

KING EDWARD VII SCHOOL POLICY



Attendance Including Post 16

Date: September 2026

Approved: GB

Leadership Team Responsibility: CJ

Introduction

Regular school attendance is the key to enabling children to maximise the educational opportunities available to them. King Edward VII School expects students to strive for 100% attendance during the academic year and to become emotionally resilient, confident and competent young adults who can achieve their full potential and make a positive contribution to the wider School community.

There is a strong correlation between good attendance and good academic progress. Students with good attendance will make better progress and secure better academic results.

School will work in partnership with professionals, students and parents / carers collaboratively to remove any barriers to attendance by building strong and trusting relationships. Leaders and staff have high expectations for attendance and the matters relating to this area.

The Attendance Policy should not be viewed in isolation: it is a strand that runs through all aspects of School improvement, supported by our ethos for safeguarding, consistent conduct, SEND and inclusive learning. We work closely with families and refer to relevant services to give support where possible, identify the reasons for poor attendance and try to resolve difficulties.

Improved School attendance can only be achieved if it is viewed as a shared responsibility between parents, carers, students, staff, the Governing Board and the wider School community. As such, all stakeholders have a responsibility to support and promote outstanding attendance.

Roles and responsibilities

The statutory guidance from the Department for Education states that no leave of absence request will be authorised by School for holidays during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from School during term time. Where there are exceptional circumstances, School may authorise leave but will consider each request on its own merit.

Requests for leave during term time should be made in writing, by the parent/carer, providing the reason for making the request and stating specific start and end dates. The request should be submitted at least two weeks in advance of the intended leave date. Exceptional circumstances may be considered. Failure to return to School on the expected day may result in a student being removed from roll at King Edward VII School. They may need to reapply for a place. Parents should be aware that this process may not be successful because of the popularity of the School.

There is a copy of the form on the School's website. The form is also available from reception.

For Sixth Form students the regulations regarding attendance and funding state - 'Institutions **must** withdraw students from their programmes (i.e. remove them from roll) if they do not return to learning after being absent for 4 weeks. The Department for Education does not distinguish between authorised and unauthorised absence for funding purposes.'

If your child does attend School and we are unable to locate your child, the school's Education Welfare Officers, along with other nominated members of school staff, will liaise with the Children Missing in Education (CME) team. Students and families who cannot be located will be considered missing. The CME team will be informed and will pursue the matter in accordance with Local Authority procedures.

If the permission to take leave is not granted and the student goes on holiday, the absence will be unauthorised. King Edward VII will always refer to the Local Authority when any leave of absence is taken without permission and this may lead to a Fixed Penalty Notice or court hearing.

School Term dates are available on the school website to view in advance. Please avoid booking holidays during term time, as they will not be authorised.

King Edward VII School acknowledges and rejoices in the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside School holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance, in line with the external guidance. A maximum of three days in an academic year will be granted for religious observance.

Parents/Carers

At King Edward VII School, we give the achievement of good attendance and punctuality high priority. Students who do not attend cannot take advantage of educational opportunities and may not achieve their full academic potential. The target for each student is 97% or above. If a student's attendance drops below 97%, parents will be contacted by the Pastoral Team and/or the Education Welfare Officers as part of the school's staged intervention plan.

Parents, carers and staff share the responsibility for ensuring that attendance rates are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum. Where parents decide to have their child registered at school, they have a legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances

We realise that there may be occasional barriers to attendance and offer supportive strategies to overcome these barriers. It is therefore essential that parents and carers engage with School and services in a positive way.

Parents/carers can track their child's attendance and punctuality using Satchel. Parents are encouraged to contact Pastoral Managers, Key Stage Leads and Education Welfare Officers for additional information.

Parents / Carers can request a copy of their child's attendance certificate at any time by contacting the attendance team.

Parents and carers must contact School if their son/daughter is absent at the start of the School day, before 10am. This should be followed up in the form of a written note from the parent/carer and with evidence, where possible and applicable.

It is vital that all non-essential appointments are taken outside of School hours. Appointments during School hours will not automatically be authorised.

Parenting Contracts will become 'Attendance Contracts'. These are used as part of the school's attendance processes at the formalising stage.

