



Kensington Prep School

GDST

Growing great minds

Name of Policy:	Attendance Policy
KPS Policy Number:	15c
ISI Regulation:	Welfare, Health and Safety of Pupils and Other Legislation
ISI Paragraph:	Admission & Attendance Registers
Reviewed By:	Emma Williams
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Overview of Contents

GDST Statement on School Attendance
School Guidelines
Absence
Reasons for absence
Pupils with individual needs
Returning to school
Punctuality

KPS Attendance Policy

This policy applies to the whole school, including the EYFS.

At Kensington Prep School we see student attendance as critical to academic success and social integration. We ask parents to familiarize themselves with the GDST Statement on School Attendance and these policy guidelines, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

GDST Statement on School Attendance

Absence, whatever its cause, is detrimental to any student's academic, social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupil welfare issue.

Parents have a legal duty to ensure their children of compulsory school age who are registered at school attend regularly. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. The Education (Student Registration) (England) Regulations 2006 make it clear that Heads may only grant leave of absence *in exceptional circumstances*. As is required by law, the school will inform the local authority of any pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The local safeguarding partners will also be informed if absence amounts to a safeguarding concern.

In order to maximize our students' potential, the GDST is committed to ensuring students do not miss out on their education through poor attendance rates. We expect all GDST schools to at least meet the national attendance average, and school attendance rates are monitored accordingly. A member of SLT is expected to review and analyse attendance across the school as a whole on a regular basis, following up on trends or patterns of concern, and reporting to the School Governing Board/GDST as required.

Class teachers and form teachers are expected to monitor and review the attendance record of the students for whom they are responsible. An individual attendance record of below 90% must be followed up by the school, as will noticeable patterns, or sudden or unexplained absence.

School guidelines

Key contacts

The Head has overall responsibility for attendance at the school. For day-to-day attendance matters, please contact your child's form tutor. For more detailed support with attendance contact the Head in the first instance.

Leave of absence

Leave of absence can only be authorised by the Head and may only be permitted in exceptional circumstances. Parents should submit their request to the Head no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

Action on school absence

It is the parents' responsibility to telephone the school concerning the reason for a pupil's absence on the first day of absence and to provide such further information as may be required. If the school is not notified of a pupil's absence a call will be made to parents. The school will remain in contact with parents on a regular basis until the pupil returns.

On her return to school, parents must supply a note or email to the pupil's form tutor/class teacher indicating the cause of the absence. If this is not provided the absence will be investigated and recorded as unauthorised. Parents are informed if absences are recorded as unauthorised.

If an absence occurs, it is the responsibility of the pupil to make up any lost work. If an absence is planned in advance, the pupil or parents (age appropriate) must approach individual members of staff for guidance.

Reasons for absence

Illness

Parents are requested to inform the school on the first day if their daughter is ill.

Medical and Dental Appointments

Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances.

Bereavement

It is helpful if we are informed of family bereavement so that we can offer pupils sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious Observance

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student's parents belong.

Family/Domestic Problems

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Special Occasions

Exceptional occasions may be sanctioned through authorised absence, requested in writing from the Head. Such events might include a sibling's graduation or family wedding. Attending sports events or concerts are not sufficient cause for authorization.

Open Days

Open Days for Senior Schools may be attended during term time but parents should request authorisation for the absence in advance.

Interviews

Year 6 pupils must, of course, attend interviews at Senior Schools at the times and on the dates allocated by the institutions. It is essential that they keep the school informed of these dates.

Persistent or severe absence

Where absence or a pattern of absence appears to be at risk of becoming problematic, the school will meet with the parents to discuss how to support the pupil and remove barriers to attendance where possible. This may include referrals to external services and other organisations. These actions will be regularly reviewed, and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place. Persistent or severe absence is always treated as a safeguarding risk.

Pupils with individual needs

Whilst good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some students, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues. The school will allow for these circumstances when working with such pupils and their parents, and will develop individualized support approaches that meet their specific needs where appropriate.

Returning to school

Sometimes a student who has been absent for some time finds it difficult to return. In such circumstances the school will work with the pupil and parents to support reintegration.

Punctuality

Pupils are expected to be punctual at all times. If a pupil is late for registration, she must sign in at the School Office as soon as she arrives; she must then register with her form teacher if possible. If she fails to do this, the school will assume she is absent. Lateness without reasonable cause will be deemed to be unauthorised absence. Lateness after 9.00am will be deemed as an absence and will require a note of explanation from a parent.