


Foreland Fields School

Attendance Policy



Governing Body Approval and Categories

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|---|---|
| Date of Last Review Scrutiny and Ratification | 20 th January 2025 |
| Date (Month / Year) of Next Scrutiny and Ratification | 20 th January 2028 |
| Category of the Policy | General |
| Named Lead for Writing the Policy | Deputy Headteacher |
| Headteacher | Adrian Mount adrianmount@foreland.kent.sch.uk 01843 863891 |
| Senior Attendance Champion (SAC) | Sarah Thorp sarahthorp@foreland.kent.sch.uk 01843 863891 |
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| Named Governor for Scrutiny | Chair of Learning and Development |
| Approval Body | Learning and Development |
| Display on Main Web Site | Yes |
| NOTE: IF THIS POLICY HAS BEEN SCRUTINISED BY A DIFFERENT LEAD GOVERNOR OR BEEN RATIFIED BY A DIFFERENT GOVERNING TEAM PLEASE STATE WHICH TEAM | |
| Signed – Chair of Learning and Development |  20.1.25 |

United Nations Convention on the Rights of the Child

Foreland Fields School is a Rights Respecting School thereby this policy ensures that the following rights are acknowledged:



Article 28 – Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child.

Article 19 – Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 11 – To stop children being taken out of their own country illegally.

Foreland Fields School

Attendance Policy

Related School Policies and Government/KCC Guidance

This Attendance Policy should be read in conjunction with the following school policies:

- Child Protection Policy
- Supporting Pupils with Medical Conditions
- Working with Parents Policy
- Complaints Policy
- Special Educational Needs and Disability Policy
- Working Together to Improve School Attendance
- PIAS Attendance Policy Checklist
- The Role of the School Attendance Champion
- Summary of responsibilities for school attendance

Statement of Intent

Foreland Fields School 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 actively promote good attendance and punctuality.

As a school we appreciate that many of our pupils have medical conditions which can impact on their school attendance. We encourage parents/carers to discuss issues related to attendance with the Senior Attendance Champion, Health Care Team or pupils' Class Teachers, the Headteacher, Deputy Headteachers and/or the Family Liaison Officer in order to ensure we are aware of any issues, and can plan accordingly.

The Governors, Headteacher, Senior Attendance Champion and Staff in partnership with parents have a duty to promote full attendance at Foreland Fields School.

Parental 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. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents/carers responsibility to contact the school by 9.00am on the first day their child is absent. This is a safeguarding requirement so that all parties know that each child is safe and their whereabouts is known. Parents/carers should regularly update the school and inform the school when their child is returning.

Pupils are expected to arrive by 8.40 am and registers close at 9.15 am. All pupils that arrive late must report, with their parent (when possible) to the school office where the reason for lateness is recorded.

The Role of School Staff

Responsibility for school attendance ultimately rests with the Headteacher.

At Foreland Fields School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

From September 2024 every school is expected to have a member of the senior leadership team as a designated senior attendance champion (SAC) - see below for key responsibilities:

| Key Responsibilities of School Attendance Champion (SAC) |
|--|
| Set a clear vision for improving and maintaining good attendance, including regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes. |
| Oversee staff who have day to day responsibility for attendance monitoring to ensure effective processes are in place, such as accurate recording of admission and attendance registers. |
| Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need. This should include for all staff: <ul style="list-style-type: none"> • The importance of good attendance and that absence is almost always a symptom of wider circumstances • The law and requirements of schools including on the keeping of registers, the school/trusts' strategies and procedures for tracking, following up and improving attendance, • The processes for working with other partners to provide more intensive support to pupils who need it. |
| For staff with a specified attendance function in their role: <ul style="list-style-type: none"> • The necessary skills to interpret and analyse attendance data. • Any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance. (Although the governing body / academy trust board is expected to ensure staff have adequate training). |
| Liaise with pupils, parents and external agencies where needed. |
| Be named in the school's attendance policy, including contact details. Further duties may include working with the governing board to ensure the attendance policy is updated, accurate, reviewed and fully accessible to parents, pupils and staff. |
| Have a strong grasp of absence data to focus the collective efforts of the school. |
| Lead meetings with parents (and pupils where old enough to understand/appropriate) where more formal conversations are required to explain the consequences of persistent |

and severe absence and the potential need for legal intervention in future. These meetings should also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences. In some cases, the school's link KPAS Officer may be present if invited and available to join (if circumstances appropriate).

