

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

Approved by:	FGB	Date: 1 st September 2024
Status and Review Cycle	Approved 2 yearly	
Person(s) responsible	Bruce Guyett	
Last reviewed on:	August 2024	
Next review due by:	July 2026	

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 penalty notice fines, 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 Surrey Attendance Service on a regular basis and take responsibility for ensuring supportive interventions are implemented for identified students
- Work in close collaboration with the Surrey Attendance Service during their half termly register analysis
- Monitor and evaluate attendance with the Surrey Attendance Service

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 Attendance Advice Officers to tackle persistent absence
- Advising the Headteacher / senior leader responsible for attendance when to issue penalty notice fines for unauthorised leave of absence during term time and for irregular attendance

The Attendance Officer is **Hirdip Mandair** and can be contacted via Attendance@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 and improved attendance in assemblies, via notice boards etc.
- Speak to students whose attendance falls between 85% - 90%
- 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 Arbor
- Speak to students whose attendance falls between 90.1% - 95%
- 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 Arbor

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 Attendance Advice Officer

Kings is supported by the Local Authority (LA) Attendance Advice Officer (AAO) as part of the wider School Support Team. The AAO will support Kings by

- removing barriers to students attending school
- holding regular conversations to identify, discuss, signpost or provide access to services for students who are persistently or severely absent or at risk of becoming so
- facilitating access to early help if the threshold is met
- taking an active part in multi-agency efforts when safeguarding a child's attendance
- providing formal support options including attendance contracts and education supervision orders
- enforcing attendance through legal intervention
- offering opportunities to share effective practice with other schools in the area

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 five years after the date on which the entry was made.

Students must arrive in school by 08.30 on each school day. The register for the first session will be taken at 08.30 and will be kept open until 09.00. The register for the second session will be taken at 12.50 and will be kept open until 13.30.

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 Attendance@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/carer 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 penalty notice fine being issued.

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 Attendance@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. Penalty notice fines 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 SMS 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.+

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 Arbor.

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 can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The following changes will come into force for Penalty Notice Fines (PNF) issued after August 19th 2024.

Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child’s unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the ‘leave of absence’ is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents’ failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/ children since 19 August 2024, the rolling 3-year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3-year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

5.3 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

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 a 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 Attendance Advice 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

