

ATTENDANCE POLICY

Legal Status:

- Complies with Part 3, paragraph 17. Education (pupil Registration) (England) Regulations 2006 as amended [2016](#).

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Admissions Policy
- Inclusion Policy
- [Safeguarding: Child Protection Policy, Procedures and Guidance](#)

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.
 - It is the responsibility of the [School Bursar \(Deputy DSL\)](#) to monitor overall attendance.
- The [Headmaster \(DSL\)](#) will examine closely the information provided by [School Bursar](#) and seek to ensure that our attendance figures are as high as they should be.
- The School keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
- Any ongoing absences, 'Lates' or unauthorised absences for holidays is discussed regularly at staff meetings and followed up as quickly as possible.
- If there is concern about a child's absence, they will contact the School office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported by the Head of the School who will contact the parents.

Signed

February 2025

Headteacher:



Mr.R.Luckham

Read by M.Beech Acting Headteacher March 2025



Reviewed September 2026

M Barlow and A Kenyon (Assistant Headteachers)

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Introduction

At Kingswood School, the [maintenance of a](#) system of registration of attendance has as its aim the maintenance of continuous care of pupils: their welfare, health and safety, and the promotion of their wellbeing, as well as their progress in education and development.

- We expect all children on roll to attend [on time](#) every day, when the School is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- School keeps Admission and Attendance registers in accordance with the regulatory requirements. For all ~~day~~ pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the School day. An attendance record is also kept of children in the Early Years Foundation Stage (EYFS).
- This register will also indicate whether an absence was authorised or unauthorised, [and appropriate codes used](#)
- The Proprietor also ensures that a compliant admissions register is kept.

The Role of the Parents

Parents have the legal responsibility for ensuring that children of compulsory school age (5 to 16) receive a suitable education, either by regular attendance at school or otherwise.

The Role of the School

The School is required to maintain two registers:

- An admission Register (known as the School Roll)
- An attendance Register.

The Admission Register

This gives particular information about pupils who are currently registered as attending Kingswood School. For the purposes of day-to-day management of the School, [the](#) admission register will be contained within the School office, although selected information will be printed and placed in key locations [class rooms](#) and the [Headmaster's study](#), to facilitate ease of access of information. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the [Governor-School](#) to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the School last attended, if any

Attendance Register

[An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any interventions.](#)

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The attendance register is a legal document and must be kept accurately. The School complies with, and uses, the DFE compulsory national attendance codes (see Appendix 1).

The School is required to ensure that the attendance register for all pupils on the School roll is taken twice a day – once at the start of the morning session and once during the afternoon session.

Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the School site (approved by the [Headmaster](#) and supervised by a person approved by the [Headmaster](#), including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the School site or part of it)
- Taking authorised absence: (granted leave of absence by the [Headmaster](#) or a person acting on [his](#) behalf unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, (the entry may be corrected later when the reason is established).

If a pupil is absent, the register must say whether or not the absence has been authorised by the School (parents cannot authorise absence – it is the School that decides how to classify absences). Authorised absence is where the School has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised.

Authorised absences include: medical or dental appointments; days of religious observance; visits to future schools; exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the [Headmaster](#), giving the School plenty of time to consider the request.

If a pupil is absent without explanation when the register is called, school staff will normally contact the parents the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence.

Under education law, parents may request absence for their children from school for family holiday. It is for schools to determine whether or not they agree to a family holiday during term time. Schools may authorise absence for the purpose to a maximum of 10 school days in any school year. Kingswood School feels that family holidays should be taken when the School is not in session, unless there are exceptional circumstances.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the School has received notification from a parent. For example, if a child has been unwell, the parent writes a note or telephones the School to explain the absence.
- Only the School can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

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- An absence is classified as unauthorised when a child is away from school without the permission of both the School and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the School office.
- When the child returns to school, a note should be brought from a parent or guardian to explain the absence. This is then placed in the back of the register.
- A note may be sent to the School prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the School office. The School will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

- We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend e.g. a special event.
- We expect parents to contact the School at least a week in advance but normally this request will be granted.
- We naturally prefer parents to take their family holiday in the normal school holiday periods but if this is not possible, the School will, usually, grant the leave of absence. However, a letter asking for such an absence should be sent to the Head of the School.

Long-term Absence

- When children have an illness that means they will be away from school for over five days, the School will do all it can to send material home so that they can keep up with their school work.

Poor attendance

Those children whose attendance falls below the national average will be closely monitored and further action considered. The School will challenge the attitude of any pupils and parents who give a low priority to attendance

All registers will be checked and absences monitored on a regular basis.

The School will analyse individual pupil data to identify, quickly patterns of absence which cause concern, and parents will be informed by the School where their child's attendance causes concern.

Persistent Absences

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and an action plan will be put in place to address the underlying reasons for the absence level (Appendix 2: Pupil Profile).

Failure to Attend School

If a child fails to regularly attend school then the parent is guilty of an offence (Education Act 1966). Initially, the School will try to resolve any problems, but, in the case of continued absence, the School will contact the Local

Education Authority (LEA) and it is likely that the Education Welfare Officer will work closely with the parents, pupil and school to resolve issues and develop strategies to improve attendance.