An attendance contract is a formal written agreement between a parent and either the school or the Local Authority to address irregular attendance at school or alternative provision.

An attendance contract allows a more formal route to secure engagement with support, an attendance contract allows accountability for agreed actions by all involved. It is not a punitive tool, it is intended to provide support for parties involved. The School will liaise with the Local Authority to issue Notice to improve letters for families who have persistently low attendance without reason.

Absence will be categorised as follows:

Illness – Parents and carers need to contact the attendance officer, informing them of the illness. In order for absence to be authorised, evidence should, where possible be provided to the School. If absences for students are frequent and evidence is not available, the pastoral team will arrange to meet with parents and carers to discuss concerns.

Medical or Dental Appointments - Parents must, where possible, organise medical and dental appointments outside of the school day. These appointments may not be authorised. Where this is not possible, students should always attend before or after the designated appointment to reduce further impact on their education. Parents and carers should show the appointment card to School. Students leaving School during the school day to attend a medical/dental appointment must hand the appointment card in and sign out as they leave with the Attendance Officer/ reception.

Exceptional Authorised Circumstances - Relates to occasions where there is reason for absence due to exceptional circumstances, such as a family bereavement.

Legal Responsibilities:

Parents and carers have a legal responsibility to ensure that their child attends school regularly and punctually. Staff in School will support parents, carers and students to ensure this occurs and refer to external agencies for their support should it be necessary. A parent and carer must ensure regular school attendance of their child if they are a registered student at a School and of compulsory school age.

It is an offence for a parent / carer to fail to ensure their child attends school regularly under Section 4 of the Education Act 1996. Parents who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons.

Any 'Notice To Improve' letters (formerly Penalty Notice Warning Letter) will be issued in line with the new regulations. These are summarised below

- If issued with a fine, each parent must pay £160 within 28 days or £80 within 21 days. The payment must be made directly to the local authority.
- For irregular attendance, where a child has unauthorised absences of 10 sessions or more in any 10 week period, King Edward VII school will consider escalation to prosecution. Sessions refer to each half a school day, with School having 2 sessions each day. These 10 missed sessions could be made up of term time leave, unauthorised late marks, or unauthorised absence.
- King Edward VII School will share information about a child's absence from school with any assigned Social Worker, Youth Justice Worker or intervention team that may be working with your family.

In Summary:

Offence 1

Penalty Notice fines will be £160 paid within 28 days, reduced to £80 if paid within 21 days. With each parent/carer receiving a separate fine for each child.

Offence 2 (within a 3-year rolling period)

Penalty Notice Fines will be £160 paid within 28 days, no reduction.

Offence 3 (or further) within a 3-year rolling period

No Penalty Notice issued - consideration to prosecute through Magistrates Court.

When a child is absent and it is believed they are absent due to term time leave, schools will be expected to carry out a home visit. It is therefore important to notify school every day that your child is absent, providing a reason, and where appropriate evidence of medical appointments or prescribed medication.

Your child's attendance data will be shared with the Department for Education and the Local Authority every day. This data will be 'live'. The Department for Education will be able to track attendance trends for children or a certain year group or cohort with patterns of absence.

The priority is supporting a young person to access school every day, ensuring they have the reasonable adjustments, interventions and early help to engage in their learning.

Punctuality

A U code will be issued to students arriving after 9.15am. A U code is an unauthorised absence mark/ A same day detention will be issue, unless there has been an exceptional reason or lateness.

Students are expected to be on time for School and present for the start of form time. Form time starts at 8:45am. Lateness to School is not tolerated, and contact will be made by the Form Tutor and Pastoral Team to parents and carers regarding poor punctuality.

A consequence system operates at Upper School and Lower School for lateness to School and lateness to lessons, which can include texts home, gating reports (at Upper School), detention and a day in Isolation if the issue persists. The Education Welfare Officer is also notified if the problem continues, and strict monitoring of students will continue. It may be escalated to the Local Authority when a notice to improve letter may be issued. A U code is classed as an absence mark.

