

Attendance Policy

This policy covers EYFS, Prep School & Senior School

Governors' Committee normally reviewing policy	Curriculum & Welfare
Date policy formally approved by Governors	June 2022
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head Pastoral
Other relevant policies	Pastoral Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

1. Introduction

1.1 Kingsley School aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.2 At Kingsley School, we encourage parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Our primary responsibility for the safeguarding of students means that we must monitor student attendance and punctuality carefully and highlight any absences that give cause for concern.

1.3 To this end, the Head, will regularly emphasise to parents our expectations of students' attendance and punctuality and parents' legal responsibilities. We will not support students taking holidays during term time except in extraordinary circumstances. Targets for attendance are set annually by the School and reported as part of statutory school targets.

1.4 The attendance champions at Kingsley School are:

Senior School	Prep School
Miss Katrina Venner	Mrs Samantha Hammond
Deputy Head Pastoral (& DSL)	Head of Prep School (& DDSL)
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2. Regulatory Framework

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

- 1.1.1 Education (Independent School Standards) Regulations 2014;
- 1.1.2 National minimum standards for boarding schools (Department for Education (DfE), September 2022);
- 1.1.3 EYFS *statutory framework for group and school-based providers* (DfE, January 2024);]
- 1.1.4 Education and Skills Act 2008;
- 1.1.5 Children Act 1989;
- 1.1.6 Childcare Act 2006;
- 1.1.7 Sponsorship Duties (UKVI, July 2023);
- 1.1.8 The School Attendance (Student Registration) (England) Regulations 2024;
- 1.1.9 Equality Act 2010; and
- 1.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
 - 1.1.11 This policy has regard to the following guidance and advice:
 - 1.1.12 [Working together to improve school attendance](#) (DfE, July 2026);
 - 1.1.13 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 1.1.14 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
 - 1.1.15 [Communicating with parents about school attendance](#) (DfE, June 2026);
 - 1.1.16 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
 - 1.1.17 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 1.1.18 [Keeping children safe in education](#) (DfE, as updated annually);¹

- 1.1.19 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- 1.1.20 [Children missing education](#) (DfE, September 2025);
- 1.1.21 [Summary table of responsibilities for children missing education](#) (DfE, September 2025);
- 1.1.22 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- 1.1.23 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- 2 [Mental health and behaviour in schools](#) (DfE, November 2018);
- 3 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- 4 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- 5 [Providing remote education: guidance for schools](#) (DfE, updated August 2024);
- 6 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015);
- 7 [Sponsorship Duties](#) (UKVI, May 2025).

3. General

3.1 Morning registration is taken electronically by tutors at the start of each day. Students must be registered before 8.35am to be on time. Students are recorded as late (L) if they register between 8.36am and 9.15am, and are registered using a U code if they arrive after 9.15am without notice of a valid reason for their lateness.

3.2 Tutors will:

- keep regular and accurate records of morning attendance and punctuality in the School's MIS;
- monitor an individual tutee's attendance and punctuality;
- report any issues of attendance or punctuality to the Head of Year.

3.3 Class teachers will:

- take the electronic register at the beginning of every lesson.

3.4 Tutors receiving notices from parents will;

- inform Reception of any known absences.

3.5 The Attendance Office (Receptionists and Assistant Head Pastoral) will:

- run a report after P1 and P7 each day to identify any absences;
- do everything reasonable to trace those students unaccounted for;
- make contact with the parents of any students unaccounted for by 10.00am on every day the student is absent (when no information has been received)
- inform the Deputy Head Pastoral / Head of Prep School if no information has been received regarding an absent student by 11:00.
- provide the Deputy Head Pastoral / Head of Prep School with an attendance report every Friday afternoon which includes lateness. The report for the senior school also includes punctuality to each lesson.
- ensure the correct code is inputted as soon as the reason for an absence is ascertained – no later than 5 working days after the session that was marked as N (unexplained absence).

3.6 The Heads of Year will:

- follow up all unexplained absences. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- regularly inform parents of the attendance percentage of students of concern, including the number of sessions missed and any lateness.
- make initial enquiries regarding students who are not attending regularly.

- liaise with the student and parents to support a student's return to school after a prolonged period of absence.

