



## Attendance Policy

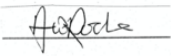
2025 – 2026

This policy was ratified on:

|           |          |          |          |
|-----------|----------|----------|----------|
| January   | February | March    | April    |
| May       | June     | July     | August   |
| September | October  | November | December |
| 2025      | 2026     | 2027     | 2028     |

This policy will be reviewed on:

|           |          |          |          |
|-----------|----------|----------|----------|
| January   | February | March    | April    |
| May       | June     | July     | August   |
| September | October  | November | December |
| 2025      | 2026     | 2027     | 2028     |

|                                                                                               |                    |
|-----------------------------------------------------------------------------------------------|--------------------|
| Signed<br> | Chair of Governors |
| Signed<br> | Head Teacher       |

# **Rodmersham School**

## **Attendance Policy**

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## 1. Statement of Intent

At Rodmersham School, we believe that **excellent attendance is the foundation of successful learning**.

Our aim is for all pupils to achieve **100% attendance**, with a **minimum expectation of 97%**.

We recognise that good attendance is not only essential for academic success, but also for pupils' social, emotional, and personal development.

Every day counts. The Governors, Headteacher, staff, and parents share responsibility for promoting excellent attendance and ensuring that children come to school regularly and on time.

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## 2. Legal Framework

This policy has been written in line with the **Kent County Council (KCC) Attendance Policy**, and adheres to:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 (amended 2013 and 2016)
- The Education Act 2002
- Working Together to Improve School Attendance (DfE, 2022)
- KCC's Early Help and Preventative Services Attendance Guidance

The law requires all children of compulsory school age to attend school regularly and punctually unless a statutory reason for absence applies.

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## 3. Attendance Expectations

At Rodmersham School:

- Our **target attendance** for all pupils is **100%**.
- The **minimum acceptable level of attendance** is **97%**.
- Attendance that falls below **95%** will trigger school monitoring and possible intervention.
- Attendance that falls below **90%** is classified as **persistent absence** and will be referred to the **KCC School Attendance Officer**.

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## 4. Start and Finish Times

- The **school gates open at 8:40am**.
- **Registration closes at 8:55am**.
- Pupils arriving **after 8:55am** will be marked as **late (code L)**.
- Pupils arriving **after 9:15am**, without a valid reason, will be marked as **unauthorised late (code U)**, which counts as an unauthorised absence.

Morning sessions are vital for setting the tone of the day, and missing the start of lessons can disrupt learning and affect progress.

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## 5. Punctuality and Registration

Punctuality is an important life skill.

All pupils are expected to be in class and ready to learn by **8:40am**. The register is taken at **8:55am**, and again after lunch.

If a child is absent and no message has been received by **9:30am**, the school will make first-day contact with the parent or carer.

If no contact is made, the absence will be marked as unauthorised and may trigger safeguarding procedures in line with **KCC Children Missing Education (CME)** guidance.

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## 6. Authorised and Unauthorised Absence

### Authorised Absence

Absences will only be authorised where there is a valid reason such as:

- Genuine illness
- Medical or dental appointments (that cannot reasonably be made outside school hours)
- Religious observance
- Exceptional family circumstances agreed by the Headteacher
- Approved participation in sporting, musical, or external educational events

## Unauthorised Absence

Absences will not be authorised for:

- Holidays during term time
- Oversleeping, missed transport, or traffic
- Birthdays or family celebrations
- Shopping or looking after siblings
- Parental illness
- Lack of uniform or equipment

Requests for leave during term time must be made in writing.

The Headteacher can only authorise absence in **exceptional circumstances**, in line with KCC policy.

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## 7. Monitoring and Procedures

Attendance is recorded daily using the school management system (**Arbor**).

The school follows a staged approach to addressing concerns:

**Stage 1:** Attendance drops below 96% – parents receive a letter of concern.

**Stage 2:** Continued decline – meeting arranged with the Family Liaison Officer.

**Stage 3:** Persistent absence (below 90%) – referral made to the **KCC School Liaison Officer (SLO)** or **Early Help Service**.

The school will always work with families to identify and address barriers to attendance.

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## 8. Parental Responsibility

Parents and carers are legally responsible for ensuring that their child attends school regularly, punctually, and is prepared for learning.

They must:

- Notify the school by **8:30am** if their child is absent
  - Provide written or verbal confirmation explaining any absence
  - Avoid taking holidays during term time
  - Attend meetings where attendance concerns arise
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## 9. Support for Families

Rodmersham School is committed to supporting families where attendance is a concern.

We may offer:

- Family Liaison Officer support
- Referrals to KCC Early Help or School Liaison Service
- Bespoke support plans or pastoral intervention
- Regular check-ins and attendance reviews

We recognise that good attendance is achieved through strong partnerships with parents.

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## 10. Roles and Responsibilities

**The Headteacher** – oversees implementation and ensures compliance with statutory duties.

**Class Teachers** – monitor attendance patterns and engage with pupils and families.

**Family Liaison Officer (FLO)** – supports early intervention and liaises with external agencies.

**Parents and Carers** – ensure their children attend punctually and regularly.

**Governors** – review attendance data and ensure policy implementation.

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## 11. Reporting to Parents and Governors

- Attendance is shared with parents at least **three times a year** via reports and consultations.
- The Headteacher reports termly to the **Governing Body** on whole-school attendance data, persistent absence rates, and interventions.