



## KING EDWARD'S SCHOOL POLICY DOCUMENT

**Title:** Attendance Policy

Policy Category Academic/Pastoral

Status Approved

Approved by SMT

Current Author WJQ

Last Approved/Updated September 2023

Frequency of Review Two Years

Date of Next Review September 2025

Application Whole School

Responsibility DH Pastoral (Senior), Headteacher (JS and PP)

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## KES Attendance Policy

### Principles

For pupils to fully benefit from the educational opportunities provided at KES, they must have high levels of attendance and punctuality sustained throughout the academic year. KES has an expectation that all pupils will be striving for a culture of 100% attendance and punctuality. The Deputy Head (Pastoral) at the Senior School and the Head teachers of the Pre-Prep and Junior Schools are responsible for the strategic approach to attendance at KES. The school recognises that the foundation of good attendance is that the school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

KES recognises that absence/children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff. Where attendance becomes an issue for a pupil, the school will actively seek to work with the family to improve attendance. This may include working with the Local Authority to access sources of support that might assist the pupils and the family. 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.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance and are expected to attend all prescribed lessons and activities. In addition to the morning registration, the senior school completes lesson registration at the start of each lesson. At the Junior School registration is completed during morning and afternoon registration. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

### Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and promotes high levels of attendance and punctuality of pupils at the school. It is applied fairly and consistently considering the individual needs of pupils and their families who have specific barriers to attendance. Parents will be provided with any initial information when their child joins the school and are reminded of it at the beginning of each school year and when it is updated.

### Scope and application

- 1.1 This policy applies to the whole School [including the Early Years Foundation Stage [EYFS]].
- 1.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

## Roles and Responsibilities

### Parents

Parents have an active role in ensuring their child attends school regularly. It is important for parents to understand that, by law the school is required to keep accurate records of attendance and to have written records to support any absence.

If, for any reason, a senior school pupil needs to leave the school site during the school day, a written request must be sent to their Tutor by the pupil's parents/guardian.

Junior School and Pre-Prep parents must inform the school in advance if their child/ren need to leave the school during the school day and collect their child from the main school office. If someone different to the parent is collecting their child, they must inform the school in advance. In the Pre-Prep, the password for each family must be quoted by the nominated person picking up the child.

### Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at school in time for registration each day during term time. If, for any reason, a senior school pupil needs to leave the school site during the school day, a written request must be sent to their Tutor by the pupil's parents/guardian. Pupils can only leave the site once they have provided evidence of permissions being granted and having signed out at the Pastoral Office, Health & Wellbeing Centre or main Reception.

Failure to attend school regularly, consistently arrive late, miss registration without good reason or leaving the school without permission constitute a breach of the school rules outlined in the Rights and Responsibilities document and may lead to disciplinary action being taken.

Registration at the Senior School commences at 8.40am promptly each morning with the school day finishing at 4.00pm every day. Pupils must remain on school premises from registration to the end of the last afternoon lesson unless they have permission to leave from the Head of Year / Head of Sector / Deputy Head (Pastoral). Registration at the Junior School starts at 8.35am promptly each morning and afternoon registration at 1.45pm. The Junior School day finishes at 4.00pm. Registration starts at 8:50am at the Pre-Prep, the school day ends at 3:15pm for Nursery and Reception children and 3:30pm for Year 1 and 2.

Pupils in the Sixth Form are permitted to leave after lunch if they do not have any academic lessons within the afternoon. It is their responsibility to sign out using their identification cards at one of the sign in/out stations (Holbeche Centre, Pastoral Office, Reception and Library prior to leaving the school site.

**Attendance at weekend events and fixtures:** being selected to represent the school as part of a team, a show, a choir or other event is an honour and pupils are expected to attend weekend events and fixtures as directed by the member of staff in charge. Fixture and event details are published well in advance and any pupil who is unavailable on any given weekend should notify the member of staff in charge with plenty of notice. Pupils who absent themselves from fixtures or other school events at which attendance is required will be regarded as having truanted and are likely to incur the same disciplinary sanction as they would for deliberately not attending assembly or a lesson.

## School

The school has a legal responsibility for taking and maintaining an accurate attendance register at the start of each morning session of each school day and once during each afternoon session. On each occasion the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

The school understands its duty to follow up any absences in the following ways:

- Ascertaining the reason for absence (ill, medical appointment etc),
- Identifying whether this absence is approved or not,
- Ensuring that the appropriate documentation is received,
- Identifying the correct code to use before entering it on the school's SIMS register,
- Ensuring that the appropriate safeguarding action is taken, where required.

KES keeps an accurate record of attendance and absence and has robust day to day processes to track and follow up absence and poor punctuality which are rigorously applied across the school. The processes developed meet the needs of our pupils and contexts.

The school tracks attendance carefully throughout the year. Attendance patterns and trends are monitored and analysed, and intervention and support are delivered in a targeted way to pupils and families.

**On a fortnightly basis**, Senior School attendance reports, produced by the Attendance Officer are reviewed by the Deputy Head (Pastoral) in order to:

- Identify pupils who are regularly late or with attendance of less than 80%, and intervene as necessary;
- Review each absence where the reason for absence is yet to be established.

Attendance records are analysed by the Head teacher at the Junior School and Pre-Prep school **on a half termly basis**.

A child going missing from education is a potential indicator of a range of safeguarding issues. Staff must follow the School's procedures for dealing with children who go missing as below or the Missing Child Policy in the pre-Prep (as per EYFS section 3.74).

When a pattern to poor attendance is spotted, the school will work with the pupils and parents to, where possible, remove any barriers to attendance that may exist both inside or outside school.

**When their child's attendance falls below 90% for the academic year**, Parents/carers can expect to be notified by email or phone. This will be followed up with a meeting to agree on steps that will be put in place to promote attendance.

**Where a pupil's attendance falls below 70%**, a formal review with the Deputy Head (Pastoral)/Head of Junior School / Pre-Prep will take place. This may include consideration of repeating the academic year and a review of the pupil's place in the school, in accordance with the school's Terms and Conditions.

The school is required to inform the Local Authority Attendance and Welfare Officer of any pupil whose attendance falls below 90% or has been absent without the school's permission for a continuous period of ten school days or more. Where a pupil has been absent for ten days or more, regular welfare checks will be conducted between the pupil and a member of the pastoral team, as part of our safeguarding duty. These meetings will typically take place virtually.

The school will also inform the relevant Local Authority of a pupil of compulsory school age is to be deleted from the school register when the next school is not known, when the family is moving abroad or if the child is to be home-schooled. The school is required to report these circumstances as soon as possible after the grounds for deletion are met, to the local authority in which the pupil lives and in any event before the pupil's name is deleted from the register.

#### Additional needs

- The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- The School will make reasonable adjustments[1] where a pupil has a disability that affects their ability to attend School regularly.
- It will also work with parents , and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed[2].
- Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance[3].
- Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

#### Tutors, Junior School Form teachers and Pre-Prep Class Teachers

The tutors and class teachers of pupils have primary responsibility for registering their tutees in the morning and following up absenteeism and lateness. The Junior School and Pre-Prep office administrator will follow up absenteeism and lateness. The registration procedure is described in section 5.

Tutors, Junior School Form teachers class teachers and the Pre-Prep office administrator must keep a record of all correspondence relating to absences. Contact with parents may be made by email, telephone, note or otherwise and a record kept.

Each week tutors and the Pre-Prep office administrator should look back over uncleared absences to date:

- Tutors should discuss each absence with the tutee and seek confirmation of clearance from parents or colleagues for the absence as necessary. The Junior School and Pre-Prep office administrator will speak directly with parents.
- Absence must not be cleared without contact with parents or colleagues to confirm the reason.
- Tutors must work with the Attendance Officer to clear all absences and amend all Ns in the register.
- Tutors should report any worrying patterns of absence to the Head of Year. This would include frequent absences, an extended period of absence (more than 5 days) and regular

- absences (e.g. many Tuesdays). Form/Class teachers and the Junior/Pre-Prep office administrator should report any concerning absences to the Junior/Pre-Prep Head teacher.
- Tutors should monitor lateness in their form group and report any worrying patterns to the Head of Year. This would include frequent late marks or regular late marks (e.g. late every Thursday).