Be the school's point of contact for the named point of contact in the Kent PRU & Attendance Service (KPAS).

This may include:

- Representing the school at Targeting Support Meetings (TSMs) with KPAS Officers.
- Representing the school at termly Attendance Network Meetings with groups of schools facilitated by KPAS Officers.
- Representing the school at Attendance Improvement Meetings (AIMs) which are led by KPAS Officers and held as part of statutory attendance referrals which may lead to prosecution.
- Representing the school at any training provided by KPAS or other KCC services on themes related to school attendance.

Have oversight for quality assurance of requests for support, request for penalty notices and requests for statutory attendance intervention made by the school to KCC via the Digital Front Door (although penalty notice and statutory attendance intervention requests must be authorised by the Headteacher (if the SAC is not the Headteacher)).

Oversee the use of part-time timetables to support pupils to attend school in specific circumstances as well as ensuring these are balanced with safeguarding duties and policies.

Any other duties as deemed appropriate by the Headteacher (if the lead is not the Headteacher).

Class teachers or form tutors complete a register 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). Teachers mark pupils present, absent or late. The class teacher notifies the Receptionist, Family Liaison Officer or the Headteacher of children whose attendance is causing concern.

It is the responsibility of the Receptionist 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
- The appropriate attendance code is entered into the register (see National Attendance Codes)
- Parents/carers are informed termly of the child's attendance figure.

Foreland Fields School Strategy for Improving Attendance

- The Senior Attendance Champion will monitor and report absence each week from SIMS and report this during weekly safeguarding meetings
- The Senior Attendance Champion will use the absence data on SIMS and View Your Attendance Data (VYED) to target attendance improvements efforts to the individual pupils or pupil cohorts who need it most

- The Senior Attendance Champion will collate and report severe (50% and over) and persistent absence (10% - 49%) data from View Your Attendance Data (VYED) weekly during safeguarding meetings
- The Senior Attendance Champion will communicate regularly with all parents/carers of severely absent pupils (and those that have been severely absent) and agree attendance contracts, where attendance could be better
- The Senior Attendance Champion will communicate regularly with persistently absent parents/carers of pupils who have unauthorised absence, or where attendance could be better and will agree an attendance contract
- The Senior Attendance Champion will identify and monitor pupils at risk of becoming persistently absent (5-9%) and liaise with Class Teachers, Pathway Leads to identify barriers to attendance where this could be better
- The Senior Attendance Champion, with support from the Family Liaison Officer and wider Leadership team, will explore the barriers to good attendance with parents/carers and signpost them to appropriate support
- The Senior Attendance Champion will liaise with Pathway Leads and other Foreland Fields Staff (including Admin) to promote awareness of pupils with barriers to good attendance to ensure that families receive the best level of support
- If attendance does not improve following an attendance contract, the Senior Attendance Champion will liaise with Kent PRU and Attendance Service (KPAS) to begin more formal conversations with parents/carers about their child's attendance
- The Senior Attendance Champion will complete a sickness return via the Digital Front Door for all pupils who have or who are likely to have 15 or more days of sickness absence during a year
- The Senior Attendance Officer will complete an absence return via the Digital Front Door for all pupils with 10 days or more unauthorised absence during a school term.

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.