Children Missing Education

A child who goes missing from Education is a potential indicator of abuse or neglect.

The School is required to inform the LEA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: ten 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 not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

Repeated Unauthorised Absences

- The School will contact the parent of any child who has an unauthorised absence.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the School and discuss the problem.

Lateness

Children must attend on time to be given a present mark for the session.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per [DFEDfE compulsory attendance codes](#)).

School registration will close at 09:15am.

Record Keeping

First registration is taken at 8.50am and the registers are returned to the office. If there is an unexplained absence the secretary will follow up, complete the register and inform the teacher. Second registration takes place at 1.00pm. If the School has to close for bad weather, in-service training, fire or structural damage, no attendance registers are required.

Attendance registers and admission registers must be kept for at least three years.

Appendix 1: Attendance Codes, Descriptions and Meanings

<u>CODE</u>	<u>DESCRIPTION</u>	<u>MEANING</u>
<u>I</u>	<u>Present (AM)</u>	<u>Present</u>
<u>l</u>	<u>Present (PM)</u>	<u>Present</u>
<u>B</u>	<u>Educated off site (NOT Dual registration)</u>	<u>Approved Education Activity</u>
<u>C</u>	<u>Other Authorised Circumstances (not covered by another appropriate code/description)</u>	<u>Authorised absence</u>
<u>D</u>	<u>Dual registration (i.e. pupil attending other establishment)</u>	<u>Approved Education Activity</u>
<u>E</u>	<u>Excluded (no alternative provision made)</u>	<u>Authorised absence</u>
<u>G</u>	<u>Family holiday (NOT agreed or days in excess of agreement)</u>	<u>Unauthorised absence</u>
<u>H</u>	<u>Family holiday (agreed)</u>	<u>Authorised absence</u>
<u>I</u>	<u>Illness (NOT medical or dental etc. appointments)</u>	<u>Authorised absence</u>
<u>J</u>	<u>Interview</u>	<u>Approved Education Activity</u>
<u>L</u>	<u>Late (before registers closed)</u>	<u>Present</u>
<u>M</u>	<u>Medical/Dental appointments</u>	<u>Authorised absence</u>
<u>N</u>	<u>No reason yet provided for absence</u>	<u>Unauthorised absence</u>
<u>O</u>	<u>Unauthorised absence (not covered by any other code/description)</u>	<u>Unauthorised absence</u>
<u>P</u>	<u>Approved sporting activity</u>	<u>Approved Education Activity</u>
<u>R</u>	<u>Religious observance</u>	<u>Authorised absence</u>
<u>S</u>	<u>Study leave</u>	<u>Authorised absence</u>
<u>T</u>	<u>Traveller absence</u>	<u>Authorised absence</u>

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<u>U</u>	Late (after registers closed)	Unauthorised absence
<u>V</u>	Educational visit or trip	Approved Education Activity
<u>W</u>	Work experience	Approved Education Activity
<u>X</u>	Non-compulsory school age absence	Not counted in possible attendances
<u>Y</u>	Enforced closure	Not counted in possible attendances
<u>Z</u>	Pupil not yet on roll	Not counted in possible attendances
<u>#</u>	School closed to pupils	Not counted in possible attendances

Appendix 2: Attendance Profile

Name: _____ **Class:** _____

Date:		Att. _____ %		Siblings :	
SEND ☐		EHCP ☐		Young Carer ☐	
<u>Current school interventions:</u> ☐ <u>Early Help</u> ☐ <u>Curriculum support</u> ☐ <u>Exclusions</u> ☐ <u>Report</u> ☐ <u>Child Protection Plan</u> ☐ <u>Individual Health Plan</u> ☐ <u>Other</u>			<u>Other agencies currently involved:</u> ☐ <u>Early Help Engage Service</u> ☐ <u>Youth Offending Team</u> ☐ <u>Solar Mental Health Service</u> ☐ <u>Child Protection Plan,</u> ☐ <u>Child in Need Plan,</u> ☐ <u>Looked After Child,</u> ☐ <u>Specialist Inclusion Support Service</u> <u>_____ (i.e. ESB, Hearing Impairment etc.)</u> ☐ <u>Housing</u> ☐ <u>Adult Mental Health</u> ☐ <u>Solihull Integrated Addiction Services</u> ☐ <u>Health</u> ☐ <u>Young Carers Service</u> ☐ <u>Police</u> ☐ <u>SMBC Child Sexual Exploitation Team</u> <u>Other please</u> <u>specify.....</u>		
<u>Key Issues</u> (including reasons for absence if known): <u>Pupil Developmental Needs (for example, Educational Needs, Behavioural Needs, Social Relationships, Health Needs)</u>					

Parenting Capacity (parental engagement, attitude towards education, routine and boundaries, parental issues such as drug and alcohol misuse)

Family and Environmental Factors (Housing, Finance,)

Historical Attendance Concerns?

Action Plan:

Profile completed by:

Review date: