



Kensington Park  
SCHOOL

# ATTENDANCE & LATENESS POLICY

## LEGISLATION AND GUIDANCE

- Children Act 1989
- Education Act 1996
- Anti-Social Behaviour Act 2003
- Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006, as amended
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- Improving attendance at school (DfE, April 2012)
- Children Missing Education (DfE, September 2016)
- School Attendance: Guidance for maintained schools, academies, independent schools and local authorities (DfE, July 2019)
- School attendance parental responsibility measures: statutory guidance (DfE, January 2017)
- Keeping Children Safe in Education (DfE, September 2021)

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## **1. POLICY AIMS**

For a student to reach their full educational potential a high level of school attendance is essential.

It is the School's duty to consistently strive to achieve a goal of 100 % attendance for all student of compulsory school age. All students on the School Roll are expected to attend registration, lessons and co-curricular commitments.

Every opportunity will be used to convey to student and their parents/guardians the importance of regular and punctual attendance, and it is the joint responsibility of parents, student and all staff members to ensure that children are attending school as they should be.

For the student to take full advantage of the educational opportunities offered it is vital they attend every day the School is open unless the reason for the absence is unavoidable.

Good attendance is important because:

- statistics show a direct link between underachievement and attendance below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, higher education, employment or training

To ensure the safety and welfare of the School's students it is important that procedures are in place and their whereabouts are known.

The School will endeavour to work with families to make sure that any problems or circumstances which are or may lead to poor attendance are given the right attention and dealt with in a timely manner.

In addition, this policy aims to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure the attendance of students at school and in lessons is recorded
- Ensure early intervention to address patterns of absence
- Ensure there is appropriate communication between parents and guardians and the School in the case of absence

## **2. ROLES AND RESPONSIBILITIES**

### **a. Responsibilities of Reception Staff:**

- Monitor Registration and lesson attendance
- To respond to absence that is identified by staff and follow this up with parents and guardians as soon as possible.
- To inform immediately the Head of Sixth Form/Head of Lower School of any instances when a student's whereabouts is unknown.

### **b. Responsibilities of Teachers and Tutors:**

- Ensure that all students are registered accurately
- Promote and reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a student's absence
- Support students with absence to engage with their learning once they are back in School

**c. Responsibilities of students:**

- Attend every day unless ill or have an authorised absence
- Arrive in school on time
- Attend all registrations and lessons on time (or communicate in advance if this is not possible)
- Take responsibility for informing Reception when arriving late as a result of an unexpected absence

**d. Responsibilities of parents/guardians:**

- Inform the Lower School or Sixth Form Reception by telephone or email, if a student is likely to be late prior to morning registration
- Inform the Lower School or Sixth Form Reception by telephone or email, on the first day of absence prior to morning registration. Make clear how long this is expected to be for and communicate any additional days in a similar manner
- Discuss with the Head of Sixth Form or Head of Lower School any planned absences well in advance
- Support the School in aiming for 100% attendance for their child each year
- Avoid taking the student out of School for non-urgent appointments
- Only request leave of absence if it is for an exceptional circumstance

**3. LATE ARRIVALS**

**a. Lower School**

- Reception: Lower School: 020 7616 4400; [reception\\_bp@kps.co.uk](mailto:reception_bp@kps.co.uk)
- Parents should contact Lower School Reception directly by telephone if their child will be absent, or will be late to School, for any reason.
- Students who arrive late to school need to go to the Reception desk
- Attendance is compulsory and students are expected to arrive on time for the start of each lesson.
- Registration in Tutor Groups is at 0830
- Registration takes place at the start of each lesson: 0900, 0940, 1040, 1120, 1320, 1400, 1445, and 1525.
- After-school clubs commence at 1615.
- Registration takes place twice a day at 0830 and 1320.

**b. Sixth Form**

- Reception: Sixth Form: 020 7225 0577; [reception\\_qg@kps.co.uk](mailto:reception_qg@kps.co.uk)
- Parents should contact Sixth Form Reception directly by telephone if their child will be absent, or will be late to School, for any reason.
- Registration takes place at the start of each lesson: 0830, 0900, 0940, 1040, 1120, 1320, 1400, 1445, and 1525.
- Attendance is compulsory and students are expected to arrive as punctually as is practicable to the start of lessons given that lessons take place both at 59 Queen's Gate.
- Any Students who find they have lessons at KPS Bark Place will be allowed ample time to move between the two sites.

- Students who arrive late to school need to go to the Reception desk to sign the Late Book; this is monitored by the Heads of Year 12 and 13. This ensures that the student will be marked late rather than absent for the lesson. Omitting to sign the Late Book will mean that the student is marked absent for that lesson.

#### **4. ABSENCES**

If, for any reason, a student is, or will be, absent from School then a parent or guardian should contact Reception at either the Lower School or Sixth Form (as appropriate) by telephone as soon as possible.

Sixth Form: 020 7225 0577; reception\_qg@kps.co.uk

Lower School: 020 7616 4400; reception\_bp@kps.co.uk

- The Headmaster, Head of Sixth Form or Head of the Lower School are the only people who can authorise an absence.
- Parents and guardians do not have the legal authority to authorise absences, and unauthorised absences are recorded and form part of the summative report and assessment of a student when they leave the school.
- A letter or phone call from a parent or guardian does not automatically make an absence authorised.
- Absences will not be authorised retrospectively.

##### **a. The types of absences that may be authorised by the Headmaster include:**

A student may be absent from School if:

- They have been granted a leave of absence by the School in advance
- They are unable to attend due to sickness or physical impairment.

The Headmaster will authorise absence only under certain exceptional circumstances. Such circumstances may include work related interviews and meetings with external agencies (e.g. CAMHS), events where students are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship. Parents/carers must contact the Head of the Sixth Form or Head of the Lower School in advance to request authorisation.

Requests for students to attend acts of religious worship or instruction at a time when they would otherwise ordinarily be under the School's care will only be granted if formally requested. These requests are stored electronically on CPOMS and securely with the DSL and reviewed annually or as and when required.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the School in advance so a decision can be made whether to authorise the absence or not.

Parents wishing to request absence during term time should do so in writing, outlining the reasons for and dates of the requested leave of absence. Parents may then be invited to attend a meeting with the relevant Head of the Sixth Form or Head of the Lower School to discuss the request. If the request is granted, a date will be agreed by which the student must return to School.

If a student does not return from an authorised leave of absence within 10 days of the agreed return date the School has the right to remove the student from the school register without parental consent. This would mean the student would lose their place at the School. The student may also be removed from the school register if the parent decides to remove the student from the country for an extended period of time (more

than six weeks).

The School also reserves the right to request that parents/carers provide medical evidence if there is suspicion that a student is away and leave has not been formally requested by parents. This is due to the high number of unauthorised term time holidays nationally at certain points of the year, i.e. school holidays.

The School will seek advice from the local authority, and UK Visas & Immigration (if applicable), if a student fails to return from an extended family holiday during term time and the School and local authority have made reasonable enquiries but cannot locate the student. This applies to leaves of absence that are both authorised and unauthorised by the School. As a result, the School may remove the student from roll under such circumstances. However, the student will remain on roll if the family remain in contact with the School, even though the student has not returned to School by the agreed date.

#### **b. Sickness and physical impairment**

If a student cannot come to School because of illness, their parent/carer must advise Reception by telephone and email on the first day of absence. The School will only authorise a medical absence if the circumstances are unavoidable.

If a period of illness lasts more than a week, or if short term periods of illness occur frequently, the Head of the Sixth Form or Head of the Lower School may request medical evidence to confirm the student is unwell. This may include:

- medical appointment card with one appointment entered
- letter from a medical professional
- doctor's note
- medication prescribed by a doctor
- copy of prescription
- print screen of medical notes
- letters concerning hospital appointments
- any other relevant evidence

If such evidence is not provided the School may determine that the absence is unauthorised.

