Attendance and Registration Policy

Policy Date: September 2024

Responsibility

Individual: Deputy Head Academic

Review Cycle: (Annual)

Next scheduled review: September 2025

Last interim review: February 2025

Introduction

- King's College recognises that pupils will only achieve their potential if they are present in King's College, every day and on time.

- Good attendance is vital for good learning and should be encouraged and rewarded.

- This policy statement will be continually developed in consultation with parents, staff, pupils and governors, to reflect that King's College plays a supportive and complementary role to that of parents in getting pupils to King's College.

This policy has been written in conjunction with the Department for Education document: 'Working Together to Improve School Attendance (applies from 19 August 2024), which can be found here: Working together to improve school attendance (applies from 19 August 2024)

Purpose

The aim of this policy is to:

- Maintain accurate attendance data with all absences accounted for

- Monitor and act on any lateness and absences

Every school is required by law to maintain two separate registers of its pupils:

- An admissions register, known as the "School Roll", and

- An attendance register

Attendance and Registration Policy [available to parents]

- Your son/daughter's boarding house is the centre of his/her life at King's College. All pupils are cared for by a Houseparent and a team consisting of Matron and House Tutors. Together, they will be responsible for your child during term, including ensuring that he or she is safely occupied outside normal school hours. We expect your son or daughter to live with you or his/her guardian when he/she is away from School on exeats and half term during term time. We ask you to give written notice to your child's Houseparent before he/she leaves the School to stay with another family.

- With the exception of town leave, pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for an educational visit or a sporting fixture, the dates of which will have been notified to you in advance.

- Requests for exceptional absence must be made in writing to the Headmaster, using the form on the school portal, and should be sent at least two weeks in advance.

- We always send parents the term dates over a year in advance in order that you can arrange your holidays and book flights without disrupting your child's education. We therefore expect your son/daughter to arrive punctually on the first day of term, and not to leave the School before the end of term.

- Please note that it is the School's policy usually not to allow holiday to be taken during term.

- Please complete an absence form on the school portal if your child is ill and/or away from school.

Attendance Register

- Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils.

- Boarding pupils are covered by "Boarding Standards: National Minimum Standards". This document places a requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know where to find them), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

The Attendance Registration system

The following system will therefore be followed:

- Registration will be carried out in Houses or lessons by an adult.

- For reasons of welfare all pupils including boarders will be registered before school in the mornings (8.20am) and after lunch (1.40pm).

- There are clear start and end times to each registration period; both are 10 minutes in duration. Pupils arriving during the registration period, but not present at the start will be marked as late using the L code.

- Pupils arriving after the registers close will be marked with a U code.

- When day pupils are not in School and we have received no written message or phone call by 9.30am the School Secretary will contact the parents by phone

- Pupils arriving late to School must report to reception or the Administration Office

- House staff will notify the School Secretary by 9.10am (9.30am on Wednesdays) of any absences (authorised or unauthorised) and the reason if known. If this information changes the reception should be informed as soon as possible. A reason for absence must always be sought. In the afternoon, either house staff or teachers will register their classes and reports will be generated for Administration.

- Administration will use the information to produce a School Register, which will record those who were absent and also those who were present using the categories listed in this policy.

- Pupils who are boarding will also be registered at evening roll-call in Houses.

- Communication informing the school of future absence or explaining absence should be kept on file by Houseparent and passed on to the School Secretary (and Headmaster if relevant).

- If pupils are present during registration but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips or matches should always be with reception, administration or displayed in the Common Room

- Teaching Staff should check for absentees at the beginning of each lesson and check absences against iSAMS. They should mention any concern to the Houseparent so that it can be followed up. If an unauthorised absence is suspected, the Houseparent should be informed immediately.

Registration codes in use in the iSAMS register

/   [present am]

\   [present pm]

B   [educated off-site]

C   [exceptional circumstances]

E   [suspended]

I   [illness]

J1   [employment / educational interview]

L   [late]

M   [medical or dentist appt]

N   [no reason for the absence is provided yet]

O   [unauthorised absence]

P   [approved sporting activity]

R   [religious observance]

S   [study leave]

W   [work experience]

U   [late, after the registers have closed]

V   [educational visit or trip]

Z   [pupil not yet on roll]

[school closed to pupils]

This list does not include all available codes (as per Working Together to Improve School Attendance); we have included all those currently in use at King's College.

Definitions

Every half-day absence from King's College must be classified as authorised or unauthorised.

Unauthorised Absence

All absences are unauthorised until King's College has given approval for one of the reasons mentioned above. In order to develop appropriate responses, King's College will differentiate between different kinds of unauthorised absence. Unauthorised absences are those which King's College does not consider "reasonable" and for which no "leave of absence" has been given. These include (but are not intended to be exhaustive):

- Truancy before or during King's College day
- Absences which have never been properly explained.
- Pupils who arrive at King's College too late to get registered

Authorised Absence

King's College will authorise absences in the following cases:

- Where a parent submits an 'Absent Today' form via the school portal, or telephones King's College by 8.20am on the first day of absence and confirms the length of absence with a written message with a reason acceptable to King's College
- Where a parent has failed to contact King's College on the first day of absence, but has offered a satisfactory explanation and confirmation of the length of absence with a written message acceptable to King's College
- When a parent has made a request in advance for absence which is deemed reasonable by King's College. Parents are requested to make these requests using the 'Future Absence Request' form on the portal at least two weeks in advance of the requested absence date.

