



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Attendance Policy

Responsible Board/Committee	Academy Trust and Foundation Board
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Version	2

School	King Edward VI Camp Hill School for Boys
School Policy Owner	Deputy Head, Pastoral
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1 Purpose

Aim of this policy

- 1.1 To support excellent levels of attendance for all pupils to enable the fulfilment of their potential at King Edward VI Camp Hill School for Boys.
- 1.2 This policy has been prepared in accordance with the School's statutory duties relating to attendance, including those outlined in the Department for Education's statutory guidance, entitled Working Together to Improve School Attendance (2024), which is referred to in this policy as the "DfE Attendance Guidance".
- 1.3 The Schools of King Edward VI Birmingham will also comply with the Birmingham City Council and Keeping Children Safe in Education guidance on Elective Home Education (EHE) and involve services such as the Birmingham Special Educational Needs Assessment & Review Service (SENAR); Birmingham Children's Trust; Birmingham Education Safeguarding Team, and Birmingham Education Legal Intervention Team.

Key Principles

- 1.4 High levels of attendance and punctuality are promoted and rewarded.
- 1.5 It is the responsibility of everybody in the School to improve attendance and punctuality.
- 1.6 Where attendance or punctuality falls short of expected standards, steps will be taken to address this, and sanctions may be applied in accordance with the behaviour policy.
- 1.7 Whilst every pupil has the right to a full-time education, high attendance expectations should be set for all pupils. The School considers the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently, but in doing so, we always consider the individual needs of pupils and their families, who may have specific barriers to attendance. Some pupils find it harder than others to attend School. The School will work with pupils parents/carers and other local partners to remove any barriers to attendance.
- 1.8 In the development and implementation of the policy, we recognise our obligations under the Equality Act 2010 and consider the provisions under the UN Convention on the Rights of the Child. We seek to work in partnership with pupils and parents/carers to remove barriers to attendance. The Equality Act 2010 states that it is unlawful to discriminate against people because of the protected characteristics: age; disability; gender reassignment; marriage & civil partnership; pregnancy & maternity; race; religion or belief; sex; sexual orientation.
- 1.9 In implementing this policy, the School is mindful of both conscious and unconscious bias. This means in dealing with attendance, the School will:
 - Take the time to consider decisions, listening to and considering the issues that are raised.
 - Justify and document decisions, including the reasoning behind them.
 - Ensure clear guidance is provided on reporting concerns related to prejudice.

- Promote positive behaviours.
- Encourage engagement from a wide range of pupils, parents/carers, and interested parties.

1.10 Subject to the terms of this policy, any day-to-day attendance issues that parents/carers or pupils have should be discussed with Mrs Harrington-Bissell, Attendance Officer. Where more detailed support around attendance is required, parents/carers and pupils should contact their Head of Year.

2 Roles and responsibilities

2.1 The School

Good attendance starts with close and productive relationships with parents/carers and pupils. The School treats pupils and parents/carers with dignity and adopts a positive approach to attendance, recognising that this helps to challenge parents/carers' misconceptions about what constitutes good attendance.

2.1.1 The School will:

- Develop and maintain a whole-school culture that promotes the benefits of high attendance.
- Work with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance.
- Investigate unexplained or unjustified absence, applying sanctions where appropriate.
- Take into account individual needs when implementing this policy, including having regard to the School's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
- Share information, including returns information required to be shared in accordance with regulations¹ and the DfE Attendance Guidance, and work collaboratively with the local authority, other schools in the area, and other partners, including, where required, making appropriate referrals in accordance with local procedures, legislation, and guidance.
- Regularly monitor, review, and analyse attendance and absence data, including identifying pupils or cohorts that require attendance support and setting targets for the future.
- Ensure that all pupils can access full-time education, putting strategies in place where there is evidence to suggest that this is not the case.

¹ [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- Ensure that governors and the School's leadership team work together to monitor attendance levels and the effectiveness of this policy.
- Ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the DfE Attendance Guidance.
- Have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance 'Keeping Children Safe in Education'
- Provide information requested by the Secretary of State, including termly absence data collected by the Department for Education.
- Regularly inform parents/carers about their child's attendance and absence levels.
- Support pupils who are returning to education following long-term absence.
- Ensure that effective systems are in place to record and report attendance data, including the accurate completion of admission and attendance registers, utilising an electronic management information system.
- Assign overall responsibility for championing and improving attendance at the School to a designated senior leader, known as the Senior Attendance Champion.
- Observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) (publishing.service.gov.uk) to the extent not covered above or elsewhere in this policy.