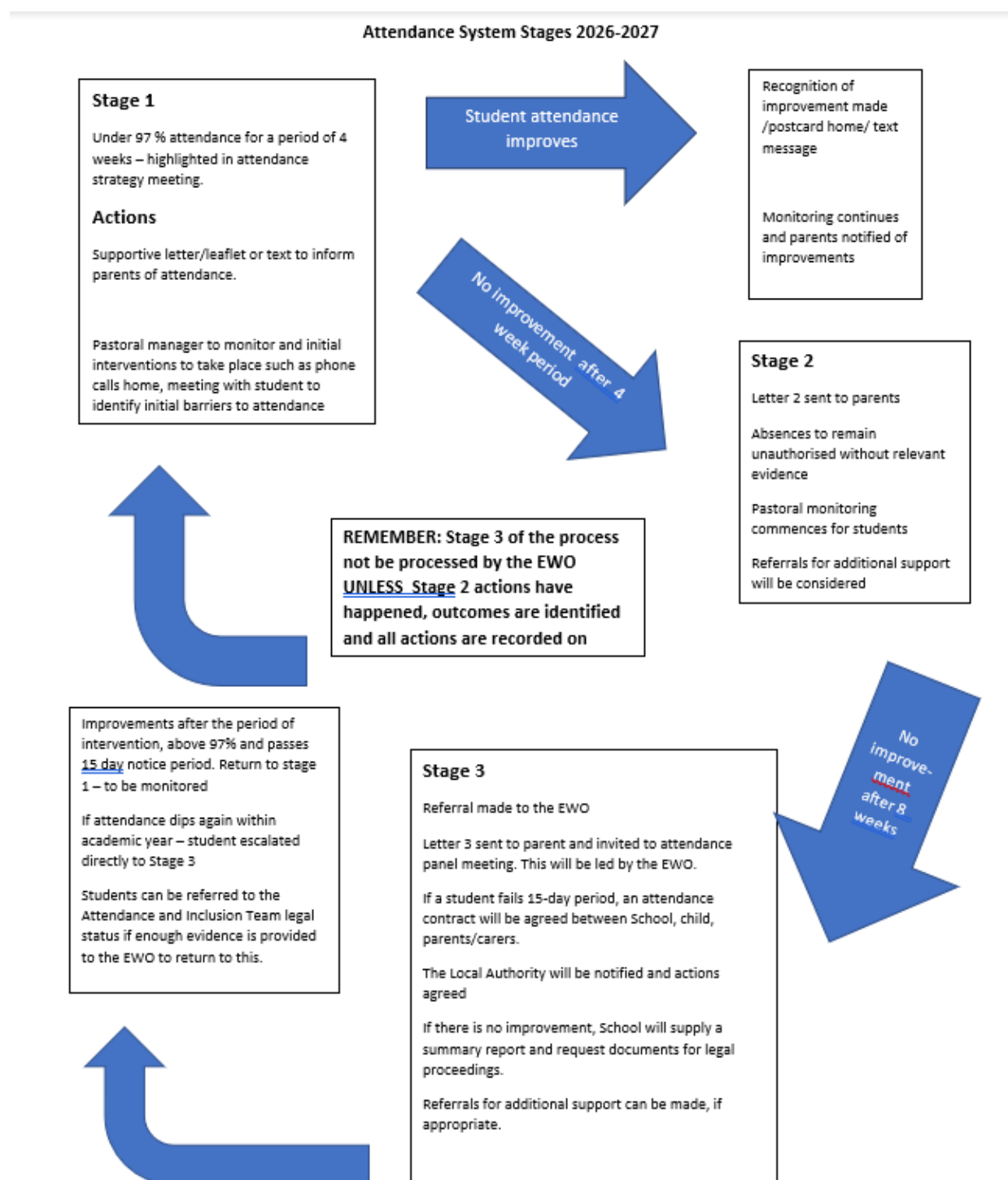
We understand that there are occasional issues for which it is hard to mitigate such as public transport breakdown, heavy traffic etc. We appreciate the communications we get from many students to alert us to problems.

