student lateness in their year group and provide late detentions to support improved punctuality (Appendix A)
- Communicate attendance concerns with form tutors, keep attendance as an agenda item on year team meetings, and ensure form tutors support tutees with good attendance
- Meet with students and parents when attendance and/or punctuality become an ongoing concern, i.e. after the Attendance Officer stage one persistent absence concern letter has been sent and attendance has not improved after 15 school days
- Work with the Senior Leadership Team link for attendance (Mrs H O'Sullivan, Deputy Head Pastoral or Mr Marley, Assistant Head Pastoral) or the SENCo where the students has SEND, to put attendance agreements in place with students and parents where the attendance is an ongoing cause for concern
- Work with the Attendance Officer, students, parents/carers, the Deputy Headteacher Pastoral, Assistant Headteacher Pastoral and the Local Authority/Educational Welfare Officer to support the good attendance of each student in their year group
- Record attendance concerns and communications on CPOMS

h) The Student

It is the students' responsibility to:

- Be punctual to school, arriving by 8.30 am each day (9:25 on Thursdays) for the start of registration.
- Attend their registration, lessons, tutorials and assemblies and be punctual
- Arrive at school ready to learn
- If a student is late to school, they should enter through the Single Point of Entry at the main office and sign in, providing a reason to the Attendance Officer. The Attendance Officer will update the register. If the student encountered travel disruption, it is recommended that they try to provide evidence for Attendance e.g. a photo of a cancelled train notification.

i) The Parent/carer

It is the parents' responsibility to:

- be aware of their legal duty to ensure their child attends school on a regular full time basis – Section 7 Education Act 1996
- ensure their child attends school each day, on time and ready to learn
- support their child in aiming for 100% attendance at school
- inform the school before 8.30am on every day of their child's absence from school and each subsequent day, and advise when they are expected to return, via attendance@tiffin.kingston.sch.uk
- Ensure the school holds two contacts for each child and it is good practice to provide a third emergency contact (such as a family member/ neighbour). The parents/carers are required to inform the school at the earliest opportunity of any changes to contact details, phone numbers and addresses
- Communicate promptly to the school/form tutor any obstacles they may be having in ensuring their child maintains good punctuality and attendance to school
- Parents/carers are asked most earnestly not to arrange dental or medical appointments during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. In the exceptional case of a medical/dental appointment being made, parent/ carers should inform the Attendance Officer, a week in advance, if possible of the date and time of the appointment by emailing attendance@tiffin.kingston.sch.uk The Attendance Officer will make a note on the register
- Request authorised absence in writing at least two weeks in advance to the Headteacher when planning to take their child out of school for more than two days for exceptional circumstances/reasons
- Not take their child out of school for holidays during term time, this will not be authorised in accordance with DfE statutory guidance for schools
- Ensure their child attends school until the final day of each term/half term and from the first day of each term/half term
- Keep to any attendance agreements that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Head of Year or Attendance Officer

j) Designated Safeguarding Leads

It is the DSL's or deputy DSL's responsibility to:

- monitor poor attendance as a possible safeguarding concern
- inform the Local Authority/Single Point of Access when attendance becomes a safeguarding concern, in line with the Child Protection and Safeguarding Policy and Keeping Children Safe in Education.
- work with the pastoral team, Local Authority and outside agencies to support students returning to school after school avoidance/refusal

4. Register codes

The main codes used are those laid down by the [DfE](#).

/	present
\	present
N	no reason yet established - this is a temporary code and will be changed within 5 working days.
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad e.g. licence issued by local authority

C2	Leave of absence permitted for Part-time timetable e.g. to meet individual needs or dual registration i.e. attending other institution at that time
C	Authorised absence off site for exceptional circumstances (including Open Days)
G	Family holiday/travel not authorised by the Attendance officer/Headteacher
I	Authorised absence for illness
J1	Interviews off site or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival (for registration, arrival after 8.30am but before 9.30am)
M	Authorised absence for medical/dentist appointment (this is not illness)
O	Unauthorised absence or unknown circumstances for absence
P	Attending approved sporting activity (off site)
Q	Unable to attend school because of a lack of access arrangements i.e. Local Authority has failed to meet a duty set out in regulation 10, 12 or 13 to make access arrangements for the child to attend school
R	Religious Observance Day, authorised by school i.e. absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).
S	Leave of absence for the purpose of studying for a public exam
T	Parent travelling for occupational purposes i.e. a mobile child who has no fixed abode and whose parents occupation requires them to travel
U	Arrived late after morning registration closed
V	Attending an educational visit / trips
B	Attending approved supervised educational activity off-site e.g. taster session at another school
D	Dual registered at another school e.g. PRU
E	Suspended or permanently excluded and no alternative provision made
W	Attending approved educational work experience, off-site
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend school due to widespread disruption to travel
Y3	Unable to attend school due to part of School premises closed
Y4	Whole school site unexpectedly closed
Y5	Unable to attend due to criminal justice detention
Y6	Unable to attend due to criminal justice detention