Lateness

At Foreland Fields School the register is taken at 8.40 am and 1pm (Primary) 1.30pm (Secondary and Sixth Form). Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.15am and 1.15pm (Primary) or 1.45pm (Secondary and Sixth Form). Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness

There are three scenarios where a Penalty Notice can be requested by a school for the local authority to issue:

1. The pupil is absent on leave which is unauthorised by the Headteacher (recorded by school as **code G** on the pupil's registration certificate) for 10 or more sessions within 10 school weeks.
2. The pupil is absent from school, with **10 or more sessions** recorded on their registration certificate by the school as unauthorised using:
 - **Code O** (absent in other or unknown circumstances).
 - **Code U** (arrived in school after registration closed).
 - Any combination of code O, U and G triggering the school to set a **20-school day notice to improve period for the pupil**, which was unsuccessful.
3. The pupil is present in a public place during school hours without reasonable justification during the first 5 school days of a suspension or permanent exclusion (recorded as **code E** on the pupil's registration certificate).

Penalty Notice charges and escalation process

Penalty Notices will be given at the discretion of the Headteacher if the below circumstances apply:

Only two Penalty Notices can be issued to the same parent in respect of the same child within a three-year rolling period, and any second notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at **£160** if paid within 28 days. This will be reduced to **£80** if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a **flat rate of £160** if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under [section 444 of the Education Act 1996](#).

The third type of Penalty Notice detailed above is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These Penalty Notices are charged at **£120** if paid within 28 days, reduced to **£60** if paid within 21 days.

Conditions when a Penalty Notice will be issued by Kent County Council (KCC)

A Penalty Notice **will only be issued** by KCC where:

- The school is **state** funded (independent schools cannot request Penalty Notices).
- The **headteacher** has authorised the request.

- The pupil has a minimum of **10 school sessions** of unauthorised absence in a rolling **10 school week** period (this is the national threshold).
- The pupil is [compulsory school age](#) and a minimum of 10 sessions of absence are recorded as unauthorised when the pupil was compulsory school age.
- In cases of unauthorised absence, the school has sent a **notice to improve** and included all the information set out in paragraph 188 of the [working together to improve school attendance guidance](#), August 2024.
- In circumstances where a **20-school day** notice to improve period was set, the whole period has concluded and unauthorised absences have been recorded.
- In line with the escalation process, there have not been **two previous Penalty Notices** issued already at the school or other schools in England within three school years of the issue of the first Penalty Notice. (For the purpose of the escalation process, previous Penalty Notices include those not paid (including where prosecution was taken forward and the parent pleaded or was found guilty) but not those which were withdrawn.
- The school is confident there are no **safeguarding concerns** about the pupil (for example, the pupil has been continuously absent and they have not been seen by a professional or there is uncertainty about their whereabouts).
- The pupil's attendance is lower than the expected target in the school's **attendance policy**. The policy must explain the national framework for Penalty Notices.
- The pupil is expected to attend on a **full-time** basis during the 10-school week period and any subsequent notice to improve period where applicable.
- In the event the pupil is actively known to Early Help or Children's Social Care, there is written confirmation the family practitioner has no concern that a Penalty Notice will cause a conflict of interest in any work they are undertaking to improve attendance.
- The pupil is not in the care of KCC or another local authority.

The school should only request a Penalty Notice (not including cases where support is not appropriate such as a holiday in term time) if:

- **All available support has been provided** and been unsuccessful or not engaged with.
- It is believed to be the best available tool to improve attendance and change parental behaviour, and one of the other legal interventions (i.e. a request for **attendance legal intervention** through the [Digital Front Door](#)) would not be more appropriate.
- Any obligations under the [Equality Act 2010](#) (such as where a pupil has a disability) have been fully considered and met first.

Penalty Notice Code of Conduct

All Penalty Notices must be issued in line with [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#) and Kent County Council's [Education Penalty Notice code of conduct \(PDF, 184.8 KB\)](#) (19 August 2024).

How schools can request a Penalty notice

Only a state funded school can request for Kent County Council to issue a Penalty Notice to a parent, which may be initiated through the Digital Front Door and the form titled [Request Penalty Notice \(PN\)](#)

In cases where a parent has already received two Penalty Notices in a three-year rolling period where notice to improve letters and periods were set, a third Penalty Notice must

not be requested. Instead, the school should speak to their link [Kent PRU and Attendance Services \(KPAS\) Officer](#) to discuss other legal interventions.