3.7 Deputy Head Pastoral/Head of Prep School – School Attendance Champions - will:

- monitor and support school attendance and punctuality.
- consider a welfare check for a student with unexplained absence who the Attendance Office has been able to contact by 11:00.
- contact the social worker if one of their students is absent.
- liaise with the Pastoral Team (Assistant Head Pastoral and Heads of Year) regarding unexplained absence or patterns of absence to then consider offering support or further action e.g. Attendance Letters 1, 2 and/or Penalty Notices may be issued.
- review attendance each half-term and advise Heads of Year to send attendance letters parents of students whose attendance is below 90%. The letter includes the number of sessions missed and also includes if the student has been late to any sessions.
- invite parents of students whose attendance falls below 90% on two consecutive half-terms in for a meeting to discuss what support may be needed (this may be delegated to the Head of Year).
- liaise with the Safeguarding Team regarding any irregular or unjustified patterns of attendance and pass on to relevant authorities working with the family (social care) or seek advice from MASH.
- inform Devon MASH if a student has not returned following a leave of absence and the school do not have reasonable grounds to believe that the student is unable to attend because of sickness or an unavoidable cause
- inform Devon MASH if the student has been continually absent from school for 20 days and the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or an unavoidable cause.
- monitor and analyse the weekly attendance reports to identify any patterns or trend and deliver interventions and support to students and families as needed.
- meet with the student and parents to support a student's return to school after a prolonged period of absence (this may be delegated to the Head of Year).
- use national, regional and county data for similar schools as a benchmark for school attendance to identify areas of focus for improvement.
- provide a termly report on attendance to governors.

4. Parent/Carer Responsibilities

7.1 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.

7.2 This means students 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.

7.3 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.

7.4 Expectations the School places on parents can be found in Appendix 1 of this policy

7.5 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.

5. Absence Owing to Illness

- If a student is too ill to attend school parents should complete the absence request on the School parent portal or contact reception – attendance@kingsleyschoolbideford.co.uk.

- If a student becomes ill during the school day they should visit the medical centre – preferably during breaks in teaching.

6. Planned Absence

6.1 Part/Single Day Absence

- Whenever possible, parents should try to arrange medical and other appointments outside school time.
- Parents are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected return time and whether the student is being collected or will make their own way to their destination. This written request should be made to the child's tutor for medical appointments.
- Students attending appointments must sign out in the School Reception Office in their area of the School (Prep, Connect Centre, Senior) on leaving the school and sign back in on their return.
- If a student leaves the school site without permission their parents will be contacted.

6.2 Holidays / Leave of Absence

- The school holiday dates, external exam dates and INSET days are published a year in advance.
- The school can grant a leave of absence for exceptional circumstances. The application must be made in advance to the Head including the specific facts and background. The Head will consider each application individually.
- Family holidays/leave will not be permitted during external examination periods.
- Family holidays/leave in term time will rarely be authorised, especially in years 10-13. Written requests for absence longer than one day should be made to the Head. If a holiday is taken without prior authorisation by the school, it will be recorded as an unauthorised absence.

7. Changing Schools

If a student moves school, parents should inform the school as soon as possible. A student will not be removed from the school roll until the following information has been received and investigated:

- the date the student will be leaving the school and starting the next school or provision;
- the address of the new school if relevant;
- a new home address if appropriate.

The student's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority by completing the CME Form.

8. Entering Registration Marks

8.1 Tutors and class teachers must record attendance and punctuality as follows:

- / if the student is physically present (am)
- \ if the student is physically present (pm)
- N if the student is not physically present
- L if the student arrives late for registration, or unreasonably so for the lesson, with number of minutes and reasons for lateness entered using the fields provided.

All other marks will be entered by an Attendance Officer. For information only, they are listed below;

- A present in school but not in the curriculum lesson (e.g. at a music/drama lesson or needing to regulate)
- I illness (**NOT** medical / dental appointments)
- M medical / dental appointments, hospital visits etc
- U late after 9.15am
- D Dual registration (attending other establishment) – e.g. hospital school or special school on a temporary basis
- B student being educated off site (not dual registration) – e.g. taster days, unregistered alternative provision arranged by the school, courses at college
- K student attending education provision arranged by the local authority
- C leave of absence for exception circumstances e.g. compassionate leave
- C1 participating in a regulated performance or undertaking regulated employment abroad
- C2 absence for a compulsory school age student subject to a part-time timetable
- S study leave (should be included to cover when a student is out during the exam period)
- R religious observance
- P approved sporting activity
- V educational trip or visit
- J1 interview for employment or admission to another educational institution
- W work experience
- G family holiday not agreed (or days in excess)
- H family holiday (agreed)
- O unauthorised absence (not covered by other code)
- E fixed-term exclusion from school (child is at home)
- X non-compulsory school age student not required to attend school (includes 6th Form who are not required during that session agreed with parents)
- Q unable to attend because of lack of access arrangements (travel home to school not yet arranged)
- Y1 unable to attend due to transport normally provided not being available
- Y2 unable to attend due to widespread disruption to travel
- Y3 unable to attend due to part of the school premises being closed
- Y4 unable to attend due to the whole school site being unexpectedly closed
- Y7 unable to attend due to any other unavoidable cause
- # planned whole school closure

ON NO ACCOUNT MUST STUDENTS BE ALLOWED TO TAKE THE REGISTER.