Y7	Any other unavoidable cause of absence
#	Planned whole school closure e.g. half term holidays
X	Non compulsory school age pupil not required to attend school because of their timetable

5. School Attendance Practice

a) Attendance process

We will keep an electronic attendance register, and place all students onto this register. We will take our attendance register at the start of the first session of each school day (am registration for KS3 & 4, first lesson for KS5) and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

- The form tutor will register their form every morning at 8.30am (9.25am every Thursday) and for the afternoon tutorial. They will record lateness and non attendance in Arbor. They will also check attendance for the previous day/week and monitor the attendance of their form.
- Parents/carers are asked to inform attendance, via email attendance@tiffin.kingston.sch.uk on every day of their child's absence, before 8.30am, explaining the reason for the absence.
- Parents are asked to provide medical evidence to attendance@tiffin.kingston.sch.uk if their child is absent for more than 5 days.
- Absence due to illness will generally be authorised, unless there is no supporting medical evidence where this has been previously requested or where concerns have been raised about the level or frequency of absence. Unauthorised absences are followed up by either a phone call or a letter home.
- The school Attendance Officer and Head of Year will use data to monitor and analyse all attendance below 96%, and will work with students and parents/carers to put intervention strategies in place when attendance falls below this. In the first instance, students will be spoken to about their attendance by their tutor. When attendance continues to fall, the Attendance officer will send a stage one attendance concern letter home to parents/carers to inform that attendance is being monitored until it improves. If attendance continues to remain low or decline over the next 15 school days, the Head of Year will invite the parent/guardian to a meeting and an Attendance Agreement will be put in place.
- The Head of Year will discuss concerns via fortnightly meetings with the Attendance Officer. This will include monitoring of attendance percentages, unexplained absences and vulnerable students.
- See appendix one and two

b) Persistent Absence

- Students whose attendance is below 90% are judged to be 'persistent absentees' by the DfE. If a student's attendance falls below 91%, we may ask for medical evidence in order to authorise further absences.
- The Head of Year will write an Attendance Agreement for Persistent absentees and will monitor the attendance for the following 15 school days.
- Following the Attendance Agreement with the Head of Year, if the student's attendance does not improve over the next 15 school days, and in accordance with the DfE's guidelines on attendance, the Education Welfare Officer may commence formal legal proceedings. The EWO will monitor the students' attendance for a further 15 school days and will work with the parents to improve attendance. This may result in parents/carers being issued with a penalty notice on behalf of the Local Authority. This may be followed by the issue of a parenting order.
- See appendix 1-3

c) Late Procedures for Years 7-11

This will reset each term

No. of lates	Action	Further actions
2 or more lates in a week	Head of Year detention Head of Year demerit student	Late to late detention or non-attendance at detention – Senior Leadership Team detention
5 or more lates in a half term	Head of Year detention Head of Year demerit student	
3 late detentions	Senior Leadership Team detention	Attendance report to Head of Year 8.20am

d) Planned absence

- If a student needs to leave school before the end of the school day, parents should request permission in advance to attendance@tiffin.kingston.sch.uk
- The student should carry a note from their parent or an appointment card to show the office when signing out of school for the appointment
- A member of the office will authorise the signing out and the Attendance Officer will update registers accordingly. Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.
- Students will not be let out of school without evidence of their appointment and parental agreement.
- Only in the case of a dental or medical emergency will an absence request be accepted/authorised on the day.
- If a student becomes ill during the school day, they must ask for permission to go to the school office and, if necessary, parents/carers will be contacted if it is agreed that their child is to go home. Students must not contact parents/carers directly to make arrangements to go home.
- The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.
- The Headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:
 - Taking part in a regulated performance, or regulated employment abroad

- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances
- A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for
- Leave of absence will not be granted for a student to take part in protest activity during school hours
- As a leave of absence will only be granted in exceptional circumstances, leave of absence will not be granted for the purposes of a family holiday.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request
- Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. The headteacher may require evidence to support any request for leave of absence
- Other valid reasons for **authorised absence** include (but are not limited to):
 - Illness (including mental-health illness) and medical/dental appointments
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
 - Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
 - If the student is currently suspended or excluded from school (and no alternative provision has been made)
- Other valid reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):
 - Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - Attending another school at which the student is also registered (dual registration)
 - Attending provision arranged by the local authority
 - Attending work experience
 - If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

e) Following up unexplained absence

- The Attendance Officer will monitor daily attendance
- The Attendance Officer will contact the parent/guardian regarding an absence if the student has not arrived at school for morning registration or morning lessons and the Attendance Officer has not received absence notification from the parents/carers.
- When the parent/guardian fails to report an absence for five days in a row, and staff are unable to make contact on the phone, the school will make a home visit if possible and will inform the Local Authority via the EWO.
- If the school does not receive any information about why a child has been absent after 24 hours, the absence will be recorded as unauthorised (O).
- If a child is absent for 10 school days with no notification provided, the school will inform the child's Local Authority

f) Truancy

Students (excluding 6th form) must not leave school without permission. If a student truants from school

or lessons, or leaves school without prior permission, this is regarded as an extremely serious matter. This is a matter of both discipline and personal safety. Heads of Year will report acts of truancy to parents and any student found truanting will be liable to school sanctions in accordance with the school Behaviour policy and Behaviour matrix.

6. Sanctions

The school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued. Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7. Reintegration following extended absence

- Returning to school following a period of absence can be very difficult for some young people, whatever the reason for their absence. In these situations, the Head of Year will plan carefully with parents and students, together with any relevant agencies, about how best to support the student's return to school. A Return to School plan will be agreed. Further intervention may be required. The plan might include:
 - Identifying the underlying cause through collaboration with the student and parents
 - Involving professionals such as ERSR (Emotional Related School Refusal) toolkit, Kingston Mental Health Support Team, CAMHS, Education Welfare Officer.
 - Assign a trusted member of staff to support the student
 - Take a gradual return approach, increasing attendance as confidence builds
 - Include breaks or safe spaces
 - Celebrate small wins
 - Maintain consistent morning and evening routines
 - Manage/reduce/minimise devices and time online when the student is not in school
 - Arrange a buddy system at school
 - Provide therapeutic support through the Deputy SENCo
 - Adjust the plan accordingly
 - Prioritise well-being and attendance over academic attainment/catch up
 - Where the student has an EHCP, involve the Local Authority

The Head of Year and Attendance Officer will use data to analyse the success of interventions put in place to modify them and inform future strategies. See appendix 3 - Attendance Strategy for more information

8. Registration or De-registration of students outside of standard transition times

As is our statutory duty we follow guidelines to inform the Local Authority of any students whose names are added or removed from the admission register outside of the standard transition points. Tiffin will provide the local authority with:

- the full name of the student

- the full name and address of any parent with whom the student lives
- at least one telephone number of the parent with whom the student lives
- the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable
- the name of student's destination school and the student's expected start date there, if applicable;
- and
- the ground in regulation 8 under which the student's name is to be removed from the admission register.

Tiffin will notify the local authority within five days when a student's name is added to the admission register at a non-standard transition point and will provide the local authority with all the information held within the admission register about the student

9. Providing a temporary part-time timetable

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a student being absent from school for part of the week or day and therefore must record it as authorised absence.

10. Granting Study Leave

Where the school chooses to grant study leave for year 11 students prior to their public exams, the school will make provision available for those students who want to continue to come into school to revise.

11. Safeguarding and Child Protection

Tiffin School has in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. The school will hold two contacts for each child. Emergency contact numbers should be provided and updated by the parent with whom the student normally resides. Where school staff have concerns about a child, they will record this concern on CPOMS and will discuss with the Head of Year and DSL whether welfare concerns should be escalated.

If there is reason to believe a child is in immediate danger or at risk of harm, the Safeguarding leads will make a referral to children's social care (and the police if appropriate). When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:

- make contact with the parent, relatives and neighbours using known contact details
- check local databases within the local authority
- check Key to Success or school2school (s2s) systems
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC
- check with UK Visas and Immigration (UKVI) and/or the Border Force
- check with agencies known to be involved with family
- check with local authority and school from which child moved originally, if known
- check with any local authority and school to which a child may have moved

- check with the local authority where the child lives, if different from where the school is
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS)
- home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case.

