KING'S HOUSE SCHOOL

RICHMOND

ATTENDANCE POLICY

Member of staff responsible:	Head
Date of policy review:	September 2026
Date of next review:	September 2027
Approved by Governors:	September 2026

This policy applies to the whole school including EYFS and is available on the School's website. This policy should be read alongside the School's Safeguarding Children Policy, Pupil Behaviour, Discipline and Exclusions Policy and Parent Contract.

This policy has been prepared to meet the School's responsibilities under: Education (Independent School Standards) Regulations 2014; EYFS statutory framework for group and school-based providers (DfE, September 2026); Education and Skills Act 2008; Children Act 1989; Childcare Act 2006; Sponsorship Duties (UKVI, July 2023); The School Attendance (Pupil Registration) (England) Regulations 2024; Equality Act 2010; and Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

The Senior Attendance Lead at King's House School is: **Georgie Richards, Pastoral Lead (Attendance and Trips & Outings).**

INTRODUCTION

King's House School aspires to high levels of attendance and punctuality from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. A child being absent from school, particularly repeatedly and/or for prolonged periods can act as a vital warning sign of a range of safeguarding possibilities. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

In building a culture of good school attendance, the School recognises:

- The interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and/or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils.
- The importance of setting high expectations for the attendance and punctuality of all pupils and communicating these effectively to pupils and Parents.
- That attendance is a continuous process requiring revision and updating of messages, processes and strategies.

The purpose of this policy is to:

- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Ensure that every pupil is able to benefit from and make their full contribution to school life.
- Prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence.
- Recognise the links between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding.

1. THE SCHOOL'S RESPONSIBILITIES

King's House School is committed to providing a safe and supportive environment where all pupils feel keen and ready to learn. The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and communicating those expectations to pupils and Parents.

The School will:

- provide information and resources to support attendance, including guidance on illness-related absence;
- contact parents promptly where attendance concerns arise;
- seek to understand and address barriers to attendance before concerns become entrenched; and
- keep attendance information under regular review and share concerns with parents where appropriate.

The School recognises that effective attendance is most likely to be achieved where the School and families work in partnership to identify and address barriers to attendance at an early stage.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers will be kept electronically.

1.1 Staff responsibilities

1.1.1 The Senior Attendance Lead is a senior member of staff who has the overall responsibility for championing and improving attendance in school.

The SAL's responsibilities are:

- To set a clear vision for improving attendance in school.
- To establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff.
- To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.
- To have oversight of and analyse attendance data.
- To communicate clear messages on the importance of attendance to pupils and Parents.

1.1.2 Staff with specific responsibilities for attendance:

Form teachers, class teachers and administration staff have day to day responsibility for monitoring and promoting good attendance and punctuality. They:

- Have a formal routine for registers being taken accurately each morning and lunchtime.
- Record all absences and late arrivals promptly and accurately using the processes specified.
- Make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the School.

- Look for trends or patterns in a pupil's attendance and inform the SAL of concerns.
- Deal with lateness to lessons consistently and promptly.
- Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies.
- Discuss non-attendance and/or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

1.1.3 All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents.

1.1.4 Training

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. This will include all staff understanding:

- The importance of good attendance and that absence is almost always a symptom of wider circumstances.
- The School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- The law and requirements of schools including on the keeping of registers.
- The process for working with other partners to provide more intensive support to pupils who need it.
- The necessary skills to interpret and analyse attendance data; and
- Any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

1.2 Monitoring attendance

The School monitors and records data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law.

Attendance and absence of pupils is recorded twice daily using the national attendance and absence codes set out in the School Attendance (Pupil Registration) (England) (Regulations) 2024.

The School will undertake regular data analysis to identify patterns of poor attendance and provide additional support to pupils or pupil cohorts that need it. Where a pupil's attendance falls below 90%, a letter will be sent home to parents/carers, where this level of attendance gives cause for concern, to inform them and encourage improvement. Such analysis includes:

- Monitoring and analysing weekly attendance patterns and trends, providing support in a targeted way to pupils and families.
- Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the Head of Learning Development (SENCO) and Designated Safeguarding Lead).
- Undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases.
- Conduct analysis of data at key points each term to identify patterns and trends.
- Benchmarking attendance data at the whole school, year group and cohort levels to identify areas of focus for improvement.
- Devising specific strategies to address areas of poor attendance identified through data.
- Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented.
- Providing data and reports to the Board of Governors to support its work.

