



King's High School

Policy:	Attendance Policy (Version 1)
Applies to:	Students at King's High School
Authors:	Senior Deputy Head Pastoral
Approved	KHS Governors Autumn Term 2023
Reviewed:	
Signed:	S. Watson

King's High School Attendance Policy

Updated 6.11.23 to reference UN Convention on the Rights of the Child and Equality Act (2010)

Updated 5.1.24 to reference absence of more than 15 consecutive days

Updated 17.1.24 in terms of coding study leave

Updated 25.1.24 to clarify use of Code D

1. Aims

King's High School is committed to meeting its obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. The School's commitment includes:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

The School also promotes and supports punctuality in attending lessons.

2. Legislation and guidance

This policy meets the registration requirements of the Department for Education (DfE) guidance [Children Missing Education \(2016\)](#) and the DfE non-statutory guidance [Working Together to Improve School Attendance' \(2022\)](#)

This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10% and the guidance on mental health issues and attendance:

- [School census guidance](#)

Further guidance has been taken from:

- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](#)

All children have rights set out in the [United Nations Convention on The Rights of the Child](#):

- Article 28 — Children and young people have the right to education no matter who they are.
- Article 29 — Children and young people have the right to an education that helps their mind, body and talents develop to the full.

This policy also pays due regard to the [Equality Act \(2010\)](#).

Sixth Form attendance is recorded in line with DfE guidance, using the national attendance and absence codes to help monitor attendance and to encourage good attendance habits. The keeping of attendance data is essential for

the care of the students' academic progress and for reporting on it. It is also a welfare matter for the school to know when students are or are not on the premises.

3. Roles and responsibilities

3.1 Governors

Governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head to account for the implementation of this policy

Attendance is reported regularly to Governors and the Safeguarding Governor, in particular, has an overview of attendance and the procedures put into place for monitoring, analysis and follow up.

3.2 The Head

The Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring and addressing the attendance of individual students
- Monitoring the impact of any implemented attendance strategies

3.3 The Deputy Head Pastoral (DHP)

The DHP is responsible for:

- Promoting student attendance and punctuality across the school
- Offering a clear vision for attendance and punctuality improvement
- Evaluating attendance and punctuality expectations and processes
- Having an oversight of data analysis for attendance and punctuality
- Monitoring attendance and punctuality and devising specific strategies to address any issues identified through data analysis
- Ensuring appropriate communication with students and parents takes place to discuss attendance and/or punctuality issues
- Overseeing the delivery of targeted interventions and support for students and families

3.4 Heads of Key Stage and Heads of Year

The Heads of Key Stage and Heads of Year support the DHP in fulfilling the responsibilities listed above and are specifically responsible for:

- Promoting student attendance and punctuality expectations within their year groups
- Facilitating discussions with students and families to try to remove any barriers to attendance and/or punctuality
- Liaising with the Attendance Office about appropriate communication with parents when a student arrives late or is unexpectedly absent from school
- Delivering targeted interventions in line with the Safeguarding and Child Protection Policy and Behaviour Policy

3.4 The Attendance Officer

A member of the school office staff is designated as School Attendance Officer and is responsible for:

- Communicating with parents when a student arrives late or is unexpectedly absent from school
- Regularly monitoring and analysing attendance and punctuality data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports and reporting concerns about attendance to the Deputy Head Pastoral
- Working with pastoral staff, including the Heads of Key Stage, Heads of Year and Deputy Head Pastoral and, if appropriate, the local authority, when a student's low attendance causes concern.
- Liaising with other administrators such as the Data Officer, Pastoral Administrator and office staff to fulfil their responsibilities.

Parents are asked to contact the Attendance Officer, Mrs Jacqui Munday, with any queries about attendance.

3.5 School Office staff

School office staff work alongside the Attendance Officer to monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes:

- Monitoring emails from parents
- Taking calls from parents
- Checking for messages from parents that are recorded on the dedicated telephone absence line
- Liaising with pastoral leads when valid reasons for absence are unclear.

Should there be a question about the whereabouts of any student marked absent (i.e. no telephone message received from the parent giving a reason for the absence), then the Attendance Officer or other member of the School Office staff will contact the nominated parent as soon as possible to enquire about the reason for absence and to check that the student's whereabouts is known.

