



# Fairlight Glen Independent Special School

## Attendance Policy

Policy, Procedure and Guidance

This is a core policy that forms part of the induction for all Staff. It is a requirement that all members of Staff have access to this policy and sign to say they have read and understood its contents.

Date written: July 2025

Date of next review: August 2026

Signed:

\_\_\_\_\_  
Proprietor

Signed \_\_\_\_\_  
On behalf of the Governing Body

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedure.

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## Statement of Intent

Fairlight Glen is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic 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 and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governing Body, Head Teacher and Staff in partnership with Parents/Carers have a duty to promote full attendance at Fairlight Glen.

We adopt the principles of a 'support first approach' and we seek to:

<b>Support first approach (<a href="#">as set out in DFE Guidance</a>)</b>	
<b>Expect</b>	Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
<b>Monitor</b>	Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
<b>Listen and understand</b>	When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.
<b>Facilitate support</b>	Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an

	early help or whole family plan where absence is a symptom of wider issues.
<b>Formalise support</b>	Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable

### Parent/Carer Responsibility

Parents/Carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them, in order to make good progress in their learning.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with Parents/Carers.

Any long-term absence from a Kent funded student may result in a termination of our contract, this is line with Kent Policy of non-payment for non-attending pupils. This decision may be swift and will depend upon the safeguarding commitment to children with school named EHCPs.

It is the Parents/Carers responsibility to contact the school on the first day their child is absent and each day thereafter. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents/Carers should regularly update the school and inform the school when their child is returning. It is the Parents/Carers responsibility to provide the school with medical evidence for absences that have been unauthorised, absences are unauthorised if a student's attendance is below 95%.

Pupils are expected to arrive by 9:00am. All pupils that arrive late must report to a member of staff where the reason for lateness can be recorded.

### **The Role of the School Staff**

At Fairlight Glen there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Headteacher has overall responsibility for monitoring attendance issues and will ensure a register is completed at the beginning of each morning and once during the afternoon session.

Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006)  
It is the responsibility of the School to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, Parents/Carers are contacted on the first day of absence by phone call or absence text if a phone call is not answered.
- Where there has been no communication after 3 days, school will conduct a home visit to ascertain a reason for absence
- If only text communications are received, the school will conduct a home visit to ascertain a reason for absence
- Appropriate letters are sent to Parents/Carers/carers to raise concerns regarding attendance
- The appropriate attendance code is entered into the register
- Pupils are informed weekly of their attendance figure
- Termly Attendance Letter is sent to Parents/Carers

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

- 95 - 100% attendance – The designated member of staff to contact Parents/Carers if appropriate.
- 90 - 95% attendance - School intervention letters/meeting with Parents/Carers
- 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 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 an Early Help Notification.

### **Children Missing Education**

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing 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.

### **Reduced Time Tables**

There may be occasions when a reduced timetable or the offer of Twilight Sessions for a limited period of time would be beneficial for a student on roll at Fairlight Glen. Twilight sessions are when a pupil attends after school has finished and works with a member of staff.

A reduced time table will only be considered in exceptional circumstances for the following reasons.

1. As part of a planned re-integration into school following an extended period out of school due to exclusion, non-attendance, school refusal or to facilitate a managed transfer between schools.
2. As a temporary fixed-term, closely monitored intervention to address and manage the impact of significantly challenging behaviour or emotional or social needs, whilst alternative arrangements are being made to meet the individual needs or to coordinate with therapeutic intervention or other services.

At Fairlight Glen we will aim to use reduced time tables only when absolutely necessary and parental permission will be sought before implementing it. The absences will be coded as C which is an authorised absence.

A looked-after child should not be placed with a reduced timetable unless the Social Worker or Virtual School Kent agrees to it.

All reduced time tables will be logged through the Digital Front door.

### **Lateness**

At Fairlight Glen the register is taken at 9:00am and 12:30pm. Pupils arriving after these times must enter school and report to a member of support staff, where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L')

If a pupil arrives after the register has closed they will be marked with the unauthorised absence code "Late after registers close" (U) which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance Working together to improve school attendance (applies from 19 August 2024) ([publishing.service.gov.uk](https://publishing.service.gov.uk))

### **Penalty Notice Proceedings for Lateness**

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:**

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets 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(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

### **Authorising Absence**

Only the Head Teacher can authorise absence using a consistent approach. The Head Teacher 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/Carers will be notified.

Students' attendance that is below 95% will automatically be unauthorised by the school unless medical evidence is provided. 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 student is sent home by a member of staff due to illness, this will be authorised by the school no matter what the attendance percentage is.

Students are only authorised to leave the school premises early when permission has been sought and approved by the parent/carer. This may be sought prior to starting a flexible reduced timetable where only a red point indicates the student goes home. This flexible approach to reduced timetables ensures that students remain in school for as long as possible each day.

If a student is ill, suspended, attending a medical appointment or there is another genuine reason for leaving the premises early, they are unable to leave the school site until the parent has confirmed that they give permission for them to leave. There may be instances where students are not permitted to leave the school site or make their own way home without an appropriate authorised person collecting them; this is at the Head Teachers discretion and on an individualised basis.

Where a student chooses to leave the premises without permission the school will endeavour to make immediate telephone contact with the parent/carer.

Absence during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific 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

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/Carers will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to Parents/Carers 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

#### **Penalty Notices Proceedings for Poor Attendance**

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.**

- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- 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

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- If unauthorised absence is recorded during the 15-day period a Penalty Notice will be issued (one per parent per child)

**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 examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's 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 Teacher 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.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 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.

Section 444 of the Education Act 1996 says that Parents/Carers 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 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 Headteacher, acting on behalf of the Governing Body

(Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

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.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

### **Appendix A – Department for Education (DfE) Attendance & Absence Codes**

<b>Attending</b>	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
<b>Absent – Leave of absence</b>	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination

X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
<b>Absent – other authorised reasons</b>	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
<b>Absent – unable to attend school because of unavoidable causes</b>	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
<b>Absent – unauthorised absence</b>	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances