



ATTENDANCE & LATENESS POLICY

LEGISLATION AND GUIDANCE

Children Act 1989 [Children Act 1989](#)

Education Act 1996 [Education Act 1996](#)

Anti-Social Behaviour Act 2003 [Anti-social Behaviour Act 2003](#)

Education and Inspections Act 2006 [Education and Inspections Act 2006](#)

The Education (Student Registration) (England) Regulations 2016, as amended [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)

The Education (Penalty Notices) (England) Regulations 2024, as amended [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

Children Missing Education (DfE, August 2024) [Children Missing Education – Guidance for Local authorities](#)

School Attendance: Working Together to Improve School Attendance (August 2024) [Working together to improve school attendance \(applies from 19 August 2024\)](#)

School attendance parental responsibility measures: statutory guidance (DfE, December 2022, updated January 2025) [Parental responsibility measures, Academic year 2023/24 – Explore education statistics – GOV.UK](#)

Keeping Children Safe in Education (DfE, September 2024) [Keeping children safe in education 2024](#)

- **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 strive consistently to achieve a goal of between 95 % and 100% attendance for all students 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 students and their parents/guardians the importance of regular and punctual attendance, and it is the joint responsibility of parents, students 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 on which 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 it easier to cope with school routines, school work and friendships;
- 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, so that the school is fully undertaking its duties to safeguard students.

The school recognises advice in KCSIE 2024 that being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation.

The school will work with families to make sure that any problems, particularly those involving mental health, well-being, special educational needs and/or disabilities or any circumstances, which are leading to or may lead to poor attendance, are given the right attention and dealt with in a timely and supportive manner.

[Support for pupils where a mental health issue is affecting attendance: effective practice examples](#)

Summary of responsibilities where a mental health issue is affecting attendance

The school will ensure that there are effective practices in place to support the improvement of attendance including a strong curriculum and efforts to control bullying, behavior as well as support for students with special educational needs.

In addition, this policy aims to:

- Promote and expect good attendance: reduce absence, including persistent absence; Ensure the rigorous monitoring of attendance data to identify poor attendance (at individual and cohort level);
- 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.

• **ROLES AND RESPONSIBILITIES**

• **Responsibilities of Admissions**

- To maintain an electronic admissions register containing specific details of every student in the school along with their starting date, information about parents and details of the last school attended, emergency contact details and current address. The school admission register, sometimes known as the 'the school roll', must be kept in accordance with: <https://www.legislation.gov.uk/uksi/2024/208/contents/made> .
Regulation 8 sets out the contents of the admission register;

• **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 Senior School of any instances when a student's whereabouts is unknown;
- Proactively manage lateness;
- Use correct codes as detailed in [Working together to improve school attendance \(applies from 19 August 2024\)](#)

• **Responsibilities of Teachers and Tutors:**

- Read and understand the Attendance Policy;
- Ensure that all students are registered accurately and promptly communicate with reception in case of any difficulties registering

students;

- Use SHOUT to alert SLT and reception of a students' absence where they are known to be in school;
- 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 with the relevant members of staff, including the Designated Safeguarding Lead and/or the Head of Sixth Form and the Head of Senior School;
- Support students with absence to engage with their learning once they are back in school.

- **Responsibilities of Attendance Champions:**

Senior School Attendance Champion: Elizabeth Emerton, Head of Senior School

Sixth Form Attendance Champion: Sushma Bunker, Head of Sixth Form

- Have the overall responsibility for championing and improving attendance in school and liaising with students, parents and external agencies where necessary.
- Have more formal conversations with parents, clearly explaining the consequences of persistent absenteeism whilst continuing to listen and understand the barriers to attendance.
- Set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence.
- Have a strong grasp of data and regularly monitor and evaluate progress including the effectiveness of the school's strategies and processes.
- Set high expectations for the attendance and punctuality of students and feedback to parents of short- and long-term consequences of poor performance.
- Visibly demonstrate the benefits of school attendance around the school which may include displays, assemblies and praise and reward for improved or good attendance.

- **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.

- **Responsibilities of parents/guardians:**

- Inform the Senior School or Sixth Form Reception by telephone or email, if a student is likely to be late prior to morning registration;
- Inform the Senior 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 Senior 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.