2.2 Parents and carers

We expect parents and carers to:

- Ensure that their child arrives at the School on time, wearing the correct uniform, and with the necessary equipment.
- Promote the importance of regular attendance at home.
- Follow the correct procedure for reporting the absence of their child from the School (see section 3.9 below).
- Avoid unnecessary absences.
- Keep the School informed of any circumstances which may affect their child's attendance.
- Not take their child out of education for holidays during term time (see section 3.11 below).

Inform the School in advance of any proposed change of address for their child(ren), along with the name of the parents/carers with whom the child shall live.

- Observe and fulfil their responsibilities set out in the guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) ([publishing.service.gov.uk](#)).

2.3 Pupils

We expect pupils to:

- Attend the School regularly and on time.
- Be punctual for all lessons.
- Follow the correct procedure if they arrive at the School late (see section 3.5 below).

2.4 Senior Attendance Champion

2.4.1 The Senior Attendance Champion (“SAC”) at the School is Andrew Caves, Deputy Head, Pastoral.

2.4.2 The SAC has overall responsibility for championing and improving attendance at the School and will:

- Set a clear vision for improving and maintaining good attendance.
- Establish and maintain effective systems for addressing absence, ensuring that all staff consistently follow these procedures.
- Evaluate and monitor attendance expectations and processes.
- Have a strong grasp of absence data to focus the collective efforts of the School.
- Ensure that key attendance messages are communicated to parents/carers and pupils
- Provide data and reports to support the work of the Local Governing Body (see below).

2.5 The Local Governing Body

The Governors will:

- Take an active role in improving attendance, recognise the importance of school attendance, and promote it across the trust, aligning with the School’s ethos and policies.
- Ensure the School’s leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss and challenge trends, and help School leaders focus improvement efforts on the individual pupils or cohorts who need it most.

- Ensure School staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance.
- Share effective practice on attendance management and improvement across its academies.
- Hold termly attendance review meetings with the School.
- Require the School to report to the Governors on the School's attendance at regular intervals.
- Have a dedicated attendance lead who will drive improvement across the trust and act as a central point for schools with attendance queries.

3 Procedures

Registration

- 3.1 The School maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8.45am	8.55am
Afternoon	1.35pm	1.40pm

- 3.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out in section 3.5 applies.
- 3.3 The register is marked using the national statutory attendance and absence codes, which can be found in the DfE Attendance Guidance.
- 3.4 Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter, in accordance with the behaviour policy, and engage parents/carers where necessary.

Late arrival

- 3.5 If a pupil arrives at the School after the relevant registration period has ended but within the relevant session, they must immediately go to the School office to sign in and provide a reason for the lateness, to enable the School to establish the appropriate attendance or absence code. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.
- 3.6 Persistent lateness will be treated as a disciplinary matter and will be addressed in accordance with the behaviour policy.

Reasons for absence and how to report or request authorisation

3.7 **Authorised absence** – absence will only be authorised where the School has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the School can authorise an absence.

3.8 **Unauthorised absence** – absence will be marked as unauthorised where the School is not satisfied with the reasons given for the absence.

3.9 Reporting absence from the School

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30 a.m. or as soon as practically possible.

Parents/carers can contact the school via the Studybugs App (also on our website) or by sending an email to absence@chb.kevibham.org

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

3.10 Appointments

- i. Medical, dental, and other essential appointments for a pupil should take place outside of school hours, where this is reasonably possible.
- ii. Where an appointment must take place during school time, the pupil should attend the School for as much of the day as possible, and as much prior notice as possible should be given to Mrs K Harrington Bissell, Attendance Officer.

3.11 Leave of absence (including holidays during term time)

- iii. The School will grant permission for a pupil to be absent from School in the circumstances described in paragraph 37 of the DfE Attendance Guidance, which can be summarised as follows:
 - Taking part in a regulated performance or employment abroad.
 - Attendance at an interview for entry into another educational setting or future employment.
 - Study leave for public examinations.
 - Temporary, time-limited part-time timetable.
 - Other exceptional circumstances.

- iv. Parents/carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.
- v. To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Headteacher and, wherever possible, at least 4 school weeks ahead of the planned leave.
- vi. Where a leave of absence is requested as above, the Headteacher will consider the specific facts and circumstances relating to the request. The decision:
 - Will be confirmed in writing.
 - Is solely at the Headteacher's discretion.
 - Is final.
- vii. Where permission is granted, the Headteacher will confirm the number of days and dates of absence which are authorised.
- viii. If permission is not granted and the parents/carers proceed to take their child out of the School, the absence will be marked as unauthorised, and parents/carers may be issued with a penalty notice or be subject to prosecution by the local authority (see section 3.21 below).