3.6 Form Tutors

Form Tutors are responsible for recording attendance on a daily basis, using the correct codes for 'present' or 'absent' according to whether a student is or is not physically present in the room. The register is a legal document and accuracy is therefore of great importance. The reasons for any absence including late arrival will be entered by the School Office. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office.

3.7 Parents

Parents are expected to:

- Make sure their child attends every day and arrives on time for 8.35 am. (It is strongly recommended that students arrive at 8.20 am in order to organise themselves for the school day.)
- Communicate with the school to report their child's absence before 9.10 am on each day of absence
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, medical and other appointments for their child are made outside of school hours.

3.8 Students

Students are expected to:

- Attend morning and afternoon registration and every timetabled session on time
- Inform their teachers by email in advance of the lesson if they are going to be absent from all or part of the lesson for any reason other than illness e.g. LAMDA music or an appointment in or out of school
- Sign out/in as appropriate at the School Office if attending school for only part of any day or if attending a music or Lamda lesson or similar session which means they cannot attend registration
- Arrange to go home during the school day (e.g. because of illness) only via the School Nurse, Healthcare practitioner, DHP or HOKS/HOY. No other member of staff can authorise a student to go home during the school day. Students should not contact home themselves to arrange to leave school early.

3.9 Admissions Registrar

The admissions registrar is expected to:

- notify the local authority of additions to the student roll during non-standard transition points.
- notify the local authority of deletions from the student roll during non-standard transition points.

4. Admissions Register

The name of a student must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the student will attend the school. For most students, the first day of attendance is the first day of the school year.

The following details are recorded for every student:

- name in full
- birth sex (unless person has a gender recognition certificate (18+ only))
- name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the student usually lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies a school that a student will live at another address, in addition or instead, the new address, the full name of the parent with whom the student will normally live in future and the date from which it is expected the student will live there, where it is reasonably practicable for the school to ascertain this information
- at least one telephone number at which the parent can be contacted in an emergency
- at least one additional telephone number to contact in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- an indication of day or boarding attendance.
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The admissions register is not a public document. The requirement to register a transgender student under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the student for all other purposes as the being of the gender with which the child identifies.

Children at Risk of Missing Education

KCSIE (2023) highlights that children being *absent* from school repeatedly and/or for prolonged periods can be a warning sign for a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Monitoring and early intervention is essential to help prevent the risks of an absent child becoming 'Missing from Education' in the future. Appendix 2 summarises the procedures for following up on absent children.

Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

The lawful grounds for removing a student from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance (2022) and Children Missing Education (2016).

School will inform the relevant local authority when students:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the student or because the student has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- have been permanently excluded.

WCC is notified when a student's name is added to/ removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

A school's right under the regulations to delete a student for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the student's whereabouts and failed. As an independent school, the right to remove a pupil student will be subject to the terms and conditions of the school/parent contract.

The duty to delete a student from a register arises as soon as the grounds for deletion are met. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

School will also inform the relevant local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

5. Attendance Register

5.1 Attendance register

An electronic attendance register is kept for all students.

The attendance register is taken at 8.40 am each school day and again at 2.05 pm to show whether each student is:

- Present;
- Attending an approved off-site educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made;
- The name and position of the person who made the amendment.

Appendix 1 shows the DfE attendance codes.

The attendance register also shows:

- Whether the absence is authorised or unauthorised;
- The nature of the activity if a student is attending an approved educational activity;
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

An additional back-up copy of the attendance register must be made either electronically or as a printed copy, not less than once a month. These back-ups/additional copies of the admission register and the attendance register must be retained for three years after the end of the school year in question.

Students must arrive in school by 8.35 am on each school day (although arrival at 8.20am is strongly recommended).

Students arriving after 9.10am are recorded as 'Absent' for the whole morning session of school, in line with government requirements. Students who register after 2.35pm are recorded as 'Absent' for the afternoon session of school.

There is no longer a requirement for independent schools to return absence data to the DfE and inspectors can no longer check a school's overall statistics, unless it has kept them for its own purposes.

5.2 Punctuality and Lateness

Students are expected to be punctual at morning and afternoon registration.

Morning registration takes place at 8.40 am. Students arriving at school after 8.40am but before the close of registration at 9.10 am are recorded as 'Late'.

The register for the second session of the day will be taken at 2.10 pm. Students who register at the office after 2.10 pm but before 2.40 pm are recorded as 'Late'.

