

Kings International College

Attendance Policy



Values: Aspiration, Resilience, Respect

Our values are aspiration, resilience, and respect. They represent the core ideals of our College and provide a shared understanding of what is important. Instilling these values in our College community will create a cohesive and harmonious environment.

Values need to be embraced and integrated into daily practice and interactions. In this way, they contribute to the development of a positive and inclusive culture.

Aspiration:	<ul style="list-style-type: none">• We believe in high aspirations for all• We pursue them with passion and commitment• We believe in the power of aspirations to drive success
Resilience:	<ul style="list-style-type: none">• We have the strength to adapt• We are receptive to change• We recover from adversity
Respect:	<ul style="list-style-type: none">• We value each other and our environment• We build positive relationships that strengthen our community• We treat others with kindness and empathy

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Introduction

The staff of Kings International College are committed, in partnership with parents, carers, students, governors and the Local Authority (LA) to building a school which serves the community and of which the community is proud. For students to gain the greatest benefit from their education it is vital that students attend school regularly and all students should be at school, on time, during term time unless the reason for the absence is unavoidable.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education by attending at a school or by education otherwise than at a school. Kings international College will work with our parents and carers to ensure this responsibility is met.

1. Aims

Kings International College is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values excellent attendance, including:

- Promoting excellent attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Adopt the whole school attendance policy
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school three times a year
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Maintain a scheme for contacting parents on the first day of absence.
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families
- Monitor an attendance award scheme with assemblies, certificates and rewards
- In agreement with the Headteacher, set whole school attendance targets
- Consult and liaise closely with the Inclusion Service (IS) on a regular basis and take responsibility for ensuring appropriate students are identified and referred without delay
- Work in close collaboration with the IS during their half termly register analysis
- Monitor and evaluate attendance with the IS

The designated senior leader responsible for attendance is **Bruce Guyett** and can be contacted via B.Guyett@kings-international.co.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher / senior leader responsible for attendance when to issue fixed-penalty notices

The Attendance Officer is **Hirdip Mandair** and can be contacted via h.mandair@kings-international.co.uk

3.5 Year Leaders

Year Leaders are expected to:

- Oversee the registration process and ensure that registers are completed accurately and punctually
- Celebrate excellent attendance in assemblies, via notice boards etc.
- Share with the Attendance Officer any Form Tutor concerns regarding the early identification of a disaffected tutee

3.6 Form tutor

Form tutors are responsible for

- Recording attendance at the start of tutor time, using the correct code, into EduLink One
- Liaise with the Attendance Officer to chase up any unexplained absence

3.7 Class teachers

Class teachers are responsible for

- Recording attendance at the start of lesson time, using the correct code, into EduLink One

3.8 Support staff

The Attendance Officer will take calls from parents about absence on a day-to-day basis and record it on the school system. When required, reception staff will

- transfer calls from parents to the pastoral or attendance team to provide parents with more detailed support on attendance
- ensure that students that are leaving school sign out with the correct parental permission e.g. for medical appointments

3.9 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school every day on time
- Call the schools' absence line on 01276 683539 to report their child's absence before 9am on the day of their child being absent and every subsequent day the child is off school
- Provide the school with more than 1 emergency contact number for their child
- Ensure that appointments for their child are made outside of the school day where possible

3.10 Students

Students are expected to attend school every day on time and to attend every timetabled session on time

3.11 Inclusion Officer

Kings is supported by the Local Authority (LA) Inclusion Officer (IO). The IO holds, on behalf of the LA, the responsibility to inspect registers and ensure schools are complying with statutory registration legislation as well as being authorised to initiate, prosecute, defend or appear in legal proceedings in relation to school attendance legislation. The IO will regularly visit the school, providing guidance, advice and support around aspects of school attendance.

4. Recording attendance

4.1 Attendance register

Kings will keep an attendance register, and place all students onto this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. The register will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to 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

DfE attendance codes can be found in appendix 1

Kings will also record:

- For students of compulsory school age whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

Kings will keep every entry on the attendance register for three years after the date on which the entry was made.

Students must arrive in school by 08.40 on each school day. The register for the first session will be taken at 08.40 and will be kept open until 09.10. The register for the second session will be taken at 13.20 and will be kept open until 13.50.