Attendance Officer and the Junior and Pre-Prep Office Administrator will:

- Monitor the [KES Senior School Absence Form](#) (Senior School only)
- Maintain the school's absence and lateness records accurately.
- Contact the parents/carers when the reason for absence is unknown. The Attendance Officer and Junior/Pre-Prep Administrator will update the attendance register on SIMS accordingly.

Head of Year / Senior Tutor and the Head teachers at the Junior School and Pre-Prep will:

- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness. Take appropriate action (including sanctions and contact with home) and report any ongoing concerns to the relevant Head of Sector.
- Assist in seeking clarification with the parents and/or medical professionals where reasons for absence need further explanation.
- Refer requests for absence in exceptional circumstances to the Headmaster.

Heads of Sector and the Head teachers at the Junior and Pre-Prep School will:

- Review lates and absences with Head of Year / Senior Tutor on a regular basis.
- Alert the Deputy Head (Pastoral) of any concerns regarding pupil absence.

Deputy Head (Pastoral) and the Head teacher at the Junior School and Pre-Prep School will:

- Follow up with teachers and/or tutors who fail to complete registers.
- Regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy,
- Make sure staff receive professional development and support to deploy attendance systems effectively,
- Provide governors with an accurate view of school attendance,
- Engage governors in escalation procedures where appropriate.
- Establish and monitor implementation of sanctions for absence and lateness.

## Registration Procedure

### Morning Registration

- Tutors should be in the form room and ready to complete morning registration at 8.40am.
  - Form teachers at the Junior School should be in their form rooms no later than 8.30am ready to complete their registration at 8.35am.
  - Class teachers at the Pre-Prep should collect their class from the main playground at 8:50am, walk them in an orderly fashion to their classroom and immediately take the register.
- If a pupil arrives after the register has been taken but within the registration window, they should be marked as present and late.
- If a pupil arrives at school after the registration window, they should sign in at the Pastoral Office, Health & Wellbeing Centre or the main Reception before joining a lesson.
  - Junior School and Pre-Prep parents should ring the main door and their child will be collected from them by the Office Administrator
- If Senior School tutors are unable to log on to SIMS, the Attendance Officer ([absence@kesbath.com](mailto:absence@kesbath.com)) should be emailed a list of absentees or a paper register should be sent to the Pastoral Office.
  - If Junior School Staff are unable to log on to SIMS, a paper registration is taken and returned to the Junior School Office by 8.45am and 1.55pm.
- Pupils at the Senior School should remain in form rooms for the duration of registration.

Tutors and class teachers should complete the register on SIMS using the correct codes.

Tutors must mark whether a pupil is present or absent in the attendance register (SIMS). Where a pupil is absent, the Attendance Officer (Senior School) or Junior School/Pre-Prep Administrator will assign the relevant registration code. The options are as follows:

Code	Description
/	Present (AM)
\	Present (PM)
N	No reason yet provided for absence
C	Authorised Absence (from school)
D	Unauthorised Absence
E	Exam
I	Illness
J	Interview
L	Late
M	Medical Appointment
O	Out of lessons but in school (approved)
P	Sport
T	Temporary Exclusion
R	Religious observance
S	Study Leave
Y	Exceptional circumstance



### Games Registration – Senior school

- The Director of Sport and her team send out arrangements for Games registration each week if required, due to changes to the programme.
- All pupils will be registered by the teacher who is responsible for their games option that term.
- This information will be collated and entered into the SIMS register centrally by the PE Administrator.
- Pupils off games must complete this process as usual and then follow the advice of that teacher about where they should spend the session.
- If a pupil is not registered at Games, having been marked as present in school on SIMS in the morning, the PE Administrator will communicate with the Health & Wellbeing Centre, Library, Reception and the Attendance Officer prior to calling home.

