



Name of school	KORU Independent AP Academy
Policy review date	JULY 2026
Date of next review	JULY 2027
Who reviewed this policy?	Shona Anderson
Senior Attendance Champion	Shona Anderson
Director of Pastoral Care	Julie Fearon
Date approved by Governing Body	
Headteacher	Shona Anderson
Chair of Governors	Barbara Horne

STUDENT ATTENDANCE POLICY

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school, is:

James Pickering
jpickering@koru-ed.co.uk

The name and contact details of the school staff member parents should contact about attendance on a day-to-day basis is:

Receptionist – attendance @koru-ed.co.uk – 01708 204560

The name and contact details of the school staff member parents should contact for more individual support with attendance:

Julie Fearon
Julie.fearon@koru-ed.co.uk

**The name of our linked Governor with responsibility for monitoring attendance is:
Diane Egan.**

Introduction and Background

Student absence affects a young person's social skills, academic progress, post 16 outcomes and often a child's self-esteem, which affects their ability to become resilient adults and deal with the trials and tribulations later in life. That is why Koru Independent AP Academy recognises that positive behaviour and good attendance are essential in order for students to get the most of their school experience, including their attainment, wellbeing, and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational needs they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a

school. However, as we accept children who have experienced a disruption to their educational pathway, which has prevented them from regularly attending mainstream education, 95%+ attendance is not always achievable or realistic for some.

Nevertheless, the school; strives to promote regular attendance by working closely with our young people and their families to support them to achieve good attendance and punctuality despite the setback to their education.

The Department for Education (DfE) has produced statutory guidance schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions.

Our School Attendance Policy reflects the requirements and principles of that guidance as well as recognising the needs of our cohort.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding.
- ensure every student has access to the full-time education to which they are entitled.
- ensure that students succeed whilst at school.
- ensure that students have access to the widest possible range of opportunities at school, and when they leave school.
- consider and accept the difficulties our students face.

Our policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Promoting Regular Attendance

At Koru Independent AP Academy, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our students from the outset. It is a central part of our school's vision, values, ethos, and day-to-day life. We recognise the strong connections between attendance, attainment, safeguarding, and wellbeing.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which students feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Regularly communicating with all parents of students whose attendance falls below 95%.
- Highlighting attendance and punctuality in student's school reports
- Mailing Koru postcards celebrating students for excellent attendance. This will be on a student-by-student basis congratulating them for their commitment to attending school on a regular basis.
- Recognising an improvement in attendance
- Collaborating with the referring school's Attendance Officer for those dual registered students
- Working with the school's mentor and Pastoral Team to set realistic targets to help support routines, which will improve attendance and punctuality.
- Seeking support to help students and their families by engaging with other professionals who may be working with the child and family.
- Referring families to multi-agency teams who can provide additional targeted support to help improve attendance and punctuality.
- Organising review meetings with families and the students to help meet the individual needs of the student, acknowledging that a one-size fits all approach is not appropriate for the Koru cohort. This may require revised timetables, reducing hours at school to rebuild the young person's confidence.
- Collaborating with the Local Authority Education Welfare Services as part of the new additional duties that the Department of Education has assigned to all Local Authorities. (DfE Working Together to improve School Attendance July 2026)

Reduced timetables

There may be instances where the school and the parents agree to reduce the number of hours a pupil is required to attend school; this is known as a reduced timetable. Reduced timetables are often introduced to support students who are experiencing difficulty accessing full-time education or re-integrating from mainstream to Koru Independent AP Academy. Part Time timetables will **always** be for a limited time and agreed by the school and parents. Meetings are held between the school, parents, and pupil midway through the agreed period to review the pupil's progress. Pupils who are on a part-time timetable will be marked as a C2 code.

The name and contact details of the Senior Attendance Champion (the senior leader responsible for the strategic approach to attendance in our school) is:

Shona Anderson – Head Teacher

shona@koru-ed.co.uk

The school's attendance team analyses the school's attendance data on a weekly basis to identify students who are at potential risk of poor attendance and to intervene at an early stage, before attendance becomes a cause for concern and the student disengages from learning. Attendance review meetings will take place to develop strategies to support the student to attend school on a regular basis.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parents), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session.'

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Example of an unauthorised absence:

- Parent keeping the child off school unnecessarily.
- Unexplained absences.
- Celebration events, such as birthdays.
- Holidays taken during term time.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A student is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this. All students who have attendance levels of 90% or below are considered to be persistent absentees.

A student who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures – SEE ANNEX B

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name: Receptionist

Email address attendance@koru-ed.co.uk

Telephone: 01708 204560

We monitor and review all students' absences, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 08:30
- Continue to call each morning explaining an absence of more than one day.
- If your child has visited the GP or any other medical professional during the time of absence and you are in receipt of written evidence, a copy should be given to the Attendance Officer or Receptionist.

If your child is absent, we will:

- Telephone or text you on the first day, and every subsequent day of absence, if we have not heard from you.
- If we are unable to contact parents by telephone, we will telephone emergency contact numbers, send letters/emails home and a home visit may be made, in the interest of safeguarding.
- For students under social care/Early Help the school will email details of the young person's absence to the relevant professional.

Punctuality

Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Being on time supports a student to attend lessons in a calm manner and ready to learn. If a student misses part of a lesson or day, this leads to missed work and vital information delivered by their teacher. This can cause anxiety levels and disruption to their learning and a potential barrier to attending for fear of failure or embarrassment, which further encourages non-attendance. Lateness to the school day and lessons can have a detrimental impact on other students as it can disrupt the learning of others.

The school's register is taken twice daily, each day counts as two sessions. The school's Attendance Officer is responsible for monitoring attendance and punctuality to school. Class teachers are responsible for monitoring students' arrival to lessons.

The school day is posted on the school website and is made clear to students and their families.

How we manage lateness:

The school day starts at **09:00** when children can begin to come into school.

- Registers are taken at **09:30**
- All students are required to sign in via our Invenry system.
- At **10:30** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U,' but this will **not** count as a present mark, and it will mean that they have an unauthorised absence.
- The school may contact parents/carers regarding punctuality concerns.
- From time to time a member of school staff will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

The name and contact details of the school staff member parents should contact for more detailed support on attendance:

Name: Julie Fearon

Email address: julie.fearon@koru-ed.co.uk

School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

National Framework for Penalty Notices

The DfE introduced the national framework for penalty notices for school attendance in England, which came into effect August 2024. (See Annex A Havering Penalty Notices for non-attendance)

Deletion from Roll

For any student who, is single registered, with Koru Independent AP Academy leaving *other than at the end of year 11*, parents/carers are required to complete 'student moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all our students, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the student and key family members, in case of emergency.