Students arriving after 9.10am are recorded as 'Absent' for the whole morning session of school, in line with the government requirements set out in ['Working together to improve school attendance'](#).

Students who register after 2.40 pm are recorded as 'Absent' for the afternoon session of school.

Patterns of lateness are monitored and the sanctions outlined in the Behaviour Policy may be used to encourage punctuality.

5.3 Unplanned, unexpected absence

The **Unexpected Absence Form** should be used by a parent/carer to inform the school of the reason for absence **by 9.10am on each day of an unplanned absence** (e.g. for illness or a specified family emergency) or as soon as practically possible.

Absence due to illness is marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, or where absence for illness is prolonged or frequent, the school may ask the student's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unless the school feels this is necessary.

If the school is not satisfied about the authenticity of the illness or the reason given for a family emergency, the absence will be recorded as unauthorised; parents will be notified of this procedure.

The Unexpected Absence Form is located in the Parent Information tab within Parent Portal accounts. Parents are requested to telephone school or e-mail parents@kingshighwarwick.co.uk if they are unable to access the Parent Portal.

5.4 Planned, future absence

For any type of planned absence such as an appointment, the student should be out of school for the minimum amount of time necessary and authorisation will only be granted on this basis. It is the responsibility of parents to ensure that arrangements are in place to allow the student to attend school before and/or after an appointment, where timing of the appointment permits.

Students must always sign out at the Reception if they need to leave school during the day, and sign back in when they return. If a student has permission to be absent for any reason, it is their responsibility to excuse themselves and to make up the work.

The **Future Absence Request Form on My School Portal** is used **only** for:

- **Medical and Dental Appointments**
These should be made out of school hours where possible.
- **External Co-Curricular Examinations**
External examinations in music and driving tests etc. Please note that driving lessons are not permitted in school time.

The **University Visit Absence Request Form on My School Portal** should be used to request permission for students to attend interviews, offer holder days, open days etc. Please upload the invitation that the student has received from the university so that the absence can be automatically authorised. Please note that families should prioritise open days that take place on Saturdays or in the holidays over those that take place in school time and a **maximum of three school days** across the UCAS cycle are allowed for attendance for Open Days. We will endeavour to find suitable space in school for online university interviews or can alternatively authorise a short period of absence (likely to be a maximum of half a day) for students who may prefer to do online interviews privately at home.

These absence request forms must be submitted **in advance of the day of absence to allow time for the request to be considered.** Otherwise, the absence for the appointment will be recorded as unauthorised.

Parents are requested to telephone school or e-mail parents@kingshighwarwick.co.uk if they are unable to access the Parent Portal.

Other Future Absence Requests

The Government document '[Working together to improve attendance](#)' states:

- *Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request;*
- *If a leave of absence is granted, it is for the headteacher to determine the length of the time the student can be away from school;*
- *As headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.*

Permission from the Head for types of absence other than medical, dental, external examinations or university visits (see above) must be emailed, well in advance, to the Head's PA:

s.norton@kingshighwarwick.co.uk. Only the Head can authorise leave of absence for exceptional circumstances. Such requests should **not** be made on My School Portal.

Further information about authorisation of absence is given in Section 6.1: Approval for term-time absence.

5.5 Following up unexplained absence

Where any student expected to attend school does not attend, or stops attending, without reason, the school will:

- contact the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police
- identify whether the absence is approved or not
- identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- contact the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

5.6 Reporting to parents

Parents are regularly informed about attendance statistics on full and grade reports. In addition, parents can log in to the school portal and under the 'My Children' tab, view their child's attendance statistics on a daily basis. Where attendance is low, parents are contacted and a support plan is put in place where appropriate. 'Early Help' may be used in the support plan.

5.7 Lesson attendance

Teachers are expected to register attendance at the start of each lesson. Students are expected to email in advance if they are going to miss a lesson or part of a lessons for any reason other than illness. The teacher should notify the School Office **immediately**, via the 'Student Alert' system, if a student is unexpectedly not in a lesson and their whereabouts is unknown.

The School Office will check that the student:

- does not have a music lesson or LAMDA lesson;
- is not with the school nurse or other pastoral staff;
- is not away on an official school excursion or undertaking another "visit" for that day eg visiting a university;
- has not gone home due to illness or appointment.