### Class Registration

For class registration, the teacher must complete the registration at the start of the lesson, either marking the pupil present (/) or absent (N – no reason yet provided for absence).

In the event of a pupil being absent from the lesson despite attendance earlier in the day, the subject teacher should follow the Missing Pupil procedure outlined in Appendix 1.

### Procedure for leaving site

- Email notification of planned absence must be provided to the Attendance Officer or a member of staff at Reception prior to pupils being granted permission to leave the school site. At the Junior School and Pre-Prep email notification of a planned absence should be sent to the Pre-prep office and this will be forwarded to the Head teacher. Planned absence must be agreed by the Head teacher.
- Pupils should sign out at the Pastoral Office or main Reception. Sixth Form pupils should also sign out electronically at one of the designated stations (Holbeche Centre, Reception, Pastoral Office and Library).
- Junior School pupils must be signed out by parents or guardians at the Junior School Office.
- If no parental communication has been received, pupils will be asked to contact their parents so that confirmation of reason for absence can be gained.
- Pupils returning from a planned absence must sign in at the Pastoral Office or main Reception. Sixth Form pupils should sign in electronically at one of the designated stations (Holbeche Centre, Reception, Pastoral Officer and Library).

### Recording Attendance during an Emergency

- During an emergency, the school will continue to record pupil absence in the register in line with the DfE guidance using the most appropriate code.

### Poor punctuality and Missed Registration/Lesson

Pupils are expected to be in the form rooms by 8:40am at the Senior School, by 8.35am in the Junior School and in the Pre-Prep by 8:50am. For those pupils who are persistently late, parents will be informed, and it may lead to a sanction being issued.

Pupils in the Senior School who fail to attend registration or a timetabled lesson without good reason will receive a Behaviour Detention.

Day-to-day processes for managing attendance and absence

**Parents are responsible for informing the school on any occasion when their child has to be unexpectedly absent (e.g. illness).** Senior School parents should complete the [KES Senior School Absence Form](#) and inform the Tutor the reason for absence by 9am. Junior School parents should email [junior@kesbath.com](mailto:junior@kesbath.com) or telephone 01225 463218 to report their child's absence no later than 08.35. Pre-Prep parents should email [pre-prep@kesbath.com](mailto:pre-prep@kesbath.com) or telephone the school office on 01225421681 to report their child's absence. Daily reporting of absence is required until the pupil returns to school. If the outlined procedure is not followed, the school will contact parents to find out why their child is absent to ensure safeguarding.

**Where there is a planned absence for a medical appointment,** Senior School parents must seek permission by submitting a request, usually in writing, to their son or daughter's Tutor – normally at least 48 hours beforehand. Junior School and Pre-Prep parents should email or phone through to the office. Routine medical or dental appointments should ideally be arranged out of school time where possible.

**Parents wishing to take their son/daughter out of school for exceptional circumstances** must seek authorisation from the school. Requests for leave of absence in exceptional circumstances should be sent well in advance to the Headmaster of the Senior School or the Headteachers of the Junior and Pre-Prep School. The Headmaster will make the final decision on whether any absence is authorised.

**When parents are to be away from home overnight during term,** they should inform the school of the name and contact number for a temporary guardian. At the Senior School this information should be provided to the tutor and copied to both [absences@kesbath.com](mailto:absences@kesbath.com) and the relevant Head of Year. At the Junior School and Pre-Prep this information should be sent to the Junior and Pre-Prep school office using the following email addresses: [junior@kesbath.com](mailto:junior@kesbath.com) and [pre-prep@kesbath.com](mailto:pre-prep@kesbath.com).

### **Information sharing**

Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

### **Record keeping and confidentiality**

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## Appendix 1: Missing Pupil Procedure (Senior School)

This procedure concerns pupils going missing during the school day who are known to be vulnerable.

