



Rationale

We know that excellent attendance impacts positively and directly on student outcomes. It is the collective responsibility of school, parents and students to ensure that children attend regularly over the duration of their education careers. Students must ensure they achieve and maintain excellent attendance in order to meet the school's expectations and satisfy the ongoing requirements of the school's admission policy. The school recognises that poor attendance impacts both directly on the child not attending school but also on the class upon returning to the school. Whilst teaching staff are committed to ensuring they do all they can to ensure students are reintegrated into the curriculum after a period of absence, the school recognises the opportunity cost to all of providing ongoing interventions.

A **summary** of what the school expects of parents:

- Parents will do all that is possible to ensure that their child or (children) to have 100% attendance.
- Parents provide a written child note, which should be via their Student Planner, to the Class Teacher / Form Tutor explaining why he/she has been absent on his/her return to school. The note should detail the days a child has been absent and the reasons for this absence. The note will be stored by the class teacher;
- Parents wishing to take their children out of school for any reason other than that caused by short-term illness would seek permission in advance to remove a child and explain why they wish to do so. A **Student Leave of Absence Form** is available for this purpose (see below).

We ask parents to note the following:

- Absence levels of above ten days in an academic year will lead to review in line with the school's Admission Policy, expectations and school readiness for promotion to the next year group;
- If it is felt that reasons for absence are unsubstantial, then a child's place in the school may be called into question;
- It is often not possible to set or provide work for students who are absent, particularly when they are very young and their lessons increasingly depend on a high level of teacher involvement.

We recognise that some of the demands of life in KAEC especially for example business trips and the challenges these create for some families. The school's approach to the design of its annual Term Dates i.e. ensuring holiday periods of around three weeks at the end of the Autumn Term, a two or three-week holiday at the end of the Spring Term or during the Summer term and the long summer holidays, ensures we can expect the vast majority of families to accommodate family holidays within the designated school holidays.

Promoting and maintaining excellent attendance is a team effort of all stakeholders with a more detailed outlined of each stakeholder's responsibilities set out below.



Core Leadership Team

As part of our whole/core school approach to maintaining high attendance, the core leadership team will:

- be active in their approach to promoting excellent attendance to students and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage excellent attendance and that students are taught the value of high attendance for their own progression and achievement
- coordinate with the HOS to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- ensure that all staff are up to date with the school's attendance process and expectations including via reporting to parents namely by ensuring clear differentiation between attendance and ATLS.
- ensure heads of schools oversee, monitor and promote excellent attendance
- ensure that systems to record and report attendance data are in place and systematically effective

Teachers and support staff

As part of our whole/core school approach to maintaining high attendance, the school's teachers and support staff will:

- be active in their approach to promoting excellent attendance to students and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage excellent attendance and that students are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance process and that they will speak to another member of staff or seek support from their Head of School if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily
- contribute to strategy meetings and interventions where they are needed

Parents

As part of our whole/core school approach to achieving excellent attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of a premium education and the importance of excellent school attendance at home
- encourage and support their children's aspirations



- ensure that their children arrive at school on time (including being appropriately dressed and with the necessary equipment)
- follow the set school procedure for reporting the absence of their child from school using the **Student Leave of Absence Form** and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of Prep (homework), bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the Headmaster
- inform the school in advance of any proposed change of address for their child(ren) along with the name of the parent with whom the child shall live.
- Acknowledge and agree to the school's home-school agreement and expectations as asset out in the school's parent and student handbooks.

Students

As part of our whole/core school approach to maintaining excellent attendance, we request that students:

- be aware of the school's attendance expectations, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- speak to their form tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- bring a note of explanation from their parents or carers to explain an absence that has happened or is foreseen
- follow the correct set school procedure if they arrive late. Students are responsible for this and it is made clear to all students what this procedure is by their form tutors. This will help the school to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for health and safety in the event of a school evacuation
- Acknowledge and agree to the school's home-school agreement and expectations as asset out in the school's parent and student handbooks.



Categories of absence and procedure for reporting absences

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

Staff should make it clear on the school register, when registering attendance, whether a child's absence is **authorised** or **unauthorised**. Where staff have concerns regarding absences, they should follow the school's safeguarding policy and procedures.

When a child is to be absent from school without prior permission, parents should inform the class teacher (primary) or form tutors (secondary) by telephone or email on the first day of absence and let them know what date they expect the child to return. For a prolonged absence, this should be followed up with a written note from the parent of the child. Alternative arrangements will be made individually with non-English speaking parents.

Illness

Most cases of absence due to illness are short term, but parents will need to make a telephone call to alert the school on the first day/each day of absence. When the child returns to school, they should bring a note from their parent explaining the absence – this is for the school records.

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 letter. If these are not provided on request it may result in the absence continuing to be classed as unauthorised.

Medical or dental appointments

Parents should make every effort to ensure appointments are made outside school hours. Where it cannot be avoided, students should attend school for as much of that day as possible.

Authorised absences

There may be some exceptional instances where the school will authorise absence such as for a family bereavement.

Exclusion

Exclusion is treated as an authorised absence. The Head of School, via class teachers (primary) and form tutor/ subject teacher (secondary), will arrange for work to be sent home.

Family holidays and extended leave

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the headteacher via their Head of School. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.



Retrospective applications will not be considered, and this time taken will be processed as unauthorised absence. The Headmaster may only grant such requests in exceptional circumstances and the Headmaster's decision is final on whether the request is approved, and the length of absence approved.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Headmaster's decision whether to authorise any request for absence during term time.

Religious observance

We recognise that there may be times where children observe religious events if they fall outside of school holidays and weekends and will allow authorised absence for these times. Parents will be aware of these dates and should give the school written notification in advance.

Study leave

The school may have a limited period of study leave leading up to external examinations where students 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.

Late arrival

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning registration begins at **8:00 am**. Students who arrive after this time but within the registration period will be marked as late. The morning registration period ends at **8:10 am**.

Students who arrive after the registration period has ended should go straight to the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that students sign in at Reception to ensure that appropriate health and safety regulations are followed and that all students are accounted for.

A register is also taken at the start of all subject lessons by the subject teacher, and any unexplained absences reported back to Reception. If a student is late to the lesson this will be recorded on the register.

Persistent lateness may result in disciplinary action being taken against the student and/or possibly non-re-enrolment into the next academic year.



Not attending in circumstances relating to coronavirus (COVID-19).

There are some circumstances in which students cannot attend school due to coronavirus. If a student's travel to, or attendance at school would be contrary to law or MOE guidance relating to the incidence of, or transmission of, coronavirus, the student's non-attendance will not be counted as an absence. Parents will need to make a phone call to alert the school on the first day of absence. If a student tests positive for coronavirus, their absence will be recorded as illness.

School action: following up absences

Class registers are passed to the Reception at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents. If a pattern of unauthorised absences emerges, the Class teacher (primary/Form Tutor (secondary) will contact the parent or carer to discuss possible reasons and school support systems that could help.

Parents will be contacted if a student gives a reason for an unauthorised absence and there is doubt about the truth of the excuse.

Form tutors will follow up students for written explanation from their parents for their absence upon the student's return from being away. This is for the school records and is necessary no matter what the reason or length of the absence.

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