If the student is still unaccounted for, the 'Student Alert' system will operate and designated staff will search for the student in school. The parents or the 'emergency contact' will be telephoned by the School Nurse, or someone in the school office if the student has not been located. If the parents say that the student should be in school, further checks will be made.

If the student still remains unaccounted for, then the Deputy Head (Pastoral) should inform the Head and keep the parents informed. The fire alarm may be sounded.

If the parents are contactable, they should be given the option as to whether the police should be contacted. If the parents are not contactable then the school may ring the police if it thinks it is appropriate so to do.

The Deputy Head (Pastoral) should remain as point of contact between the police and the school. The Head should be kept informed of progress.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Head will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. Leave of absence, including the length of time authorised, is granted at the Head's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated. The Head may require evidence to support any request for leave of absence.

'Exceptional circumstances' which *may on occasion* be considered for **authorised leave of absence** include:

- Illness
- Medical/dental appointments which have been requested in advance (unless emergency)
- Religious observance – where the day is exclusively set apart for religious observance by the **religious body** to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Study leave period for Year 11 and Year 13 students during the public examination season. Provision will be made for students wishing to attend school during this period.
- **Sixth Form Study Afternoons:** Students may be granted permission to study at home on chosen afternoons in Upper Sixth and from the Spring Term in Lower Sixth, provided they have no lessons or school commitments the same afternoon. Owing to Friday Afternoon Activities this is only possible from Monday to Thursday. Parents are required to sign a form to indicate their consent of the student's request and to accept responsibility for the student's learning and safeguarding during the afternoon. The Sixth Form team will approve requests where the student's school attendance and punctuality show a strong level of commitment to their learning.

This privilege may be removed if the student is not meeting school commitments, including meeting high attendance expectations in the Sixth Form.

Where study at home is permitted, if afternoon registration is missed, this is recorded as an authorised absence using code \$ (study leave outside of the public examination period) and the impact this has on attendance data is recognised in analysis of figures. A student studying at home once per week over a registration period would have a maximum attendance of 90%. Study at home during public examination periods for Upper Sixth students is recorded with code \$.

- Participation in a performance - a licence or Body of Persons Approval (BOPA) is usually required
- Participation in a high level co-curricular activity such as a national competition
- Temporary part-time timetable - in very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs eg. where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- Holidays in **very exceptional circumstances** – termtime holidays are strongly discouraged and parents are asked never to take their child out of school for holidays, except in the most exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a student can be absent from school. A leave of absence is granted entirely at the headteacher's discretion 10 days is the maximum.

6.2 Unauthorised absence

The following are examples of where absence is recorded as unauthorised:

- when appointments and holidays have not been authorised in advance
- holidays/ exceptional absences in excess of the period of time agreed in advance
- arrival at school after 9.10 am without a valid reason or authorisation
- unexplained absences or absence without a valid reason

6.3 Attendance at an approved off-site educational activity

An approved educational activity is where a student is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision. Students can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. For purposes of registration and safeguarding, the school is notified by both the parent and the provider of the activity if a student is absent.

7. Strategies for promoting attendance

The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to students, parents, staff and governors;

- SLT regular analysis of data and appropriate response initiated to any patterns of concern;
- Pastoral staff liaise with families to understand attendance issues; .
- Liaison with a student's family to help remove any barriers to improving attendance;
- Phased attendance plans made with student input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps;
- Internal Early Help support used when attendance becomes a concern;
- Children's Services support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues;
- Home visits or virtual meetings may be organised;
- Phased return may be used after a prolonged period of absence.

Absence of more than 5 days

Where a student has been absent for 5 consecutive days, the Attendance Officer or administrative staff liaise with the pastoral leads (DHP, HOKS or HOY) to determine whether a courtesy call is appropriate to offer support, discuss the absence and likely date for the return to school. The procedures outlined in Appendix 2 should be followed. If there are significant safeguarding concerns at any time, efforts should be made to have 'eyes on' the student at the earliest opportunity unless they are known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

Absence of more than 10 days

The procedures outlined in Appendix 2 should continue to be followed.

As a general rule, staff should make every attempt to have 'eyes on' a student **every 10 school days** (not including weekends or holidays) during a period of absence, unless the student is known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

Absence of more than 15 days

In the document [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) it is stated:

"Schools should inform the LA where pupils are likely to miss more than 15 days, and work with the family to provide educational provision whilst determining with the LA whether alternative provision should be provided under section 19 of the Education Act 1996, as outlined in statutory guidance. "

Warwickshire Attendance Service (WAS) can be consulted on 01926 413777 or at was@warwickshire.gov.uk

Provision of education at home may include use of worksheets and textbooks, lesson resources on OneNote, Teams sessions with school staff, videos, online or home tutoring from school staff.