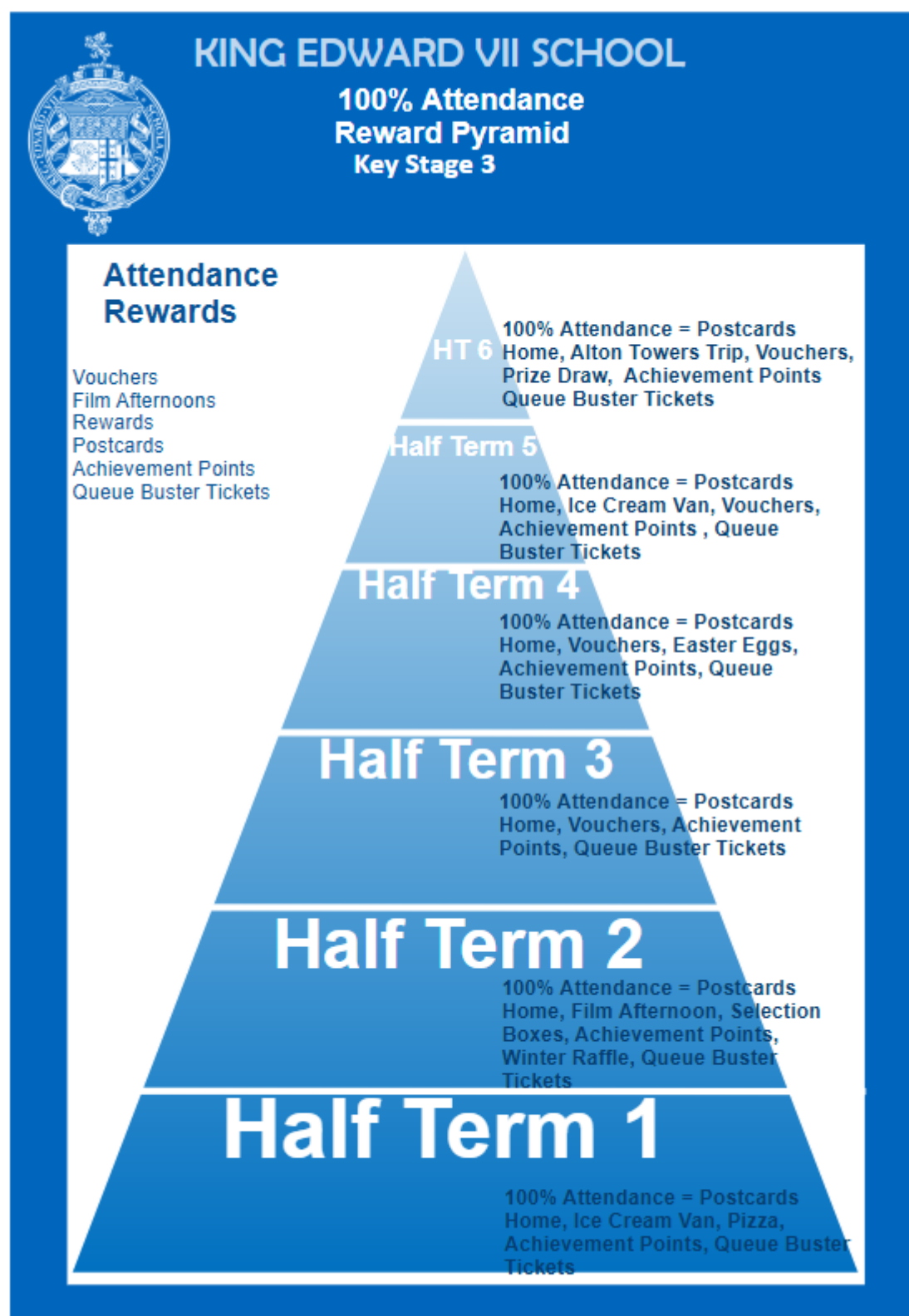
This policy was written in conjunction with [Working Together to Improve School Attendance from the Department for Education \(DfE\) 29.2.2024](#)

The table below, indicates the start and finish times for each year group. Students must arrive promptly for the start of form time at 8:40am.

Breakfast club	8.15am to 8.40am
Students enter building	8.40am
Form period	8.45am to 9.00am
Period 1	9.00am to 10.05am
Period 2	10.05am to 11.05am
Break time	11.05am to 11.20am
Period 3	11.25am to 12.25pm
Lunch break	12.25pm to 1.20pm
Period 4	1.20pm to 2.15pm
Period 5	2.15pm to 3.15pm
Int or Period 6 for Post 16 students only	3.25pm to 4.20pm

Attendance Staged System Flowchart 2026-2027





Attendance Information Leaflet for Parents and Carers

Get your child to school on time every day

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring that their child attends school every day.