Lateness

Lateness is unsatisfactory conduct and may, if not discouraged, lead to absenteeism.

- King's College begins at 8.20am and all pupils are expected to be in King's College for registration at this time.
- Pupils arriving late, but within the designated registration periods, should register in house and will be allocated a L code.

- Any pupil arriving after the registration periods have finished should enter King's College via the main entrance reporting to reception or Administration to sign in.

- If accompanied, a parent should give a reason for the lateness, which will be added to the register.

- The pupil will then be sent to their lessons.

- Late arrivals are logged and their houseparent is informed.

- If persistent lateness continues then further action will be taken.

The Management of Attendance

- The day to day oversight and monitoring of attendance will be the responsibility of the Administration team. Regular reports will be generated to maintain accurate records and for evaluation by senior management.

- Any morning absences will be followed by a phone call to the parent / house staff.

- We have two designated attendance champions. These staff members take the lead on the management and oversight of attendance. They meet on a weekly basis to discuss current attendance issues. Our attendance champions are:
    - The Deputy Head Pastoral **(Karen McSwiggan)**
    - The School Secretary **(Kate Veness)**.

- Weekly cumulative absence reports will be generated by the Data Manager and circulated to relevant Senior Management and Houseparents.

- We endorse a whole King's College approach to the promotion of good attendance and all staff will:
  1. Make it clear to pupils that punctuality and good attendance is essential, acting as a good role model in their own behaviour.
  2. Ensure that lessons are interesting and stimulating for the pupils so that they will want to take part and attend.
  3. Take care over all registrations, for lessons as well as at the statutory times, actively and frequently reinforcing the message that pupils are welcomed in class.
  4. Follow up all absentees and reasons for absence.
  5. Encourage pupils to move purposefully around King's College site so as to arrive at lessons on time.
  6. Give sympathetic welcome and support to pupils returning from a period of absence.
  7. Be ready to talk to pupils about difficulties they are having in King's College and any problems they may have with attendance. Offer advice as appropriate.

Procedures

If a pupil is reluctant to attend, the problem will be addressed jointly by King's College, parents and pupil.

Non-Attendees

In the case of a pupil who finds King's College attendance a problem, King's College will:

- Establish close links with parents.

- Be as flexible as possible in making arrangements for meeting academic needs in consultation with appropriate agencies.

- Letters will be sent to parents of pupils whose attendance record is a cause for concern.

- Once a pupil has become a cause for concern, his or her attendance will be monitored and parents will be invited in to discuss their child and ways in which their attendance can be improved.

Maintaining records and reporting to the authorities

- If no reason for absence (N) is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol, in this case only, overwriting is allowable in an electronic system. An 'N' must not be allowed to remain indefinitely.

- The School's attendance register kept by means of a computer must be backed up in the form of an electronic or printed copy not less than once a month. Each of these additional copies must be retained for six years after the end of the school year in question.

- Independent schools continue to 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.

- In cases where cumulative attendance falls below 90%, the school will work in conjunction with the Local Authority (if relevant) to ensure that reasons for absence are sensitively considered, and that pupils and their parents are actively engaged in the process of re-engaging the pupil with attending school regularly, including understanding the importance of school as a place of safety and support.

- The school will report to the Local Authority cases where pupils have been absent for 15 days, whether consecutively or not, due to illness.

- In cases where the normal channels of communication and working proactively with parents has not resulted in a change to attendance patterns, the school may put in place an attendance contract, created in conjunction with the key stakeholders and for the benefit and support of the pupil.

Appendix A – Registration Procedures

	AM at 0820 - 0830	PM at 1340 – 1350
Monday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	1340 by HSP electronically - If activity has taken pupils out of school before 1340, those i/c to report attendance to reception / Administration ASAP. [list of who is on outing must go to reception before they leave premises]
Tuesday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	1340 by HSP electronically - If activity has taken pupils out of school before 1340, those i/c to report attendance to reception / Administration ASAP. - Those with a Study period – to Library, staff on library duty will enter on iSAMS [set of pupils with study period available on iSAMS]
Wednesday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	1340 by HSP electronically - If activity has taken pupils out of school before 1340 those i/c to report attendance to reception ASAP. [list of who is on outing must go to reception before they leave premises]
Thursday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	1340 by HSP electronically - If activity has taken pupils out of school before 1340, those i/c to report attendance to reception / Administration ASAP. - Those with a Study period – to Library, staff on library duty will enter on iSAMS [set of pupils with study period available on iSAMS]
Friday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	1340 by HSP electronically - If activity has taken pupils out of school before 1340, those i/c to report attendance to reception / Administration ASAP. - Those with a Study period – to Library, staff on library duty will enter on iSAMS [set of pupils with study period available on iSAMS]

Saturday	0820 by HSP electronically 0930 Administration phones parents of those not signed in / N / enters more accurate code if available - AM absences available on MIS	Roll Call 1900 by HSP or deputy HSP
Sunday	Roll Call 1230 by HSP or deputy HSP	Roll Call 1900 by HSP or deputy HSP