Following a concern for a missing child that has not been authorised, the responsible teacher will email [MissingPupil@kesbath.com](mailto:MissingPupil@kesbath.com) and the relevant Head of Year and Head of Section. Those contacted will make the necessary checks to assess whether the absence is expected or recorded. Checks will include:

- contacting the pupil's teachers (including Tutor);
- contacting the Health & Wellbeing Centre;
- contacting the Music Administrator;
- contacting the Pastoral Office and Reception
- reviewing all lists of trips out of school

If the pupil cannot be located, a member of the pastoral team will search the school site to try to locate the pupil. Where a pupil has not been located in a timely manner, the parents will be contacted to make them aware that they are not in their timetabled lesson so that they can attempt to make contact with their child.

All teachers who are due to teach the pupil later that day will be advised to inform the Attendance Officer and relevant Head of Year, Head of Sector and Deputy Head (Pastoral) if the pupil appears.

All other pupil absences from lessons will be followed up by the Tutor and relevant Head of Year/Sector the following day.

### Other documents

[1] In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

[2] The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

[3] See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

ISBA document "Dealing with Attendance Issues – Pupils with Health/Medical Conditions and Special Educational Needs" document number 3047 which will provide some guidance.}



### Requesting permission for absence for exceptional circumstances

ALL Parents MUST seek authorisation from the school. Requests should be sent well in advance to the Headmaster of the Senior School or Headteachers of the Junior and Pre-Prep School. The Headmaster will make the final decision on whether any absence is authorised.



### Planned absence for medical appointment

Routine appointments should ideally be arranged out of school time where possible. Senior School parents must seek permission by submitting a request, usually in writing to their child's tutor (normally 48 hours beforehand) JS and Pre-Prep parents must email or phone the School office



### Planned overnight absence

When parents are to be away from home overnight during term, they should inform the school of the name and contact number for a temporary guardian. At the Senior School this information should be provided to the tutor and copied to both [absences@kesbath.com](mailto:absences@kesbath.com) and the relevant Head of Year. At the Junior School and Pre-Prep this information should be sent to the Junior and Pre-Prep school office using the following email addresses: [junior@kesbath.com](mailto:junior@kesbath.com) and [pre-prep@kesbath.com](mailto:pre-prep@kesbath.com).



### A senior school pupil needs to leave the school site during the school day

If, for any reason, a senior school pupil needs to leave the school site during the school day, a written request must be sent to their Tutor by the pupil's parents/guardian. Pupils can only leave the site once they have provided evidence of permissions being granted and having signed out at the Pastoral Office, Health & Wellbeing Centre or main Reception.



### Attendance at weekend events and fixtures:

Being selected to represent the school as part of a team, a show, a choir or other event is an honour and pupils are expected to attend weekend events and fixtures as directed by the member of staff in charge. Fixture and event details are published well in advance and any pupil who is unavailable on any given weekend should notify the member of staff in charge with plenty of notice. **Pupils who absent themselves from fixtures or other school events at which attendance is required will be regarded as having truanted and are likely to incur the same disciplinary sanction as they would for deliberately not attending assembly or a lesson.**

**SCHOOL DAY TIMINGS**

**REPORTING ABSENCE FROM SCHOOL**

	MORNING REGISTRATION	AFTERNOON REGISTRATION	END OF SCHOOL DAY
SENIOR SCHOOL	0840		4PM
	Pupils in the Sixth Form are permitted to leave after lunch if they do not have any academic lessons within the afternoon. It is their responsibility to sign out using their identification cards at one of the sign in/out stations (Holbeche Centre, Pastoral Office, Reception and Library) prior to leaving the school site.		
JUNIOR SCHOOL	0835	145PM	4PM
PRE-PREP & NURSERY	0850		315PM Nursery & Reception
			330PM Years 1 & 2

BEFORE 9am

Complete the KES Senior School Absence Form to be found on the VLE

Inform the Tutor by email

Report absence daily to the tutor

BEFORE 0835

Email junior@kesbath.com

Call 01225 463218

Report daily absence to the school

BEFORE 0850

Email pre-prep@kesbath.com

Call 01225 421681

Report daily absence to the school