1.3 Recording and Reporting absence

Absence will be recorded in accordance with the national absence codes relating to leaves of absence; other authorised reasons; unable to attend school because of unavoidable cause and unauthorised absence.

Authorised absence means that the School has given approval for the pupil to be absent in accordance with the national absence codes.

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances i.e. one off events which are unavoidable, which should be made in writing to the Head. The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request. Authorised absences in exceptional circumstances will only be granted for as long as necessary and not extended periods. Exceptional circumstances may include:

- Death of a close relative
- Attendance at a funeral
- Visitation of a seriously ill relative

The unauthorised absence code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for unable to attend due to an exceptional circumstance is not appropriate.

It is compulsory to follow up with unexplained absences for pupils in the Nursery for safeguarding purposes.

Unauthorised absence in the Junior and Senior Departments is followed up by a phone call home from the Junior/Main school office on the day of absence by 10am. Should a child be absent for a

prolonged period, this will be referred to the Senior Management Team who will contact the parents.

The School has a statutory obligation to report if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. The School must also report absences for illness of 15 days, consecutively or cumulatively. Parents will be notified when a child is reaching that threshold.

A child being absent from school, particularly repeatedly and/or for prolonged periods can act as a vital warning sign of a range of safeguarding possibilities. Should a child be absent for 10 days, either authorised or unauthorised, the School will arrange a face to face safeguarding check. Action will also be taken in accordance with the Missing child policy and Safeguarding children policy if any absence of a pupil from the School gives rise to a concern about their welfare.

2. THE PARENT'S RESPONSIBILITIES

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.

This means pupils 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.

The School expects all Parents to:

- Ensure their child attends School in time for registration each day:
    - Morning registration is between 8.35 am and 9:05 am.
    - Afternoon registration is between 1:45 pm and 2:15 pm.
    - Once the morning registers have closed, pupils arriving after 9.05 am will be marked as late. Any pupil arriving after 10am will be marked as absent for the morning session.
    - Notify the School of any absence or delay as soon as reasonably possible, and by 9am at the latest, and when doing so, give an accurate explanation for this.
    - When a pupil is absent an email should be sent to absence@kingshouseschool.org or to the relevant department.
    - For the Senior Department, this should be done by phoning 020 8940 1878 or emailing bullough.j@kingshouseschool.org
    - For the Junior Department, this should be done by phoning 020 8940 7015 or emailing juniordepartment@kingshouseschool.org
    - For the Nursery, this should be done by phoning 020 8948 5655 or emailing nursery@kingshouseschool.org
    - Parents can also notify the School using My School Portal.
- Book any medical or dental appointments around the school day where possible.
- Make any application for an authorised leave of absence at the earliest opportunity to the Head.

- Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

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.

3. THE PUPIL'S RESPONSIBILITIES

The School has high expectations of pupils as to their attendance and has systems in place to manage poor attendance.

Pupils should:

- Attend school when they are fit and well.
- Attend all timetabled lessons on time throughout the school day.
- Not leave a lesson or the School site without permission or otherwise in accordance with School rules.

Failure to attend school regularly or punctually, failing to attend registration without good reason, or leaving the School without permission, constitutes a breach of the School's Pupil Behaviour, Discipline and Exclusions Policy and may lead to formal disciplinary action being taken.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Teachers in the first instance. Pupils are entitled to expect this information to be managed sensitively.

4. FACILITATING SUPPORT

Absence is almost always a symptom of wider circumstances. The School recognises the importance of working in partnership with families to help them access the support they need to overcome the barriers to attendance within and outside of school. The School and all partners will work together to support pupils and parents to access any support they may need.

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to put the right support in place, including:

- Meeting with pupils at risk of persistent or severe absence and their parents to understand barriers to being in school and agreeing actions or interventions to address them such as referrals to services and organisations that can provide support.
- Making reasonable adjustments where a pupil has a disability that may affect their ability to attend school.
- Working with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities.

- Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.
- Providing strategies and support for pupils with any social, emotional or mental health issue that is affecting their attendance.
- Helping families access early help support where absence may be a symptom of wider issues.
- Making a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

5. INFORMATION SHARING

The admission and attendance registers are kept electronically and retained by the School for six years as stated by law. Personal information on admission and attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School works with local authorities and other local partners to share data on individual cases where it is of benefit to a pupil. Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts. These officers are also permitted to take digital or physical extracts of the School's registers.

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns.
- Attendance returns.
- Sickness returns.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE.

6. RECORD KEEPING AND CONFIDENTIALITY

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.