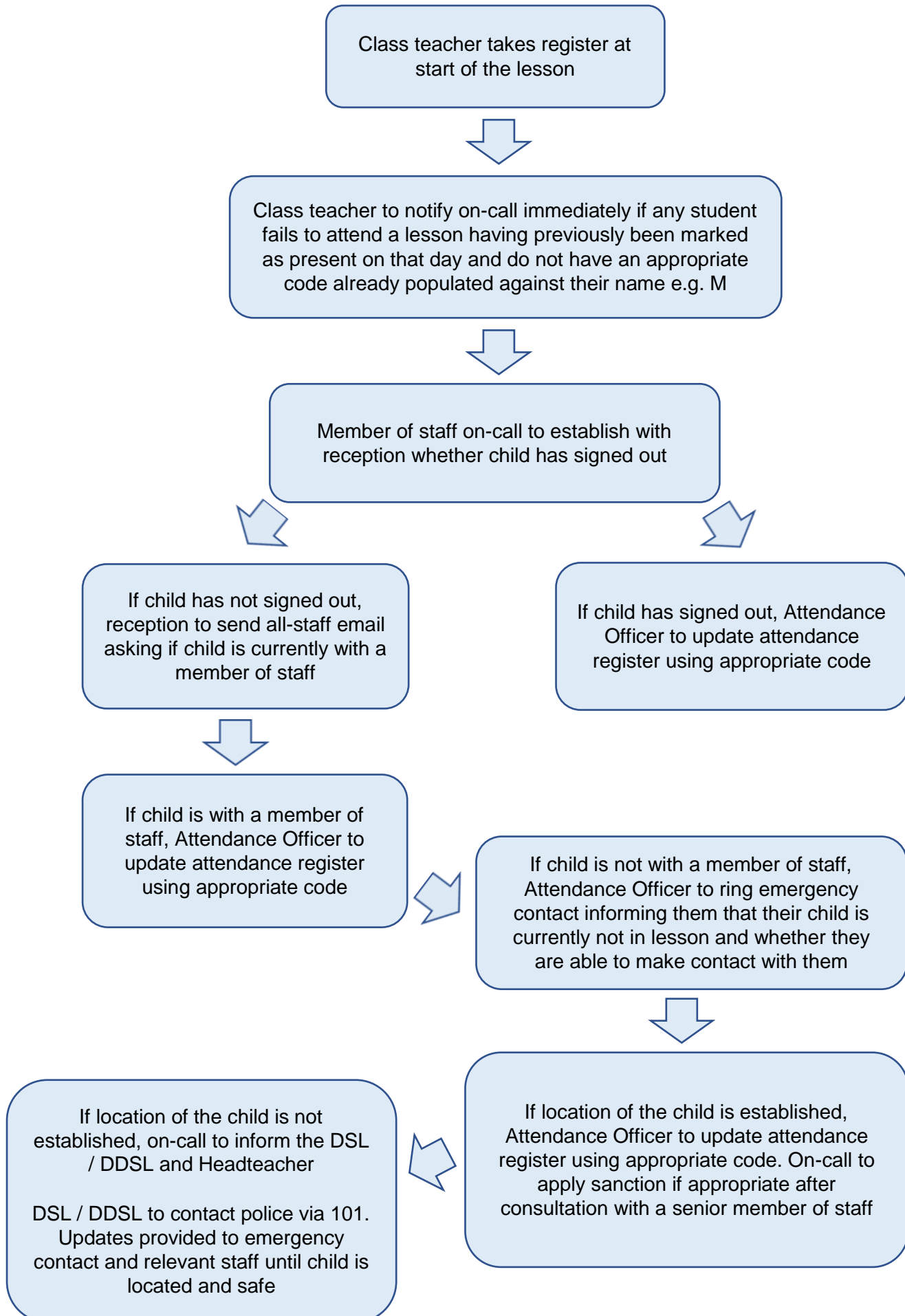
9. Appendix 1 - Attendance codes

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

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity. The B code cannot be used for pupils who are receiving online learning within the home.
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1*	Leave of absence for a regulated performance or regulated employment abroad.	Authorised absence
C2*	Leave of absence for a child on a part-time timetable.	Authorised absence. Part time timetables should only be used as a temporary measure, parental consent is required. The timetable should be frequently reviewed. Unauthorised sessions should be recorded if the child fails to attend expected sessions.
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days more than agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview for employment or admission to another educational institution.	Approved Education Activity
K*	Alternative provision arranged by the Local Authority to ensure Section 19 duties met.	Approved alternative provider.
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence

O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q*	Unable to attend due to lack of access arrangements	Authorised absence.
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Y1*	Normal transport arrangements unavailable	Not counted in possible attendances
Y2*	Unable to attend due to widespread travel disruption	Not counted in possible attendances
Y3*	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4*	Unable to attend due to whole school unexpectedly being closed	Not counted in possible attendances
Y5*	Unable to attend due to being criminally detained.	Not counted in possible attendances
Y6*	Unable to attend in accordance with public health guidance, or law	Not counted in possible attendances
Y7*	Unable to attend because of any other unavoidable cause.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

10. Appendix 2 – Student missing from lesson



11. Appendix 3 – Kings Attendance Offer

Kings attendance offer, taken from Managing School Attendance – A practice guide for schools.

<p>Universal offer – all students</p>	<p>Kings will regularly monitor attendance of all students and have robust daily processes to follow up absence. This includes</p> <ul style="list-style-type: none"> • Phone calls home to discuss reasons for absence • Informal conversation with the student when they return to school after an absence • Raise attendance concerns with key school staff and any external professionals working with the student.
<p>Informal support – for students with attendance concerns</p>	<p>A member of Kings staff will call home to discuss any issues and explore why absences are ongoing. If absences are due to illness, Kings will</p> <ul style="list-style-type: none"> • Work with the family, including liaison with health professionals. If health professionals provide a recommendation, Kings will consider implementing an Individual Health Care Plan <p>Kings can also</p> <ul style="list-style-type: none"> • Meet with the family and complete an Attendance Assessment document, ensuring barriers to attendance are explored • Consider alternatives to existing provision i.e., reduced timetables, changes to classes, ELSA etc. • Implement rewards and recognition for any improvements, holding regular catch ups with the child • Raise concerns with appropriate staff e.g. Surrey Attendance Service (SAS) can be contacted for guidance if needed • Signpost parents and/or make referrals for support to other agencies as appropriate • Issue a letter of expectations regarding attendance to parents.
<p>Formal support – for students with severe attendance concerns</p>	<p>Kings will invite parents/carers to a school attendance meeting, with the purpose of the meeting to discuss attendance concerns and put in place an Attendance Contract. At this point, Kings will</p> <ul style="list-style-type: none"> • Invite key professionals (health, social care, SEND etc.) to the meeting in order to ensure any out of school barriers can be addressed • Consider alternatives i.e., reduced timetables, change to classes, ELSA, etc • Consider issuing of a Notice to Improve letter <p>Where parents do not attend an initial meeting, they will be given at least 1 further opportunity to meet before issuing a Notice to Improve letter.</p> <p>In addition, Kings will also raise for discussion at Targeted Support Meetings the attendance concerns and seek advice from Surrey Attendance Service.</p> <p>Once an Attendance Contract has been put in place, a member of Kings staff will agree with parents/carers a review meeting to review attendance and the contract/parenting agreement.</p> <p>If there is no improvement in attendance Kings will consider requesting either a Penalty Notice be issued, or for SAS to consider prosecution.</p>