Medical appointments

Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of time missed must be kept to a minimum. School may not authorize the time off if medical evidence is not provided.

Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat), over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off for 48 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness speak to your child's school, your doctor or pharmacist for advice.

Unauthorised leave in term time (Holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods. Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Headteacher.

Absence during term time

Children must not be absent from school for:

- Day Trips
- Baby sitting
- Shopping
- Parent/carer or sibling illness
- Birthdays

Reporting absence

It is a parent/carer's responsibility to notify school if their child is absent. A reason must be provided.

Persistence absence

Any child with attendance below 90% regardless of the reason for the absence, is considered to be a persistent absentee. This equates to just two days each month.

Is your child a persistent absentee?

Statistics show that persistent absentees are less likely to achieve their full potential, and can affect GCSE grades, and a child's future prospects.

Routines

The easiest way to ensure your child attends school on time everyday is to establish a good evening and morning routine. If mornings are hectic in your household, prepare as much as possible the night before.

Punctuality

It is important that your child attends school everyday and on time. Arriving late to school is unsettling for children.

Did you know?

10 MINS LATE
EVERY DAY = **33** HOURS LOST LEARNING EACH YEAR

Can your child afford to miss out?

There are 190 days in a School year which leaves 175 days to spend on family time, shopping, appointments etc.



190 Days
100%
Very best chance of success



183 Days
96%
Off to a flying start



179 Days
94%
Less chance of success



175 Days
92%
Harder to make progress



More than 18 Days
absent less than 90% attendance

The target for the School is **97%**

Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Notice Penalty (fine) or a summons to appear at Magistrates' Court.

A Penalty Notice fine can be issued for two reasons:

- If a holiday is taken during term time without the permission of the Headteacher
- If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff /or other professionals to improve the situation

What are the fines?

£160 per parent/carer, per child reduced to £80 if paid within 21 days. If the £160 is not paid within 21 days a summons can be issued to appear in Magistrates' Court instead of a penalty notice fine.

Where a child has unauthorised absences of 10 sessions or more in any 10-week period, the school will consider prosecution.

King Edward VII School



Get your child to school on time

Their future is in your hands...

Aim for 100% attendance for a better future

Post 16 Attendance Intervention Policy

STAGE	INTERVENTION
0	Attendance 100% to 90%. Stage 0 is ongoing for all students • Using lesson attendance registers the Attendance Officers follow up reasons for absence with parents and students. • Attendance Officers contact home via email, text or phone - usually the day after an absence from lessons.
1	Attendance below 90% • Student attends meeting with member of Post 16 Team. • Receives a letter home informing parent / carer that this meeting is taking place. Attendance is reviewed at next monitoring review point • If attendance improves above 90% return to Stage 0. • If a student remains on Stage 1 for two consecutive monitoring review points we will review whether to move to the next stage in the Attendance Policy.
2	Attendance below 80% or continued poor attendance • Parents / carers will be contacted by a member of the Post 16 Team where we will address the main issues and agree targets and support actions to improve attendance. • An Attendance Agreement will be signed by the student, parent / carer and a member of the Post 16 team. Attendance will be reviewed at the next monitoring review point. • If attendance improves above 90% the student returns to Stage 0; • If attendance does not improve or declines further we will review whether to move to the next stage in the Attendance Policy.
3	Attendance below 75% or failure to meet the targets set by the Attendance Agreement • Parent/ carer and student will be invited to a meeting with a member of the Post 16 Team • A written warning will be issued if appropriate and the Attendance Agreement will be issued or re-issued as appropriate.

4	Attendance below 70% or continued failure to meet targets of Attendance Agreement • Possible request to leave Sixth Form if the student is persistently absent from school or lessons and refuses to engage with intervention procedures (with due consideration of Most Likely Outcome and Pastoral / medical needs).
---	--

Satchel achievement points are added as a reward for good attendance to Post 16 student records after the attendance review points on the following basis:

- Attendance of 97% or better - 60 achievement points
- Attendance of 90% or better - 20 achievement points
- Improvement of attendance of 10% or better - 20 achievement points