How parents can pay a Penalty Notice

Details for parents on how to pay a Penalty Notice are provided in writing when the penalty is sent out by letter from Kent County Council. This information, including the link to pay online can be found on the [pay a school Penalty Notice page](#) on the KCC website. Parents can find information on Penalty Notices and school attendance by visiting the [Government's Education Hub website](#)

Penalty notice appeals

There is no right of appeal by parents against a penalty notice. The decision to authorise or unauthorise a pupil's absence rests with the Headteacher of the school at which the pupil is registered.

Further information for schools

If you are a school considering requesting a penalty notice and would like advice, or have a concern about a penalty notice you have already requested, please email the Kent PRU and Attendance Service (KPAS) Courts Team at attendance.enforcement@kent.gov.uk.

Authorising Absence

Only the Headteacher can authorise absence using a consistent approach. The Headteacher 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.

If no explanation is received, absences will not be authorised.

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 (unless related to specific condition)
- 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.

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 strong personal reasons why a family might need to take a child away from school for a short break.

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 Headteachers 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.

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 Headteacher 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 Headteacher'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.

Absence Codes from September 2024

Appendix 2 – Attendance and Absence Codes

For more detail about absence and attendance codes from the DfE (see Chapter 8 of the [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#))

Attendance Codes

| Code | Definition |
|------|---|
| / | Present (am) |
| \ | Present (pm) |
| 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 |

Absence Codes (authorised and unauthorised)

| Code | Definition |
|-----------------------------|---|
| <i>Authorised absence</i> | |
| C | Leave of absence for exceptional circumstance |
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| E | Suspended or permanently excluded and no alternative provision made |
| I | Illness (not medical or dental appointment) |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| M | Leave of absence for the purpose of attending a medical or dental appointment |
| R | Religious observance |
| S | Leave of absence for the purpose of studying for a public examination |
| T | Parent travelling for occupational purposes |
| X | Non-compulsory school age pupil not required to attend school |
| <i>Unauthorised absence</i> | |
| G | Holiday not granted by the school |
| N | Reason for absence not yet established |
| O | Absent in other or unknown circumstances |
| U | Arrived in school after registration closed |

Absent - unable to attend school because of unavoidable cause

| Code | Definition |
|------|---|
| 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 |

Appendices

Appendix 1: Attendance Letter 1 – Initial concerns over attendance

Address

Date

Dear Name of parents/carers

Re. Name of Child

I am writing to express my concern over the number of occasions that name has been absent from school. Name's attendance for this year is currently XX% which is way below what we would expect.

A pupil's absence can seriously disrupt their learning. Not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return.

(If not informed of reason for absence, include the following:) In addition, in most cases the school has not been notified of these absences therefore they have been registered as 'unauthorised'. Informing the school of a child's absence is a safeguarding requirement in order that all parties know that children are safe and their whereabouts are known.

I am sure you share my concern and would wish to work with the school to improve Name's attendance. If we can help in any way, perhaps via our Family Liaison Officer Sharon Bremner, please do not hesitate to contact us.

Yours sincerely

Appendix 2: Attendance Letter 2 – Invite to Attendance Contract Meeting

Address

Date

Dear Name of parents/carers

Re. Name of Child

I wrote to you on date to express my concern over the number of occasions that name has been absent from school. Since then, name's attendance has continued to cause some concern. Name's attendance so far for the date academic year is XX% which is way below what we would expect. (If not informed of reason for absence, again include the following:) In addition, in most cases the school has not been notified of these absences therefore they have been registered as 'unauthorised'. Informing the school of a child's absence is a safeguarding requirement in order that all parties know that children are safe and their whereabouts are known.

I feel it would be beneficial for us to meet to discuss Name's attendance so have organised a meeting for date and time. This meeting is an opportunity for us to discuss how we can work with you to improve Name's attendance. At the meeting we will be writing an attendance contract which is intended to discuss the barriers to name attending regularly, and agreeing what steps can be taken to improve this. Sharon Bremner, Family Liaison Officer, is also willing to be present at this meeting if you would like her support.