8.2 All absences must be supported by written notice from the parent or carer. These must be sent to Reception who will keep the note on file for 3 years.

If written confirmation is not received supporting an absence, the Attendance Officer should telephone the parent/guardian regarding the matter.

8.3 The Tutor/Head of Year must inform the Safeguarding Team if they have any concerns regarding a student's attendance or punctuality. They should take particular note of any occasional absences which disrupt a number of weeks or patterns of absence.

The Assistant Head Pastoral, Deputy Head Pastoral and Head of Prep School liaises with the Inclusion Team as necessary about concerns regarding extended unauthorised absence or patterns of absence.

9. Punctuality

- If a student registers after 8.36am they will be marked in the register as late.
- If a student has three late marks in a fortnight, the Tutor must refer them to the Head of Year.
- If a student has a pattern of poor punctuality, the Head of Year must refer them to the Deputy Head (Pastoral).
- Letters are sent to parents informing them of patterns of lateness.

10. Sixth Form

- All attendance and punctuality matters are the same for both main school and Sixth Form students, with the following exceptions:
 - Sixth Form students may sign out during afternoon Private Study periods with permission from their form Tutor. Permission must be sought on every occasion;
 - During all Private Study periods, students will be allocated to a register for either the Sixth Form Centre or the Library. This register may not be taken by a member of staff each time, but routine checks will take place by SLT, Head of Year or Cover Supervisor. Students are regularly reminded that they must be at the location showing on their timetable, unless they have permission to sign out during the afternoon as above.

11. Missing Student Policy

- Parents will receive an alert from the school if their child is unaccounted for during either the AM session or PM session each day.
- If the parent is unable to provide an explanation for the absence, the Deputy Head (Pastoral) must be alerted, who in turn will refer to the Missing Student Policy.

12. Persistent Absence

A student becomes a 'persistent absentee' (PA) when their attendance drops to 90% or below for any reason whether the absences are authorised or not. Over a full academic year this would be 38 sessions (19 school days; equivalent to 1 day or more a fortnight across a full school year). Absence at this level is causing considerable damage to a child's educational prospects.

13. Severe Absence

A student becomes a 'severe absentee' (SA) when their attendance drops to 50% or below for any reason whether absences are authorised or not. Over a full academic year this would be 190 sessions (95 days; equivalent to 2.5 days per week). Absence at this level would make it impossible for students to keep with schoolwork.

14. Penalty Notices

Penalty Notices may be issued for unauthorised leave of absence or persistent absence.

The school will work to support the family to improve their child's attendance and seek advice from the school's Inclusion Partner. If parents/carers fail to engage with supportive measures proposed by the school and/or the Inclusion Partner and the child's attendance does not improve they will complete a referral to the Penalty Notice Team.

The Penalty Notice fines are as follows:

- FPN Code - £80 per parent per child if paid within 21 days of receipt of the notice, rising to £160 per parent per child if paid after 21 days but within 28 days.
- SFPN Code - £160 if paid with 28 days.
- If the Penalty Notice is not paid within 28 days, the parent may receive court papers where they will either need to attend a local magistrates court or reply to Portsmouth Magistrates via the Single Justice Procedure.

15. Education of Absent Students

- Students who are absent for a short-term planned event – medical appointment, open day, sporting competition, music lesson – should aim to collect the work they will miss in advance to enable sufficient time to catch up and avoid potential distress.
- Students who are absent as a result of short-term illness (up to three days) would not be expected to complete work during their absence. They should use the time to rest and recover. On their return students in Years 10-13 are likely to be expected to catch up the work over a given time frame. This can be supported and facilitated by the Head of Year.
- If a student is absent for more than three days owing to illness, particularly for longer term illness, it is expected that parents, and medical professionals if appropriate, liaise with the Head of Year to discuss appropriate support for their academic studies. This may include remote education for a short period of time to enable effective reintegration when they are well enough to return.
- Teachers are not expected to provide work for students who are absent due to holidays.

K Venner

Deputy Head Pastoral