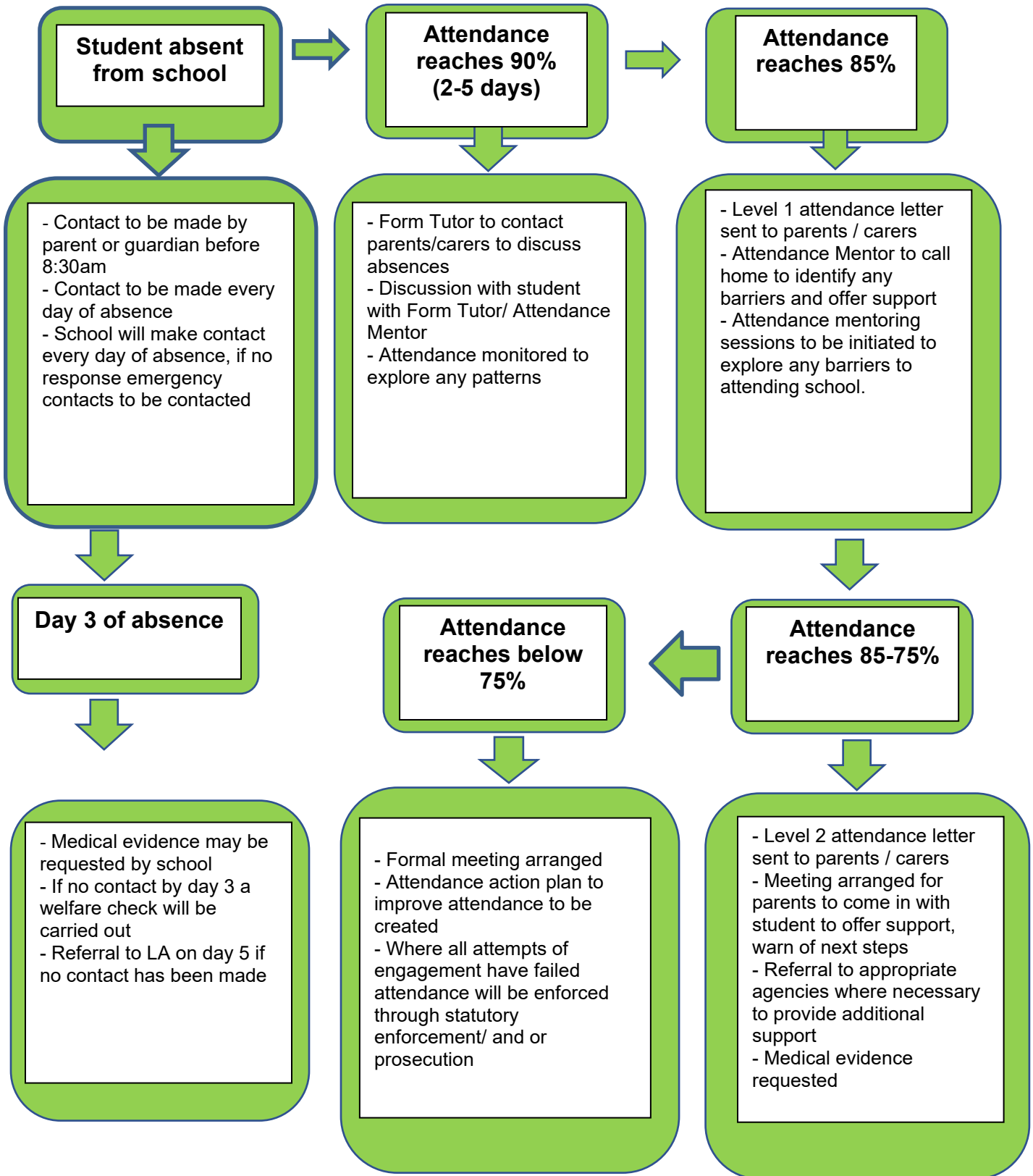
Under Pupil Regulations 2006, all schools are now **legally required** to notify the Local Authority about **every deletion** from the school register, as soon as the ground for deletion has been met in relation to that student, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a student's name is removed from the admission register at a standard transition point – when the student has completed the final year of education normally provided by that school.

Annex A:

Offence	Fine £	Payable within	Note
1st	80.00	21 Days	If payment not received within 21 days, the fine will increase to £160 and must be paid within 7 days. Failure to pay the fine of £160 will result in prosecution in the magistrates' court.
Second offence within 3 years	160.00	21 days	Failure to pay the fine of £160 within 21 days will result in prosecution in the magistrates' court.
Third offence within 3 years			Where a family is identified to be fined on a third occasion within a 3-year period, these cases will be referred straight to the magistrates' court for prosecution.

ANNEX B

Attendance Procedure



National Guidance

DfE Keeping Children Safe in Education 2026

[Keeping children safe in education - GOV.UK](#)

DfE: Working together to improve School Attendance

[https:// www.Workingtogethertoimproveschoolattendance2026](https://www.Workingtogethertoimproveschoolattendance2026)

London Safeguarding Children Procedures: Missing protocol

https://www.londonsafeguardingchildrenprocedures.co.uk/ch_miss_care_home_sch.html