12. Special leave requests

- The [School Attendance Regulations 2024](#), state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.
- If the Headteacher grants a leave request for exceptional circumstances, it will be for the Headteacher to determine the length of time that the child can be away from school.
- Leave is unlikely to be granted for the purposes of a family holiday.
- School holidays are published a year in advance on the school website. Therefore, there should not be a reason for parents to take their child out of school during term time.
- In exceptional circumstances, permission for absence can be applied for, by writing to the headteacher at least 2 weeks in advance, to allow the school time for appropriate consideration and a response to be made.
- Permission for special leave may not be granted if the level of attendance of the student concerned is below 95%
- If a student is taken out of school at any time for the purposes of a holiday, or similar, the school is obliged to inform the Education Welfare Officer who is empowered to take further action. This may result in the issue of a Penalty Notice and fine for each parent or carer for each student's absence.
- A student's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of under achievement which we, working in partnership with parents, seek to avoid. If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence and additional work will not be set by their teachers.
- If a student is absent either at the beginning or end of a half-term or term, the school will ask for evidence of their illness (medical certificate) or, in certain circumstances, request the Education Welfare Officer to visit.

13. Year 12 and 13 Attendance

Responsibilities

a) Students

It is the students responsibility to:

- arrive promptly to all timetabled lessons, assemblies and scheduled events
- attend all of their lessons, with the required equipment and ready for learning
- attend tutor time
- inform their subject teacher and tutor of planned absence from lessons due to organised school events, such as music/Dance/Drama rehearsal, sport fixtures etc.
- Students may not self-certify absence from school/lessons, this requires communication from the parent/carer to attendance or the form tutor.

- try to inform their teacher and tutor or unexpected lateness via email, e.g. transport disruption

b) Tutor

It is the tutor's responsibility to:

- monitor the attendance and lateness of students in their form group
- organise meetings with the young person to address poor attendance or poor punctuality
- contact parents/carers when attendance or punctuality become a concern i.e. below 95%. 100% attendance is the expectation. See intervention protocol on appendix 2 .
- update registers regarding communication from students/parents/carers and liaise with the Head of Year regarding authorisations for lateness or attendance
- record intervention and communications on CPOMS

c) Teachers

It is the subject teacher's responsibility to :

- take an accurate register at the start of each lesson and make a note in the Arbor register of any student who is late or leaves the room during the lesson for whatever reason
- investigate unexplained absence from their subject lessons with the student
- alert the student's tutor and Head of Year if a student has an unexplained absence from their lesson
- record attendance interventions and communications on CPOMS

d) Head of Year

It is the Head of Year's responsibility to:

- monitor and address poor attendance and punctuality within their year group and ensure the form tutor is identifying and supporting tutees with low attendance
- inform parents/carers in writing of attendance and/or punctuality concerns
- arrange a meeting with the parents/carers and student to address persistent attendance concerns, put intervention strategies in place to support the improvement of attendance and/or punctuality (see appendix 2), such as a formal attendance contract, establish a morning registration with the young person of concern etc.
- record attendance intervention and communication on CPOMS

e) Parent/carer

It is the parent/carer's responsibility to:

- support the young person in attending school each day, on time and ready to learn
- support the young person in aiming for 100% attendance at school
- inform the school before 8.30am on every day of the young person's absence from school, via attendance@tiffin.kingston.sch.uk
- ensure the school holds two contacts for the young person and it is good practice to provide a third emergency contact (such as a family member/neighbour). The parents/carers are required to inform the school at the earliest opportunity of any changes to contact details, phone numbers and addresses.
- communicate promptly to the school/form tutor any obstacles they may be having in ensuring the young person maintains good punctuality and attendance to school
- request authorised absence in writing at least 2 weeks in advance to the Headteacher when planning to take their child out of school for more than 2 days for exceptional circumstances/reasons
- not take the young person out of school for holidays during term time
- ensure the young person attends school until the final day of each term/half term and from the first day of each term/half term
- organise work experience, driving lessons and medical appointments outside of timetabled sessions. An exception will be made for driving tests. In the exceptional case of a driving test or

emergency medical/dental appointment being made, parent/ carers should inform the Attendance Officer, in advance, if possible of the date and time of the appointment by emailing attendance@tiffin.kingston.sch.uk The Attendance Officer will make a note on the register.

f) Punctuality and late procedures for year 12 & 13

- Persistent lateness will result in a student being placed on late report
- Continued lateness may result in a morning registration being implemented for that student.

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (student Registration) (England) Regulations 2006 as amended.

<https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

14. Year 12 & 13 attendance intervention

At each stage of intervention, the student's attendance will be monitored for 15 working school days for improvement. If the attendance does not improve during this time, it will move up to the next stage of intervention.