The Access to Education Team 01926 736323 ehe@warwickshire.gov.uk can provide further advice and a referral to the Flexible Learning Team may be made if appropriate - [Warwickshire Flexible Learning Team \(warwickshire-flt.org.uk\)](http://warwickshire-flt.org.uk)

Meetings and home visits

An in-person meeting will best allow staff to assess the safety and wellbeing of the young person but a virtual meeting may be appropriate in some situations. The decision to meet in-person or virtually should be made in discussion with the Deputy Head Pastoral and, if appropriate, the Head of Learning Support.

Prior to a home visit

- The purpose of the visit and level of risk should be discussed between DSLs. The Deputy Head Pastoral will take level of risk into account when deciding whether to grant permission for the visit to go ahead. Police support may be considered. No fewer than two staff should attend any initial home visit. Insurance arrangements for use of a car and to cover staff when out of school are in place. When signing out, the home visit staff will inform Reception of their proposed time of return and contact number. The family may be informed of the visit or an unannounced 'spot check' may be organised.

During the visit

- Staff should only enter the house with consent of a parent. They should carry a phone and ensure they are close to exit points at all times. Staff should check on the welfare of the student. If staff cannot be contacted by Reception after they are expected to be back in school, Reception will alert the Deputy Head Pastoral abd/or the Head who will decide if the Police should be called to assist.

After the visit

- A record should be made that the visit took place with a note about the welfare of the student.

If the absence continues beyond the initial meeting, a discussion with the DHP will take place regarding future steps which will depend on the nature of the absence:

- if the reason for absence is Social, Emotional and Mental Health (SEMH) in nature, future support will be led by the Head of Learning Support
- if the reason for absence is not SEMH in nature, the pastoral team will coordinate the support plan which will be regularly reviewed. This will consider, among other things, if a medical note is required or if ongoing visits are necessary given the individual circumstances.
- if it is decided that further home visits are required, it may be decided, in discussion with the DHP, that only one member of staff need attend.

8. Attendance monitoring

8.1 Monitoring overall attendance

- Form tutors and the Attendance Officer monitor daily attendance and are encouraged to flag up any concerns weekly to the Heads of Year to allow early intervention.
- The Deputy Head Pastoral and Heads of Key Stage monitor attendance and absence data half-termly, termly and yearly across the school, within year groups and at an individual student level. They identify any particular groups of students or individual students whose absences may be a cause for concern.
- Attendance data is reported as part of regular data drops for each year group.
- Attendance data is shared with the Senior Leadership Team and with Governors. Benchmarking against [national statistics](#) may form part of the shared data

8.2 Analysing attendance

The School:

- Analyses attendance and absence data regularly to identify students or cohorts that need additional support with their attendance.
- Looks at historic and emerging patterns of attendance and absence

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Heads of Key Stage, Heads of Year and other school leaders, to facilitate discussions with students and families to try to remove any barriers to attendance;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

8.4 Reducing persistent and severe absence

The Government defines persistent absence to be where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of students who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;
- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.
- Consider that persistent absence may indicate a safeguarding concern and take appropriate steps to investigate and act if necessary.

9. Monitoring arrangements

This policy will be reviewed at least annually by the DHP as guidance from the local authority or DfE is updated.

9. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

Appendix 1: Registration Codes

The following codes are taken from the DfE's guidance on school attendance:

Attendance:

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances. This includes authorised study at home granted for Sixth Form students outside the public examinations window.
E	Excluded	Student has been excluded but no alternative provision has been made

H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school

The internal code **\$** is used to denote approved study leave for Sixth Form students (both within and beyond the public examination period) and for Year 11 study leave which falls *outside* the public examination period.

Unauthorised Absence:

G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed at 9.10 am or 2.35

Dual Registration Code D:

The law allows for a pupil to be registered at more than one school. Code D is used to indicate that the pupil was not expected to attend King's High on that day because they were scheduled to attend the other school at which they are registered e.g. hospital school. Code D is not included in the attendance or absence data.

Appendix 2: Procedures for addressing longer term absence



