



School Student Attendance Statement (local arrangements)

Kellington Primary School

1. Introduction

This statement explains how Kellington Primary School implements the Yorkshire Learning Trust Student Attendance Policy.

It provides clear guidance for students, parents and staff on how attendance is managed in this school.

At Kellington Primary School, we believe strong attendance is built through positive relationships, high expectations and students feeling safe, known and valued within the school community.

We are committed to working in partnership with families to support good attendance and to address concerns early where they arise. Our approach is supportive, inclusive and focused on understanding and addressing barriers to attendance wherever possible.

2. Key Contacts

The following staff have responsibility for attendance:

- Attendance Lead: Katie Houlden (Assistant Headteacher)
 - Attendance Officers: Lisa Hurd (Admin Assistant)
 - Senior Leader responsible: Katie Houlden (Assistant Headteacher)
 - Contact details: 01977 661127/ admin@kp.starmat.uk
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3. The School Day

The structure of the school day is as follows:

- Start of day: 8:45am
- Registration times: 8:45am and 12:45pm
- Close of register: 8:55am and 12:55pm
- End of day: 3:15pm

Attendance registers are completed at the start of the morning and afternoon sessions in line with statutory requirements. We record student attendance using national attendance codes.

Where absence reasons are not immediately known, the school will record this using the appropriate code and ensure that this is updated within five school days.

4. Reporting Absence

Parents and carers should contact the school as early as possible on the first day of absence using the following methods:

- Telephone: 01977 661127
- Email: admin@kp.starmat.uk

Please provide:

- the reason for absence;
- the expected date of return.



5. First Day Response

Where a student is absent and no reason has been provided, the school will make contact with parents or carers on the same day. This is an important safeguarding procedure and helps ensure that students are safe and appropriately supported.

If contact cannot be made, further action will be taken, including escalation where appropriate, in line with safeguarding procedures.

The school may continue to make contact on subsequent days of absence where concerns remain.

The school will hold more than one emergency contact for each student to support effective safeguarding and communication.

6. Punctuality

Students are expected to arrive on time. Good punctuality helps students settle positively into the school day and maximise learning time.

Where students arrive late, this will be recorded and addressed. Persistent lateness will be followed up in line with the school's procedures.

7. Monitoring Attendance

The school monitors attendance carefully and shares attendance information regularly with families so that any emerging concerns can be identified and addressed early.

Attendance information is considered alongside pastoral and safeguarding information to ensure that support is timely and appropriate.

Where attendance falls below expected levels, the school will make contact with families and consider appropriate support.

8. Promoting Good Attendance

The school believes that strong attendance is built through positive relationships, inclusive practice, clear routines and students experiencing school as a place where they feel safe, supported and successful.

The school promotes attendance through a range of approaches which may include:

- Attendance Stars – a class celebration of positive attendance through minutes achieved when classes are over 95% and 100% attendance for the week.
 - Attendance Shout Outs on the weekly bulletin highlighting class successes.
 - Attendance Wild Cards – celebrations for families who have been positively noticed for improvement in attendance or consistency.
 - Most improved class rewards – class treats during the following school week for improved attendance data.
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9. Support and Intervention

The school uses a graduated and supportive approach to improving attendance. The emphasis in the early stages is on understanding barriers and working collaboratively with families to secure improvement.



This may include:

- informal contact and support;
- meetings with parents and carers;
- attendance plans;
- involvement of external agencies.

Where attendance does not improve despite support, the school may move to more formal processes, including referral to the local authority and consideration of legal intervention.

Further detail on school-specific processes:

- Kellington Primary School follows the government Attendance and Absence Guidance and the North Yorkshire Attendance Guidance.
- <https://cyps.northyorks.gov.uk/school-attendance>
- <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>
 - Attendance data analysis linked to risk of persistent absenteeism (students at risk of persistent absence (10 or more days absent across the school year); students who are persistently absent (19 or more days absent, equivalent to attendance below 90%); students at risk of severe absence.
 - Termly Attendance Certificates shared with parents/carers
 - Pastoral support/discussions if attendance is between 90-95% (0-18 days absences across the full academic year – calculated depending on point in the year)
 - Formal monitoring process if attendance falls below 90% (Formal monitoring includes regular face to face meetings with a breakdown of attendance during that time. If significant improvements cannot be made, this is referred into the local authority for formal caution and risk of fine.)
 - Fixed Penalty Notices issued for periods of time of 5 days of unagreed holiday. This is issued by the local authority. Fines are incremental. Third period of unagreed holiday over a 3-year period could lead to prosecution.

10. Persistent and Severe Absence

The school pays particular attention to students who are approaching or fall into persistent absence (19 or more school days missed across the academic year, equivalent to below 90% attendance).

These students will be prioritised for support and intervention.

The school also seeks to identify concerns early before attendance reaches persistent absence thresholds. The school will work proactively with students and families to improve attendance, using a range of strategies and support mechanisms.

The school uses a structured approach to reducing persistent and severe absence, including early identification, targeted support, regular review and, where necessary, escalation in line with local authority processes.

11. Leave of Absence

Requests for leave of absence must be made in advance using the school's process.

Leave will only be authorised in exceptional circumstances. Family holidays during term time will not normally be authorised.



In cases where parents/carers consider exceptional circumstances to be required, all requests and details should be sent to the following contact for consideration:

Melanie Lawrence (Executive Headteacher)

Contact details: 01977 661127/ admin@kp.starmat.uk

12. Local Authority Processes

The school will always seek to work with families to improve attendance before formal legal intervention is considered. The school works in partnership with the Local Authority where necessary. This may include:

- attendance panels,
- formal monitoring,
- penalty notices.

In line with national guidance, the school may request a penalty notice where a student has accrued 10 sessions of unauthorised absence within a rolling 10 school week period. This may also include the use of Notices to Improve and other formal processes in line with the National Framework.

Where appropriate, the school will work with and notify the Youth Offending Team in line with statutory expectations.

Kellington Primary School follows the government Attendance and Absence Guidance and the North Yorkshire Attendance Guidance.

<https://cyps.northyorks.gov.uk/school-attendance>

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

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13. Support for Students

The school provides a range of support, including:



- pastoral support;
- SEND support;
- wellbeing support;
- access to external services where appropriate.

Where alternative provision or part-time timetables are used, these will be carefully planned, time-limited, jointly agreed with families and regularly reviewed. Attendance will be recorded using appropriate codes and the aim will always be a return to full-time education.

The aim of all support is to remove barriers, strengthen engagement and enable sustained attendance.

14. Review

This statement is reviewed regularly and updated as required.