If this date or time is not convenient please contact me at the school to arrange a mutually agreeable time for us to meet.

I look forward to meeting with you on date.

Yours sincerely

Appendix 3: Attendance Letter 3 – Notice of Referral to Local Authority Attendance Officer

Address

Date

Dear Name of parents/carers

Re. Name of child

We met some time ago to discuss Name's attendance. Since this time, and despite an attendance contract being put in place, there has been little/no improvement and his/her current attendance is at XX% which is way below what we would expect. If needed, include the following: In addition, name has a number of unauthorised absences registered as no reason was given for his/her absence. I have therefore made the decision to request intervention from the Local Authority by means of a referral.

I hope you understand that I am compelled to take this action as we remain concerned that Name's continued absence could seriously disrupt both his/her learning, and his/her social and emotional development.

Should you wish to discuss this further, please contact me at the school.

Yours sincerely

Appendix 4: Attendance Letter 4- Invite to Formal Attendance Meeting

Address

Date

Dear Name of parents/carers

Re. Name of child

I wrote to you on date to inform you that I would be requesting intervention from the local authority regarding Name's school attendance, which is currently XX%.

I am writing today to invite you to a Formal Attendance Meeting to be held at the school on Date and Time. This meeting is an opportunity for us to discuss our concerns and plan a way forward. Michelle Mannering (KPAS Attendance Officer) will be in attendance. We also will be inviting, Social Worker, Early Help Worker, etc. Sharon Bremner, our Family Liaison Officer, is also willing to attend the meeting if you would like her support.

I look forward to meeting with you on date.

Yours sincerely

Appendix 5: Foreland Fields School Attendance Contract

Every Child has a Right to an Education (Article 28)

At Foreland Fields School, we want every child's attendance to be the best that it can be. The law entitles every child of compulsory school age to full-time education suitable for their age, aptitude, and any special educational need that they may have. It is the legal responsibility for every parent to make sure that their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at a school they have an additional legal duty to ensure that their child attends school regularly. This means that their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, well-being and life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

| Attendance Contract for pupil name and year group | | |
|---|---|--|
| Date of First Meeting | | |
| Details of Adults Attending First Meeting | | |
| Current Attendance x % | Authorised Absence x% (Sept to present) | Unauthorised Absence x% (Sept to present) |
| Is pupil's name's attendance the best that it can be? | Yes/No | |
| What does the best attendance look like for pupil name? | | |
| What are the barriers to pupil name attending school every day? | <ul style="list-style-type: none"> • • • • | |
| What are parents/carers doing already to achieve pupil's name's best attendance? | <ul style="list-style-type: none"> • • • • | |
| What else could parents/carers do to achieve pupil's name's best attendance? | <ul style="list-style-type: none"> • Phone the school office before 9am every time my child is unwell • Ensure that appointments are made outside school time where at all possible • • | |

| | |
|---|--|
| <i>What is school doing already to support pupil's name's attendance?</i> | • • • • • |
| <i>What else could school do to achieve pupil's name's best attendance?</i> | • • • • |
| <i>What is pupil name doing already to achieve their best attendance?</i> | • • • • • |
| <i>What else could pupil name do to achieve pupil's name's best attendance?</i> | • • • • |
| <i>What additional support does pupil name need to achieve their best attendance?</i> | • • • • • |
| Attendance Target | |
| Date of Next Meeting: | Unauthorised Attendance Target: 0% Overall Attendance Target: x% |
| Attendance Contract Review | |
| Date of Second Meeting: | Unauthorised Attendance since last meeting: x% Overall Attendance: x% Targets met? Yes/No New Attendance Targets to be agreed? Yes/No |

Foreland Fields School will carry out the actions in this contract:

Signed:

Parents/Carers will carry out the actions agreed in this contract:

Signed:

Pupil name will carry out the actions agreed in this contract:

Signed

Appendix 6: Kent School Referral Pathway – Pupil Attendance