3.12 Religious observance

- ix. We recognise that pupils of certain faiths may need to participate in days of religious observance. Absence from the School will be authorised where a day of religious observance:
 - Falls during school time.
 - Has been exclusively set apart for religious observance by the religious body to which the pupil belongs.
- x. We ask that parents/carers notify the School by writing to Mrs K Harrington-Bissell, Attendance Officer, in advance where absence is required due to religious observance.

3.13 Coronavirus (COVID-19)

- xi. There may be circumstances in which pupils cannot attend School due to COVID-19. The School will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to COVID-19.
- xii. If a pupil tests positive for coronavirus, their absence will be recorded as illness.

Addressing poor attendance and punctuality

- 3.14 The School recognises that poor attendance is habitual, and therefore, early identification, intervention, and prevention are crucial. The School regularly analyses data to both identify and provide immediate support to pupils or pupil cohorts that need it.

The School will use data to target attendance improvement efforts to the pupils or groups of pupils who need it most. In doing so, the School, led by the SAC, will:

- Monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance.
- Provide regular attendance reports to class teachers and relevant leaders.
- Identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner.
- Conduct a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Benchmark School attendance data at each level against local, regional, and national levels.
- Monitor the impact of School strategies and actions on improving attendance for specific pupils and groups.
- Work with the local authority and other local partners to identify groups.
- Hold regular meetings with the parents or carers of pupils who the School and/or local authority consider to be vulnerable.

- 3.15 A student who arrives after the register has closed, “unauthorised absence”, using the appropriate code U.

Students who are in school, but arrive late for P4 (i.e. after 1:40pm) will be marked “late”.

Lateness is monitored by the School Attendance Officer in conjunction with student’s Progress and

Well-Being Coordinator. Persistent lateness will result in the Head of Year contacting parents/carers to discuss concerns and put a formal action plan in place to address the reasons for lateness.

If a student has arrived late with no good reason, then they may be issued with a school detention.

- 3.16 Where absence or punctuality is a cause for concern, for example, because there is:

- a pattern of unauthorised absence;
- a question over the reasons provided for a particular absence or late arrival;
- persistent truancy or lateness;

we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality.

- 3.17 In cases where the School has been unable to establish a clear reason for absence and/or has welfare concerns about the pupil, a home welfare check may be carried out.
- 3.18 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.
- 3.19 Absence will be classed as 'persistent' where it falls below 90% across the academic year and 'severe' when a pupil is absent from School for 50% or more of their possible sessions. Absence at this level is likely to significantly hinder educational prospects, and we expect full parental cooperation and support to urgently address these cases. As absence is often a symptom of wider issues a family is facing, the School seeks to work with local partners to understand the barriers to attendance and provide support. Where that is not successful or not engaged with, the law protects a pupil's right to education, with a range of legal interventions to formalise attendance improvement efforts. Intervention steps may include implementing an attendance action plan, referring to other agencies, and/or establishing an attendance contract.
- 3.20 The School follows the Birmingham City Council (BCC) Fast-Track approach to attendance. The School uses the national threshold for considering when a penalty notice is appropriate and will refer to the BCC Education Legal Intervention (ELIT) team as appropriate.
- 3.21 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the School, and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days; £160 if paid within 28 days) imposed on parents/carers, which is intended to change behaviour without the need for criminal prosecution.
- 3.22 When considering whether to issue a penalty notice, we will have regard to:
- The National Framework for penalty notices as set out in paragraphs 176–202 of the DfE Attendance Guidance.
 - The local authority's code of conduct for issuing penalty notices.
- 3.23 If a penalty notice is issued but not paid within 28 days, the local authority will decide whether to proceed with prosecution. The local authority also has separate powers to prosecute parents/carers if their child of compulsory school age fails to attend School regularly.

4. Legislation and guidance

- 4.1 This policy is based on Working Together to Improve School Attendance (2024), which is referred to in this policy as the "DfE Attendance Guidance".