4.2 Unplanned absence

A student's parent or carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09.00 or as soon as practically possible by either calling the school absence line on 01276 683539 or emailing Absence@Kings-international.co.uk.

The Attendance Officer will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the student's parent/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Absence during examination periods is subject to additional measures nationally. If a student is absent from an examination, a medical note from a medical professional is required confirming the inability to attend. If this is not supplied, parents/carers will be billed for the cost of the examination(s) missed and risk a Fixed Penalty Notice being issued by the Local Authority.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. A parent or carer can inform the school of a planned absence by either calling the school absence line on 01276 683539 or emailing Absence@Kings-international.co.uk.

Where possible, parents/carers should make medical and dental appointments out of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Taking holidays in term time will affect a student's schooling as much as any other absence and we expect parents/carers to help us by not taking children away during term time. The school holiday dates are published a year in advance and we strongly advise that you book family holidays during the school holidays.

Surrey Secondary Heads have agreed that requests for holiday absence will not be granted, except in exceptional circumstances at the discretion of the Headteacher. Fixed Penalty Notices may be issued when a student is taken out school for five days or more without approval from the Headteacher.

4.4. Lateness and punctuality

Students who arrive late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Being on time to lessons is a Kings non-negotiable and fulfils an important role in promoting excellent attendance to lessons.

Therefore, if a student arrives late for tutor time, they will be issued a late detention that will be completed at break time the same day with a supervising member of staff. If a student arrives late to lesson i.e. after the start to lesson bell has sounded, the student will be issued a centralised detention that is to be completed after school between 15.00 - 16.00.

Students who arrive late to school after 09.00 must sign in at reception.

Class teachers must notify on-call immediately if any student fails to attend a lesson having previously been marked as present on that day. This missing student protocol will then be actioned (see Appendix 3).

Students who truant lesson, that is are expected to be in the lesson but are not, will be placed in internal exclusion (prior permission for this must be obtained from a senior member of staff).

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact via Edulink One the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents / carers

Kings will inform parents about their child's attendance through the child's progress report. Parents/carers can also view their child's attendance through EduLink One.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and parents must request a Leave of Absence form from the Headteacher by completing an 'Application for leave of absence in exceptional circumstances' form. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the students' parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The school and local authority are also expected to work together to make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. The following legal interventions can also be considered based on the individual circumstances of the family

- Parenting contracts
- Education supervision orders
- Parenting orders

6. The importance of excellent attendance

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Ensuring a child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Kings has produced a [Parent & Student Guide to Attendance](#). This guide helps parents and students better understand the importance of excellent attendance and what as a parent or a student they can do to achieve excellent attendance.

6.1 Promoting excellent attendance

To help promote excellent attendance, Kings will:

- Provide a supportive school environment
- Respond promptly to student or parent concerns
- Keep regular and accurate records of attendance for all students, a minimum of twice daily
- Monitor every student's attendance
- Contact parents/carers when a student fails to attend, where no message has been received to explain the absence
- Follow up all unexplained absences to obtain notes of authorising the absence
- Recognise and celebrate excellent attendance in assembly and celebration events
- Recognise and reward improving attendance
- Where appropriate initiate the Attendance Panel's procedures for students whose attendance falls below 90%
- Invite parents/carers to discuss persistent absence with an appropriate person e.g. Attendance Officer / Senior member of staff and/or the local Inclusion Officer

7. Monitoring attendance

7.1 Monitoring attendance

Kings will

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

Kings will:

- Analyse attendance and absence data regularly to identify students or groups that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

Kings will:

- Provide regular attendance reports to Year Leaders, Form Tutors and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

Missing 10% of school will cause considerable damage to any child's educational prospects and is the equivalent of missing over half of one whole year of schooling.

Parents/carers and Kings must work together in order to prevent persistent absence and/or severe absence developing, so that no child finds themselves educationally disadvantaged or socially and emotionally isolated from their peers. Research published by the DfE has shown associations between regular absence from school and issues with crime and serious violence.

To reduce both persistent and severe absence, Kings will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Rewards and Behaviour Policy

9. Appendix 1 - Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

10. Appendix 2 – Student missing from lesson