<u>% of Unauthorised lesson absence</u>	<u>Intervention</u>
5% Stage one	Student written notice from Head of Year
10% Stage two	Parent written notice from Head of Year
15% Stage Three	Parent/student meeting with Head of Year + attendance contract put in place
20% Stage Four	Internal suspension after 15 day monitoring of attendance contract agreement

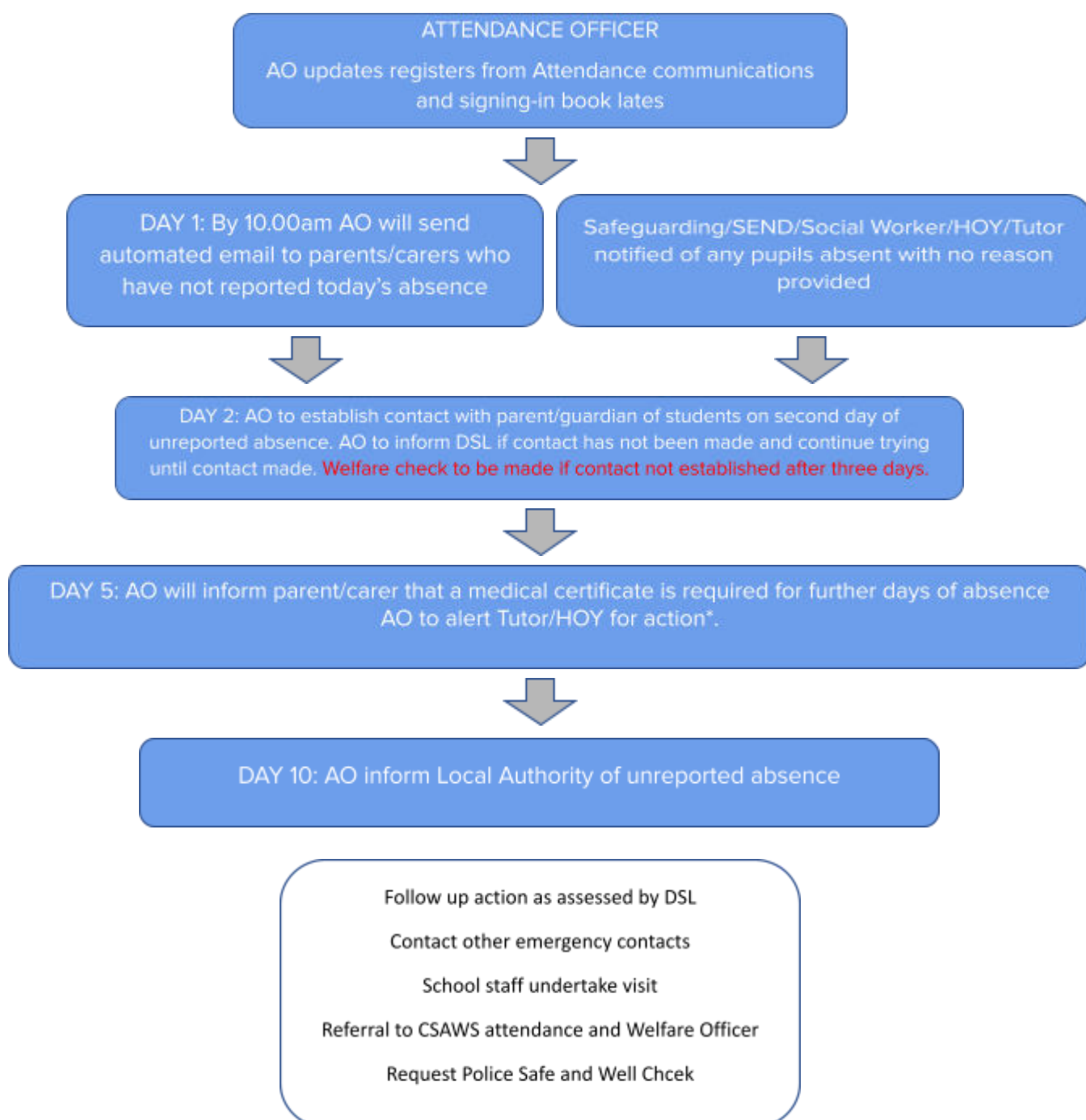
Any occurrence of 20 days continued absence may result in the student being removed from the school roll. <https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

Appendix one:

Tiffin Absence Concern Process

The Attendance Officer will meet fortnightly with the DDSL and HoY to monitor the attendance of all students by year group, paying particular attention to groups and vulnerable students. They will complete the Attendance Monitoring Form (appendix 1) and share actions with tutors/staff as required to ensure all students are fully supported in their school punctuality and attendance.

This document will clearly set out staff roles and responsibilities in the attendance intervention strategy.



Persistent Absence concern