#### **c. Unauthorised absences:**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Such circumstances include, but are not limited to:

- A student not attending School as it is their birthday or the birthday of a family member;
- A student leaving School before the end of term in order to benefit from cheaper travel options;
- A student not attending School as the family have gone to the airport to meet a visiting relative;
- A student not attending School due to attending a hospital appointment for another family member;
- A student not attending School due to the fact the family returned late in the previous evening from a family holiday;
- A student not attending School as they are looking after younger siblings;
- A student attends a medical appointment in the morning but then fails to return to

School for afternoon lessons.

## **5. PERSISTENT ABSENTEEISM**

The School has a responsibility to reduce the number of students whose attendance is below 90% over the school year. Students with attendance below 90% fall into the 'Persistent Absentee' category. This is particularly relevant if any of the child's absences are unauthorised.

Under the terms of the Education Act 1996, parents of a child of compulsory school age who fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, they may be guilty of an offence and can be prosecuted by the local authority. Local authorities also have the power to prosecute parents who fail to comply with a school attendance order.

When a student's attendance falls below 90 % their attendance will be tracked on a weekly basis. The School will contact parents to discuss the attendance concerns and formalise an Attendance Action Plan to secure an improvement in attendance.

Further guidance on the steps that may be taken by the School to tackle persistent absenteeism may be found in the Department for Education document 'School attendance parental responsibility measures; Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police' (January 2017).

## **6. RELUCTANCE TO GO TO SCHOOL**

Sometimes students seem anxious about leaving home to go to School. They may state that they feel unwell or give another reason to not attend. Parents may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have friendship or other difficulties at School. In these cases, parents should contact the School as soon as possible to speak to the Head of the Sixth Form or Head of the Lower School or Designated Safeguarding Lead.

## **7. HOME EDUCATION**

Parents have a legal obligation to ensure their child of compulsory school age receives suitable full-time education, which can include home-schooling. If a parent wishes to withdraw a child from the School for this reason, the child will be known as 'Electively Home-Educated'.

Any parent wishing to withdraw their child from the School will be required to confirm this in writing to the Head of the Sixth Form or Head of the Lower School. The School will forward this letter to the Local Authority. The School will share the Local Authority's information on elective home education with the parents and the child will be removed from the School's Admission register. The Local Authority will then determine whether or not to accept this new arrangement or challenge it.

Children with Special Educational Needs statements (Education, Health and Care Plans) can be home educated. Where the statement sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. The local authority must review the child's statement/EHC Plan annually.

## **8. SAFEGUARDING**

Keeping Children Safe in Education (September 2021) outlines the responsibility for schools to maintain an accurate admissions register and to inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days.

Every amendment made to the admissions register and the attendance register will include:

- the original entry;
- the amended entry;

- the reason for the amendment;
- the date on which the amendment was made;
- the name and position of the person who made the amendment.

Every entry in the admissions register and attendance register will be preserved for a period of 3 years after the date on which the entry was made.

The School reserves the right to invite parents into School to discuss any attendance issues that raise potential safeguarding concerns, e.g. – female genital mutilation, sexual exploitation, domestic violence, forced marriage, radicalisation. This may be the case particularly if a parent/carer requests a leave of absence during term time.

In addition, if the School suspects that a student may be at potential risk as a result of their absence from School the Safeguarding team reserves the right to refer these concerns to the appropriate external agencies, i.e. – Children’s Social Care (First Response), Police, Education Welfare Service (EWS). The School will inform parents/carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern and a referral may be made without informing the parent/carer.

## **9. MONITORING ATTENDANCE AND LATENESS**

The attendance register must be completed by the teacher or supervisor as directed above. The administration staff in Reception are required to follow up on absence and the senior management team will monitor reasons for lateness, persistent poor punctuality and absence. Punctuality is expected at all times and the School will also reward the positive aspects of attendance according to its policies of rewards and sanctions.

If a parent has not contacted the school by one hour after the student’s start time to give a reason for absence the school will contact the parent or carer.

Independent schools have a legal duty to report the following to their Local Authority:

- 10 days of unauthorised absence other than for reasons of sickness or leave of absence;
- Failure to attend regularly; and
- Deletion from the school register when the next school is unknown

## **10. ATTENDANCE & LATENESS – SANCTIONS**

**Stage 1** – If a student under the age of 18 is absent from any timetabled event their parents, guardians are notified. In the case of students who are 18 or older, contact is made directly with the student at this stage.

**Stage 2** - If a student of any age is late 3 or more times in a week, or if their attendance is below 90% for the current month, then we contact their parents.

**Stage 3** - If Stage 2 does not resolve the situation satisfactorily (for example if the lateness/absence continues) then a face-to-face meeting with the parents is arranged.

**Stage 4** - If Stage 3 does not resolve the situation satisfactorily the student is placed on special report and specific targets are set.

**Stage 5** - If Stage 4 does not resolve the situation satisfactorily the student and their parents meet the Headmaster and suspensions and/or exclusions are discussed.



## **11. RECORDING ATTENDANCE**

Attendance must be recorded in the school's management information system: SIMS. Note the regulatory requirements in Annex 1 for the appropriate back-up and retention of records.

In the event of IT problems preventing the recording of attendance in the system at the appropriate points in the school day, paper templates for each registration group should be made available for teachers to complete and the information transcribed into the system as soon as possible.

An up-to-date printed set of student registration groups should be kept in the school office, and list of all students marked absent must be printed on completion of each registration period (i.e. twice every day). Both will be required to facilitate the conduct of accurate roll calls in the event of a fire, together with the signing in and out books kept at Reception.

### **Registration Codes**

/ \	Present
B	Educated off site (Not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Self Study
E	Excluded (no alternative provision made)
F	Working remotely
G	<i>undefined</i>
H	Annual Family Holiday (agreed)
I	Illness (Not medical or dental etc. appointments)
J	-
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Absence (not covered by any other code or description)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	-
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age or COVID-19 Related absence
Y	Unable to attend due to exceptional circumstances
Z	-
#	School closed to students
7	Illness due to COVID-19
8	Self-isolation due to COVID-19
9	Shielding due to COVID-19

The school will keep admission and attendance registers in electronic form and must ensure that the regulatory requirements set out in Annex 1 are fully met.

## **12. STUDY LEAVE**

DfE guidance states that study leave may be granted to students in Year 11 once tuition of the exam syllabus is complete; provision must be made for students to come into school to revise if they wish; schools should provide appropriate guidance and support to ensure that students are able to make good use of the time.

Year 11 students granted study leave should be recorded on the register as an authorised absence using code S.

### **13. MISSING CHILD PROCEDURE**

This is detailed in the *Missing Student Policy*

### **14. STUDENTS COMING OFF SCHOOL ROLL**

This section should be read in conjunction with the *KPS Admissions Policy*

Since 2006, schools are obliged to inform their local authority (where the school is situated) where a student's name is going to be deleted from the admission register on certain grounds. In summary, these are: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; when the child has been permanently excluded.

From 1 September 2016, the above duty is extended. Kensington Park School will notify its Local Authority when a student's name is removed or added to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

The lawful grounds for removing a student, including the original ones above, and the information to be reported to the local authority, are set out in detail in *Children missing education 2016*. Schools are also under a duty to provide information to the local authority for standard transitions if requested.


In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

From September 2016, a school's right under the regulations to delete a student for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries as to the student's whereabouts and failed. As an independent school, KPS reserves the right also to remove a student according to the terms and conditions of its own school/parent contract.

Kensington Park School is obliged to notify the local authority when a child or student fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

Approved by Headmaster

27 October 2021

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