- **LATE ARRIVALS**

- a. Senior School**

- Reception: Senior School: 020 7616 4400; reception_bp@kps.co.uk
- Parents should contact Senior 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 and sign the Late Register.
- If the parent has contacted the school to explain the reason for lateness and the child arrives later after the close of registration, this absence will be recorded as authorised.
- If the parent does not provide a reason for lateness and the child arrives after the close of registers, this absence will be recorded as unauthorised.
- Attendance is compulsory and students are expected to arrive on time for the start of each lesson.
- Registration in Tutor Groups is at 08:30–08:40.
- Registration takes place at the start of each lesson: 09:00, 09:40, 10:40, 11:20, 13:20, 14:00, 14:45, and 15:25.
- Registration takes place twice a day at 08:30 and 13:20.
- Registers are open for 30 minutes and any lateness extending beyond this will be recorded as unauthorised

- b. Sixth Form**

- Reception: Sixth Form: 020 7225 0577; 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: 08:30, 09:00, 09:40, 10:40, 11:20, 13:20, 14:00, 14:45, and 15:25.
- Attendance is compulsory and students are expected to arrive punctually. 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.
- Registers are open for 30 minutes and any lateness extending beyond this will be recorded as unauthorised

• **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 Senior School or Sixth Form (as appropriate) by telephone as soon as possible.

Sixth Form: 020 7225 0577; reception_qg@kps.co.uk

Senior School: 020 7616 4400; reception_bp@kps.co.uk

- The Headmaster, Head of Sixth Form or Head of the Senior 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 include :

- A leave of absence requested by the parents in advance and authorised by the school in advance.
- A student is attending an interview for entry into another school
- Study leave for public examinations. This does not include any internal

examinations such as mocks as study leave should not be granted in this case

- A student who is unable to attend due to sickness or physical impairment.
- Exceptional circumstances

The Heads of Senior School and Sixth Form will authorise other absences under certain exceptional circumstances. Such circumstances may include 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 Senior 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 reports 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.

Request for Absence:

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 Senior School to discuss the request. Schools are expected to consider each application individually taking into account specific facts and circumstances as well as relevant background circumstances. 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 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.

DfE's guidance on <https://www.gov.uk/government/publications/children-missing-education> sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

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 Senior 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.

Medical evidence for recording absences should only be needed in a minority of cases (see Code I). Where a student's health need means they need reasonable adjustments or support because it is complex or long term, schools can seek medical evidence to better understand the needs of the student and identify the most suitable provision in line with the statutory guidance in supporting students at school with medical conditions or

arranging education for children who cannot attend school because of health needs.

The school has an obligation to report any student who is ill for 15 days, either consecutively or non-consecutively, to the local authority.

C. Education off-site

The school can allow students to be absent from school for certain educational activities. These include:

- An offsite approved educational activity (Code B)
- To attend a provision arranged by the Local Authority as part of an education, health and care plan (Code K);
- To attend an approved sporting activity (Code P)
- To attend an educational visit or trip arranged by the school (Code V)
- To attend work experience (Code W)

d. 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.

If a student is absent from school and no reason is given by a parent or guardian, then the student's absence will be marked as un-authorised and the parents will be informed.

• **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).

• **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 not to 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 Senior School or Designated Safeguarding Lead.

• **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 Senior 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.

- **SAFEGUARDING**

Keeping Children Safe in Education (September 2024) 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.

- **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;
- 15 days consecutively or cumulatively because of sickness [Arranging education for children who cannot attend school because of health needs](#)
- Failure to attend regularly; and
- Deletion from the school register when the next school is unknown

- **ATTENDANCE & LATENESS – SANCTIONS**

Stage 1 – If a student under the age of 18 is absent from any timetabled event their parents or 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 the school will 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.

- **RECORDING ATTENDANCE**

Attendance must be recorded in the school's management information system: ISAMS. Note the regulatory requirements in Annex 1 for the appropriate back-up and retention of records. Registers are legal records and the school must preserve every entry in the attendance or admissions registers for 6 years from the date the data was entered.

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

Code changes August 2024

The following codes have been added:

- C1 – Absence for a regulated performance or employment abroad
- C2 – Pupils on part-time timetables
- Q – Pupils unable to attend school due to lack of access arrangements
- Y1 – Unable to attend – Absence due to transport normally provided not being available
- Y2 – Unable to attend – Widespread disruption to travel
- Y3 – Unable to attend – Part of school closed
- Y4 – Unable to attend – Unexpected whole school closure (different from # for planned closures)
- Y5 – Unable to attend – Pupils in the criminal justice system
- Y6 – Unable to attend – Absence due to public health guidance or law
- Y7 – Unable to attend – Any other unavoidable cause
- K – Education provision arranged by a local authority, rather than the school
- J1 – Leave of absence to attend an interview for employment or admission to another educational institution

The following codes have been removed from use:

- H – Authorised absence due to agreed family holiday
- J – Approved education activity as the pupil is attending an interview

- Y – Unable to attend due to exceptional circumstances

Attendance codes currently in use

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution

E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and

		absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

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.

- **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.

- **MISSING CHILD PROCEDURE**

This is detailed in the *Missing Student Policy*

- **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).

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)