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
Present		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Approved Educational Activity		
K	Alternative provision provided by local authority	Attending educational provision agreed and arranged by the local authority
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved by the School
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the School
W	Work experience	Pupil is on a work experience placement
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the School
Authorised absence		
C1	Leave of absence — Regulated performance	Pupil is absent for the purposes of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence — Temporary part-time timetable	Leave of absence for a compulsory school aged pupil subject to a part-time timetable
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
M	Medical/dental appointment	Pupil is at a medical or dental appointment
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the School
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness	School has been notified that a pupil will be absent due to illness
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Year 11 pupil is on study leave during their public examinations
E	Excluded	Pupil has been excluded but no alternative provision has been made

Unauthorised absence		
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the School
U	Arrival after registration	Pupil arrived at school after the register closed
Attendance not required		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Q	Lack of local authority access arrangements	Pupil unable to attend because of lack of access arrangements
Y1	Provided transport not available	Pupil unable to attend due to transport normally provided not being available
Y2	Widespread travel emergency	Pupil unable to attend due to widespread disruption to travel
Y3	Unavoidable partial closure of School	Pupil unable to attend due to part of the School premises being closed
Y4	Unavoidable full closure of School	Pupil unable to attend due to the whole School premises being unexpectedly closed
Y5	Criminal detention sentence	Pupil unable to attend as they are in criminal justice detention
Y6	Public health guidance/law	Pupil unable to attend in accordance with public health guidance or law
Y7	Unavoidable other than Y1-Y6	Pupil unable to attend because of any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the School
#	Planned school closure	Whole or partial School closure due to half-term/bank holiday/INSET day

Appendix 2: Staged Attendance Process

School Attendance Support Process:

All students understand that 100% attendance is the expected rate of attendance. Students are aware of the value of attending school every day the school is open

Attendance is a shared responsibility between: parents/carers, students, teachers, form tutors, support staff and senior leaders and the Local Authority.

Attendance is tracked through SIMS and Studybugs. A monitoring spreadsheet is also maintained for each year group. Attendance monitoring data will be produced and reviewed every two weeks.

If there are immediate concerns about the safeguarding of a student related to attendance then a home visit will be conducted by the Attendance Officer and another member of the pastoral team.

- **Stage 1 Tutor led Intervention (information supplied by Attendance Officer) (95-90%)**
 - Conversations with individual students to discuss attendance and any potential barriers to attending school
 - Phone calls to parents as required
 - Use of Tutor Time to promote good attendance

- **Stage 2 Head of Year (and Attendance Officer where appropriate) Targeting Support Interventions (89.9% - 80%)**
 - Conversations with student
 - Letter of concern from Attendance Officer/Head of Year
 - Meeting with parents/carers to discuss concerns and support, Attendance Support Plan put in place.
 - Support students and parents working together to address in school barriers to attending school.
 - Where the barriers are outside of school, work together and support families to voluntarily access support they need from external agencies
 - Targets set around punctuality and attendance

- **Stage 3 (Once a student has been through Stage 1 and Stage 2) Attendance Improvement Meeting (AIM) – attended by Head of Year (and Deputy Head Pastoral where appropriate), Attendance Officer, parent, student, relevant external agencies and Local Authority team where appropriate. *Timeframe between AIM1 and review should be no longer than 6 weeks***
 - Parents and child are invited. Meeting will go ahead regardless of family involvement
 - Attendance target and timeframe is set and agreed by all stakeholders, an Attendance Contract put in place. This is a formal written agreement between parents, school and student to secure engagement with support, where voluntary help has not worked. Attendance Contracts do not have a minimum or maximum duration.
 - Frequent contact between home and school (at least once a week)
 - Collation of relevant evidence
 - Further support to remove any additional barriers to attending school
 - Medical evidence (doctors note or equivalent) required in order to authorise further absence

- **Stage 4 (No improvement as a result of Stage 3 AIM)**

Attendance Improvement Review Meeting (AIRM) – attended by Deputy Headteacher Pastoral (and Head of Year where appropriate), Attendance Officer, parent, student, relevant external agencies and Local Authority team where possible.

 - Parents and student are invited. Meeting will go ahead regardless of family involvement
 - Review of targets and progress relating to AIM
 - If there is no progress or % attendance is not significantly improved: collate all evidence and consider an Educational Supervision Order (ESO) which is a formal legal intervention without the need for criminal prosecution. ESO are made through the Family or High Court.

- **Stage 5 (No improvement as a result of Stage 4) Attendance Prosecution**

If a child of compulsory school age fails to attend regularly their parents may be guilty of an offence and prosecuted by the Local Authority:

 - Failure to comply with School Attendance Order under S443 of the Education Act 1996
 - Failure to comply with ESO under Schedule 3 to Children's Act 1989.
 - Failure to secure regular attendance under S441 (1) of the Education Act 1996. The school must consider requesting Birmingham City Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met.

- Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct Attendance. If issued with a fine or penalty notice, each parent must pay £80 (per child) if paid within 21 days, rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.
- The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier).
- If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996. In Education Law (Section 576 of the Education Act 1996)