THE
KING'S SCHOOL
CANTERBURY

# Attendance Policy & Procedure

Responsible Person: Deputy Head (Pastoral)

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**Key School contacts**

| | |
|---|---|
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## 1 Aims

1.1 This is the attendance policy of The King's School, Canterbury (the **School**).

1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. The School aspires to maintain overall attendance above 95% and to reduce persistent absence year on year.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;

1.3.3 to prioritise, and where possible improve, attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

## 2 Scope and application

2.1 This policy applies to the whole School.

2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

## 3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014

3.1.2 National Minimum Standards for Boarding

3.1.3 Education and Skills Act 2008

3.1.4 Children Act 1989

3.1.5 Childcare Act 2006

3.1.6 Sponsorship Duties (UKVI)

3.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024

3.1.8 Equality Act 2010

3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

3.2 This policy has regard to the following guidance and advice:

3.2.1 Working together to improve school attendance - GOV.UK (July 2026)

3.2.2 Summary table of responsibilities for school attendance (DfE, August 2024)

3.2.3 Toolkit for schools: communicating with families to support attendance (DfE, August 2024)

3.2.4 Communicating with parents about school attendance (DfE, June 2026);

3.2.5 Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024)

3.2.6 'Is my child too ill for school?' guidance (NHS, April 2024)

3.2.7 Keeping children safe in education (DfE, September 2026)

3.2.8 Children missing education (DfE, September 2025)

3.2.9 Summary table of responsibilities for children missing education (DfE, September 2025);

3.2.10 Supporting pupils with medical conditions at school (DfE, August 2017)

3.2.11 Behaviour in schools: advice for headteachers and school staff (DfE, February 2024)

3.2.12 Mental health and behaviour in schools (DfE, November 2018)

3.2.13 Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023)

3.2.14 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023)

3.2.15 Providing Remote education: guidance for schools (DfE, updated August 2024)

3.2.16 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Safeguarding and child protection policy and procedures

3.3.2 Pupils in City Risk Assessment

3.3.3 Missing Pupil Guidance

3.3.4 SEND policy

3.3.5 Accessibility policy

3.3.6 Behaviour, Rewards, Sanctions and Exclusion policy

3.3.7 Parent Contract

3.3.8 Remote education plan (see SEND policy).

## 4 Publication and availability

4.1 This policy is published on the School website

4.2 This policy will be sent to Parents when pupils join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.

4.3 This policy is available in hard copy on request.

4.4 A copy of the policy is available for inspection from Tanya Lee, Deputy Head, Pastoral, during the School day.

4.5 This policy can be made available in large print or other accessible format if required

## 5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the board of Governors.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 **SAC** means the School's Attendance Champion

## 6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed the Deputy Head, Pastoral, to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

| **Task** | **Allocated to** | **When / frequency of review** |
|---|---|---|
| Keeping the policy up to date and compliant with the law and best practice | SAC | As required, and at least annually |
| Monitoring the implementation of the policy | SAC | As required, and at least termly |
| Analysing attendance and absence data | SAC | Attendance data reviewed weekly by operational staff;<br><br>Monthly by the SAC;<br><br>Termly by Governors. |
| Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy | SAC | As required, and at least annually |
| Formal annual review | Governors | Annually |

Governors will receive regular attendance reports and will monitor:

- whole school attendance;
- persistent absence;
- severe absence;
- attendance of vulnerable groups;
- effectiveness of attendance interventions.

## 7 The importance of good attendance

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

7.1.6 Repeated failure to establish a pupil's whereabouts may result in the School following Children Missing Education procedures and making referrals to external agencies where appropriate.

## 8 School responsibilities

8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

8.3 The School will:

8.3.1 communicate attendance expectations clearly at the start of each academic year;

8.3.2 provide information and resources to support attendance, including guidance on illness-related absence;

8.3.3 contact parents promptly where attendance concerns arise;

8.3.4 seek to understand and address barriers to attendance before concerns become entrenched; and

8.3.5 keep attendance information under regular review and share concerns with parents where appropriate.

8.4 The School will seek to ensure that attendance communications:

8.4.1 are timely, clear and accessible;

8.4.2 explain why attendance matters for educational progress, wellbeing and safeguarding;

8.4.3 encourage constructive dialogue with families;

8.4.4 take account of individual circumstances and any known barriers to attendance; and

8.4.5 focus on identifying support and solutions wherever possible.

8.5 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.6 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.7 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

8.8 Unexplained, prolonged, repeated or concerning absence may indicate a safeguarding concern and will be considered as part of the School's safeguarding procedures.

## 9 Staff responsibilities

### The SAC

9.1 The Proprietor has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

(d) to have oversight of and analyse attendance data;

(e) to communicate clear messages on the importance of attendance to pupils and Parents.

9.2 **Staff with specific responsibilities for attendance:**

The staff identified in Appendix 1of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;

9.2.2 record all absences promptly and accurately using the processes specified;

9.2.3 seek explanations of absences required from pupils on their return to School;

9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;

9.2.5 look out for trends or patterns in a pupil's attendance, including by identifying early indicators of poor attendance and changes in attendance, and inform the SAC of any specific concerns;

9.2.6 deal with lateness to lessons consistently and promptly;

9.2.7 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies;

9.2.8 discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

9.3.1 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.

9.3.2 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

## 10 School arrangements

10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1 and 2.

## 11 Monitoring attendance

11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families, including by identifying early indicators of poor attendance and changes in attendance at individual pupil, cohort and year group level;

11.1.2 using this analysis to provide regular attendance reports to House teams and mentors to facilitate discussions with pupils and to leaders (including the Head of Learning Enhancement and Designated Safeguarding Lead);

11.1.3 undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;

11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.5 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.6 devising specific strategies to address areas of poor attendance identified through data;

11.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.8 providing data and reports to the Proprietor to support its work.

11.2 The School will operate an attendance support pathway. Particular attention will be given to:

11.2.1 pupils whose attendance falls below 95%;

11.2.2 persistently absent pupils (attendance below 90%);

11.2.3 severely absent pupils (attendance below 50%).

11.3 Support and intervention will be proportionate to need and may include attendance meetings, pastoral support plans, early help referrals, multi-agency working and safeguarding procedures where appropriate.

11.4 Where attendance concerns are identified, the School may implement an Attendance Improvement Plan containing:

11.4.1 identified barriers;

11.4.2 agreed actions;

11.4.3 support measures;

11.4.4 review dates;

11.4.5 success criteria.

## 12 Support First

12.1 Attendance Support

12.2 The School will seek to understand the reasons behind absence and work collaboratively with pupils and families to remove barriers to attendance.

12.3 Support may include:

- attendance mentoring;
- pastoral support;
- SEND review;
- mental health support;
- temporary adaptations to the school day;
- reintegration planning following absence;
- referral to external agencies where appropriate.

## 13 Pupil responsibilities

13.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

13.2 Pupils should be aware that:

13.2.1 they are expected to be present in-person for the duration of each School day;

13.2.2 they are expected to arrive on time and attend all timetabled lessons;

13.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

13.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

13.2.5 any unexplained absence will be followed up;

13.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

(i) offers of support to seek to identify and address any barriers to attendance;

(ii) communication with Parents;

(iii) reporting to other agencies such as children's social care; and

(iv) sanctions against them or their Parents in line with the School's behaviour policies.

13.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Housemaster/mistress (HsM) or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

## 14 Additional needs

14.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

14.2 The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

14.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

14.4 Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

14.5 In cases of both long term physical or mental ill-health, the School will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

14.6 Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the School can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

14.7 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

14.8 Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

14.9 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## 15 Social Workers

15.1 The School recognises that pupils who have a social worker may face additional barriers to attendance. Attendance for these pupils will be monitored carefully and the School will work closely with social care professionals and families to ensure appropriate support is in place.

## 16 Parent / carer responsibilities

16.1 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.

16.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

16.3 The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

16.4 Expectations the School places on Parents can be found in Appendix 1 of this policy

16.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

16.6 The School will be alert to pupils who may have caring responsibilities and will work with pupils, families and external agencies where appropriate to minimise the impact on attendance.

## 17 Training

17.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

17.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

17.1.2 the School's strategies and procedures for tracking, following up and improving attendance.

17.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

17.2.1 the law and requirements of schools including on the keeping of registers;

17.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

17.2.3 the necessary skills to interpret and analyse attendance data;

17.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

17.3 The School maintains written records of all staff training.

17.4 Attendance procedures form part of mandatory staff induction.

## 18 Information sharing

18.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding, the school's legal duty to share information under the Children Act 2004 and children missing education.

18.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

18.3 Where appropriate the schools will attend regular targeting support meetings.

18.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:

18.4.1 New pupil and deletion returns;

18.4.2 Attendance returns;

18.4.3 Sickness returns.

18.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

18.6 The School must provide specific pupil information on request to the Secretary of State.

18.7 Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

18.8 Annual Attendance Reporting

18.9 Attendance trends and improvement priorities will be reported annually to Governors.

## 19 Record keeping and confidentiality

19.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

19.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## 20 Version control

| | |
|---|---|
| Date of adoption of this policy | October 2024 |
| Date of last review of this policy | September 2026 |
| Date for next review of this policy | August 2027 |
| Policy owner (SMT) | Tanya Lee, Deputy Head, Pastoral |

| | |
|---|---|
| Policy owner (Proprietor) | The Governors |

## Appendix 1 School arrangements

### 1 Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils, promote attendance and prevent children becoming CME. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 08.20 to close at 16.55 but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

1.3 The boarding nature of the King's School means that boarders are on-site 24 hours a day during term time unless parents have explicitly requested, via the HSM, e.g. a weekend exeat or Sunday Leave. All boarders are expected to attend a number of roll calls during the day these are logged on iSAMS for the morning registration (AM), the afternoon registration (PM) and final evening roll call; and before all other roll calls they will be marked on the roll call sheet in house,.

1.4 In addition, boarding houses operate a signing in and out system for when boarders, in their free time, are allowed eg. to go into town or go to voluntary music practice. All pupils, day or boarding, are expected to register their mobile number with their HSM and these are available to staff on duty if required. House staff are responsible for marking boarding pupils out of school for weekend exeats so as to pre-populate weekend AM and PM roll calls.

1.5 Those sponsored pupils with educational visas will have weekend travel plans logged on a centralised spreadsheet held on the Travel Team and REACH records.

### 2 The role of Parents / guardians

2.1 The School expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents of day pupils should ensure their child attends School by 08.20 for the statutory morning registration;

2.3 Parents of boarding pupils should ensure their child returns to their boarding accommodation by 21.00 on Sunday before the beginning of the school week.

## 3 Registration and attendance checks

3.1 Statutory registrations will be carried out before lessons (AM) in all Houses, boarding and day, and internal school registrations of attendance in every academic lesson or official activity during the school day. Morning registration is open for 30 minutes , after which time the registers close.

3.2 In day houses any pupils missing morning registration (08.20) must report to their Matron/Pastoral Care Assistant (PCA) immediately upon their arrival. If a day pupil is late for morning registration, then House staff will message the pupil to check their whereabouts but if no contact is made and the pupil has not checked in in house before the start of morning lessons (09.00) then House staff; usually the Matron/PCA, will contact Parents or guardians immediately.

3.3 Statutory registration (PM) will be conducted at 13.50 in House – all Precincts Houses - and in designated Precincts areas for St As Houses. *(St As pupils going to Games or already studying in House may register with their PCAs in their House at 14:10)*

3.4 Boarding houses will log an evening roll call at 18:55 prior to the start of prep at 19:00

3.5 Boarding houses will log an evening roll call at lock up time.

3.6 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present.

3.7 If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).

3.8 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

3.9 Registers will also be called at the beginning of each lesson and official activity in order to identify and follow-up on absences from lessons or activities that might occur after morning or afternoon registration.

3.10 The School uses E-Registration in iSAMS.

3.11 Registration alerts are set up for pastorally vulnerable pupils whereby an email will be sent to an individually specified team on a CPOMS care plan eg. HSM, DHSM, PCA/Matron and DSL to immediately report a pupil missing from a registration session or a lesson or activity.

## 4 Reporting absence

4.1 If a day pupil is to be absent from School for any reason, the parent / guardian should contact the following below by email / telephone by 08:20 on the first morning of absence and maintain a house log of these contacts;

4.2 Where a pupil is ill, the School should be notified of the nature of the illness;

4.3 Where a boarding pupil will be absent for all of the day or for any registered lessons and/or activities within the school day the house team will identify the reason and record in advance of that day on the iSAMS register with the correct codes and times of absence.

## 5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in 3.

## 6 Managing absence

6.1 Absences from lessons, games and activities reported via iSAMS and SOCS are followed up in boarding houses daily during evening roll calls. Absence from lessons or activities will be followed up in day houses at the first available opportunity, and within a 24 hour period of the absence occurring.

6.2 Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

6.3 Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the school's Missing Pupil Guidance and Safeguarding and Child Protection Policy.

6.4 For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper. If these are not provided on request it may result in the absence being classed as unauthorised.

6.5 An absence will not be authorised where the school is not satisfied with the reasons given for the absence.

6.6 Where pupils have been away for either short or long term, the school will support that child when they re-enter school to help them catch up on any work that they have missed.

6.7 Sanctions will be issued for repeat offenders. The school may take disciplinary action against any pupils who are discovered to be persistently truanting and parents or carers will be contacted to discuss possible reasons and school support systems that could help.

## 7 Authorised absences

7.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

7.2 There may be some exceptional instances where the school will authorise absence such as for a family bereavement. The school recognises that there may be times where children of different faiths observe religious festivals that fall

outside of school holidays and will allow authorised absence for these times. Parents will be aware of these dates and should give the school written notification in advance.

7.3 Parents should make every effort to ensure medical and dental appointments and visa application appointments are made outside of school hours. Where it cannot be avoided, pupils should attend school for as much of that day as possible.

7.4 The school always strives to send parents the term dates over a year in advance in order that they can arrange their holidays without disrupting education. Any requests for absence should be sent to the SAC on attendance@kings-school.co.uk . Where permission is granted the SAC will confirm the number of days and dates of absence which are authorised. If permission is not granted, but the child is still absent, the absence is classed as unauthorised, and parents may be subject to further action by the school. It is the school's policy usually not to allow holiday to be taken during term.

7.5 The school has a period of study leave leading up to GCSE and A Level examinations where pupils are granted authorised absence to revise at home. The school operates study sessions at school within this time to help with revision and to reduce the amount of time spent out of school.

## 8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the School Attendance Champion at attendance@kings-school.co.uk

8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the SAC.

8.4 Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the relevant HSM should be informed.

8.5 If a leave of absence is granted, it is for the SAC to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## 9 Reporting duties

9.1 The School is legally required to share information from their registers with the local authority. As a minimum this includes:

9.1.1 New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

9.1.2 Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and / or U).

9.1.3 Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

9.2 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points. See Appendix 5 for full details.

9.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.

9.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

9.5 Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## Appendix 2 Admission register

### 1 Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.

1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

1.6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

1.6.1 the full name of the pupil;

1.6.2 the address of the pupil;

1.6.3 the full name and address of any parent the pupil normally lives with;

1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

1.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

**Attendance register**

## 1 Attendance register

1.1 The School records and monitors the attendance of all pupils in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.

1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. The School has regard to the expectation in statutory guidance that the attendance register is taken at the same time for all registered pupils.

1.6 On each occasion it will be recorded whether every pupil is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the school;

1.6.4 absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.7.1 Attending educational provision arranged by a local authority;

1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

## 2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

## 3 Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

## 4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by the School or is in excess of the period determined by the SAC

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

## Appendix 3 Attendance register codes

### Attendance at school

| Status | Code | Notes |
|---|---|---|
| Present at the school (morning session) | / | |
| Present at the school (afternoon session) | \ | |
| Late arrival before the register is closed | L | Registers remain open for 30 minutes.<br>Do not use if pupil arrives late after register has closed – see Code U. |

### Attendance at a place other than the school

| Status | Code | Notes |
|---|---|---|
| Attending education provision arranged by the local authority | K | Nature of the provision must also be recorded. |
| Attending an educational visit or trip | V | |
| Participating in a sporting activity | P | |
| Attending work experience | W | |
| Attending any other approved educational activity | B | Nature of the activity must also be recorded. |

### Authorised absence

| Status | Code | Notes |
|---|---|---|
| Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad | C1 | |
| Leave of absence for the purpose of attending a medical or dental appointment | M | |
| Leave of absence for the purpose of attending an interview for | J1 | |

| Status | Code | Notes |
|---|---|---|
| employment or for admission to another educational institution | | |
| Leave of absence for the purpose of studying for a public examination | S | |
| Non-compulsory school age pupil not required to attend school | X | |
| Leave of absence for a compulsory school age pupil subject to a part-time timetable | C2 | |
| Dual registered at another school | D | |
| Leave of absence for exceptional circumstance | C | |
| Parent travelling for occupational purposes | T | |
| Religious observance | R | Usually limited to one day only |
| Illness (not medical or dental appointment) | I | Reporting to LA required if pupil may miss 15 days |
| Suspended or permanently excluded | E | |

**Unauthorised absence**

***Note**: Must provide LA with names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes below*

| Status | Code | Notes |
|---|---|---|
| Holiday not granted by the school | G | |
| Reason for absence not yet established | N | Short-term code only: correct absence code should be entered as soon as the reason is ascertained.<br>If a reason for absence cannot be established within 5 school days, amend to Code O. |
| Arrived in school after registration closed | U | Initially marked as L |

| Status | Code | Notes |
|---|---|---|
| Absent in other or unknown circumstances, code O replaces N where the circumstances have not been confirmed | O | |

**Absent/not a possible attendance**

| Status | Code | Notes |
|---|---|---|
| Unable to attend the school because of a lack of access arrangements | Q | |
| Unable to attend due to transport normally provided not being available | Y1 | |
| Unable to attend due to widespread disruption to travel | Y2 | |
| Unable to attend due to part of the school premises being closed | Y3 | |
| Unable to attend due to the whole school site being unexpectedly closed | Y4 | |
| Unable to attend as pupil is in criminal justice detention | Y5 | |
| Unable to attend in accordance with public health guidance or law | Y6 | Reason must be recorded |
| Unable to attend because of any other unavoidable cause | Y7 | Nature of the cause must also be recorded. |

**Other administrative codes (for office use only)**

| Status | Code | Notes |
|---|---|---|
| Prospective pupil not on admission register | Z | |
| Planned whole school closure | # | |

**KSC codes for LESSON ATTENDANCE internal use only (these are not registration codes)**

| Status | Code | Notes |
|---|---|---|
| Not required in lesson | A1 | Reason must be noted |
| Timetabled music lesson | A2 | |
| Internal exam | A3 | |
| Rehearsal | A4 | |
| Virtual/remote attendance | A5 | Only if SMT have given permission |
| Not in this set | A6 | |
| Weekend exeat | A7 | |
| Study Leave (in school) | A8 | |
| Study Leave (at home) | A9 | |
| Not in house overnight | AD | |
| Taking a school tour | AT | |

## Appendix 4 Child Student Visa Attendance

### 1 Definitions

1.1 The School here includes The King's School, Canterbury, King's International College and Junior King's for the purpose of Appendix 5 only.

1.2 Absence: Non-attendance for all or part of the timetabled school day.

1.3 Non-authorised absence: Unexpected or unplanned non-attendance without prior permission, including:

1.3.1 Holidays during term time

1.3.2 Unsatisfactory reason

1.4 Authorised absence: non-attendance requested with prior permission from either the Housemaster/mistress or Co-Heads as appropriate. Authorised absence is at the discretion of the Housemaster/mistress or Co-Heads and includes:

1.4.1 Illness

1.4.2 Medical or dental appointments

1.4.3 Religious observance

1.4.4 Study leave

1.4.5 Exceptional circumstances

### 2 Overall Attendance

2.1 Overall attendance is recorded on iSAMS, which is updated twice daily.

2.2 The School completes weekly checks to ensure attendance has been recorded.

2.3 It is expected that sponsored pupil's attendance will not drop below 80% *(we note that this is different from the 95% expected attendance rate which we aspire to for all pupils)* or miss 10 consecutive days of unauthorised absence. If any of the above occurs the School will assess the reasons behind this and if necessary, the School will report this on the SMS as per the sponsor guidance.

2.4 Absence is monitored using the following contact points:

2.4.1 Scheduled lessons

2.4.2 Mentor sessions/Tutorials

2.4.3 Assessments

2.4.4 Other required academic activities

2.4.5 Music lessons

2.4.6 One to one sessions such as those in Learning Enhancement/EAL/Counselling

2.4.7 Health Centre

2.5 As soon as a pupil is absent without authorisation, a pastoral (KSC) or welfare (IC) check will be initiated by the School and if relevant / appropriate parents/guardians contacted.

The IC has a slightly different way of managing this:

If a student misses an agreed check in point, the Houseparent on duty takes next steps under the direction of SMT. Initially, this involves calling the student, asking the student's friends, staff searching in likely locations, and calling parents/guardians.

Depending on the reasons for and severity of the incident, records are kept on CPOMS, iSAMS sanction record, and parental correspondence file. We also keep a log on the app for our regular tick-ins.

2.6 The School has a robust system in place to track and record attendance, absences identified and monitored. Parents/guardians are contacted where deemed necessary.

2.7 Attendance and absence records will be retained for a minimum of one year after the end of sponsorship, in line with UKVI requirements

## 3 Guardians and Homestays

3.1 Contact is made with all parents and guardians within the first half term.

3.2 IC homestay calls are made to all new homestays/guardians before a child visits them. Thereafter, they are called less frequently. The IC manages these as follows:

Tutors send an email home during term 1 to parents and guardians. We contact all guardian/homestays if they are a new contact to the School before a child goes to stay with them for the first time.

The travel excel provides evidence that new homestays are contacted by the house team. Emails are in tutors' sent item emails.

All guardian-arranged homestays are contacted via telephone by the School house team and relevant information about the arrangement is recorded on SharePoint, along with all other travel arrangements. Travel arrangements are also recorded on REACH software.

House team call any homestay that is not on our register ie any adult who has not looked after one of our students in the past. We will also call if it has been a while since a stay e.g. 2 years or if there has been other concerns or issues raised. Also discussed and recorded on the travel excel are any individual details that are necessary to allow the homestay to provide safe care.

All guardian-arranged homestays are contacted via telephone by the School house team and relevant information about the arrangement is recorded on SharePoint, along with all other travel arrangements.

## 4 Holidays

4.1 Pupils are only issued with their passports upon satisfactory completion of their travel details.

For example at the IC:

Full travel details needed before the student leaves the School or departure will be delayed. Travel details are collected using REACH software.

The passport column on travel excel shows if passport collected and when passport returned.

4.2 Passports and BRPs are stored securely with pupil and parental consent, in accordance with GDPR and safeguarding guidelines.

## Appendix 5 International College Attendance Policy & Procedure

The International College will abide by the above policy with modifications as described below and referenced to the central policy.

***It is understood that the whole school should register at the same time every day, however, we have reviewed this position as a school and it is necessary for the better running of the two schools that the times are slightly different.***

### Key School Contacts

Senior Attendance Champion (International College):

Alison Kelly

ask@kings-school.co.uk

01227 287240

SAC Assistants / Contacts:

Alison Depledge, Receptionist and Administration Assistant

Chloe Pirie, Receptionist and Administration Assistant

Nayelli Navarro Pollott, PA and Admissions Assistant

Jess Green, Admissions Assistant

Email: icreception@kings-school.co.uk

Telephone number: 01227 287255/50

### Regulatory Framework

In addition to the policies, procedures and materials relevant to the central policy, the Child Student Visa Attendance policy is also relevant to the International College.

### Publication and Availability

The central policy and appendix will form part of the joining pack for the International College, sent when a student is confirmed at the College. It will also be available on My School Portal.

## Appendix 6 School Arrangements

### Managing Attendance

The whole school day at the International College is from 08.30 (start of lesson 1) to 17.00 (end of lesson 6).

All weekend leave to be requested from the Co-Heads and Assistant Head: coheads@kings-school.co.uk

All student mobile numbers are recorded on the student's iSAMS record.

Sponsored students with educational visas have weekend travel plans logged on a centralised spreadsheet, held on IC All Staff Team.

### The role of Parents/Guardians

Parents of day students should ensure their child/ward attends by 08.15.

### Registration and Attendance Checks

Roll calls are carried out at the following contact points:

- Breakfast 07.30
- Lunch 12.45
- Supper 18.20
- Lights outs 22.15

Morning (AM) registration for the whole College will be 08.30 (start of first lesson) and completed by 09.00 . All teachers will report missing students to icattendance@kings-school.co.uk and the attendance register will be updated centrally by Reception. Attendance register codes will denote the reason for absence, inputted by the SAC Assistant, using the IC Pupil Absence calendar.

If a student is missing from first lesson when expected, a member of the PCA team or house team will be alerted and track down the student.

Afternoon (PM) registration for those students in lessons will be conducted at 15.00, at the start of lesson 5, finishing at 15.30. All teachers will report missing students to icattendance@kings-school.co.uk and the attendance register will be updated using the IC Pupil Absence calendar. For those students in Games, PM registration will be 14.30 to 15.00 via SOCS. A SOCS report will be created so the attendance register can be updated.

If a day student misses AM registration, on arrival they should immediately report to Reception. A member of the PCA team will contact the student's homestay or private foster arrangement if no contact can be made with the student.

### Reporting Absence

If a day student will be absent from the College, Reception must be contacted by the parent/guardian/ward: icreception@kings-school.co.uk

If a boarding student is absent all day, this will be reported to the Receptionist by SMT/House team, who will update the IC Pupil Absence calendar and subsequently, the AM / PM register.

**Authorised Absences**

It remains the Co-Heads' and Assistant Head's decision whether to authorise any request for absence.

The International College does not have any periods of study leave in Year 11.

**Applications for an authorised leave of absence**

Authorised leaves of absence must be made in writing to the Co-Heads: coheads@kings-school.co.uk

**Reporting Duties**

The contact point for the International College for those students with a Child Student visa is the AM / PM registers.

## Appendix 7 New attendance information for International College staff

These changes have been made to ensure that The King's School is fully compliant. The changes are in line with new DfE regulations. The central policy in full can be found in the senior school Staff Handbook and on the school website. The International College appendix to the central policy can be found in the IC Staff Handbook. Both Staff Handbooks can be accessed in the IC All Staff Team.

The key points for IC attendance procedure are:

- International College students, will be registered in the same 30 minute period:
    - AM registration - lesson 1 – 08.30 to 09.00
    - PM registration - lesson 6 - 15.00 to 15.30 / Games 14.30 to 15.00
- Teaching staff will email **icattendance@kings-school.co.uk** confirm attendance and highlight if any student is not present in lesson 1 by 08.35 (AM registration) and 15.05 (PM registration). This includes those students in individual music lessons. Teaching staff do not need to reference the IC Pupil Absence calendar to ascertain why the student is not present.
- Reception will confirm which students are not expected in lessons using the IC Pupil Absence calendar. The PCA team and House team will be alerted to any missing students.
- The PCA team will ensure unwell students are added to the IC Pupil Absence calendar for AM registration and PM registration.
- Reception will record student attendance using the agreed attendance register codes found in the central Attendance policy.
- The SOCS registers will be completed by Games staff at the start of sessions Monday to Friday and the data will be extracted from SOCS and input into iSAMS by the admin team. National attendance register codes are attached for those teaching staff responsible for SOCS registers.
- Teachers providing a one-to-one lesson with a student at either AM or PM registration are responsible for informing reception of student absence via **icattendance@kings-school.co.uk**
- Please continue to report missing students lesson by lesson using **icattendance@kings-school.co.uk**.