



KING'S COLLEGE SCHOOL  
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## Attendance & Registration Policy

### Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. King's College fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher at our school works together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

### Aims and Objectives

This attendance policy ensures that all staff in our school are fully aware of and clear about the actions necessary to promote good attendance.

#### **Through this policy we aim to:**

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Pre-Nursery, Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents and staff so that all pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.



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- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils and staff on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality
- All staff should be aware that they must raise any attendance or punctuality concerns to the Head of School.



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## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### ***Class teacher / Tutor Class teachers / Tutors and Heads of Year are responsible for:***

- Taking the register and using the appropriate codes on ISAMS
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Contacting parents of absent children where no contact has been made.
- Informing the Head of Year/Head of School where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

### ***Head of School is responsible for:***

- Overall monitoring of school attendance
- Trends in absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.



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**Administrative staff Staff in the School Office are responsible for:**

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Recording details of children who arrive late or go home

**Parents Parents/Carers are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time.
- Making requests for authorised absence in term time, only if absolutely necessary. A form must be completed and sent to the Headteacher.
- Talking to the school as soon as possible about any child's reluctance to come to school
- so that problems can be quickly identified and dealt with.

**Registration**

- Each class teacher/tutor has the responsibility for keeping an accurate record of attendance.
- Any pupil who is absent must be recorded at the beginning of the morning and afternoon session in Primary and in every lesson in Secondary.
- The attendance register must be completed by the class teacher/tutor by 9.25am (whole school).
- During Secondary lessons the register should be taken within the first 15 minutes of the lesson. An automated email is sent to the parents of any child who is absent from school without an authorisation from the parents.

**Lateness**

Once the registers are closed at 9:25, any pupil who arrives will be marked as late in the attendance record. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.25am will have the absence recorded as a medical absence.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.



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Where there have been persistent incidents of lateness parents/carers will be contacted advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### ***Absences***

Parents/carers should contact the school on the first morning of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded on the computer and it is therefore important that we receive accurate information from parents with reasons for the child's absence. Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence. When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

### ***Addressing Attendance Concerns***

The school expects attendance of at least 95%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher to support good attendance and to identify and address attendance concerns promptly. It is the responsibility of parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.



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## Kings' College Attendance Procedures

Pupils in King's College are expected to attend 190 days of school in any academic school year. It is a legal requirement for all schools to register their pupils each day to meet compliance regulations. The safeguarding of pupils is of the highest priority and it is the responsibility of each class teacher to ensure that the whereabouts of pupils is known at all times.

### **Reporting an Absence**

It is the responsibility of parents and carers to ensure their child attends school.

- ✓ All absences from school must be reported in a timely manner to the Attendance Secretary using the Leave Request function on the Parent Portal with a valid reason for absence.
- ✓ All holiday requests must be made to the relevant Head of Section (Primary or Secondary) using the Leave Request function on the Parent Portal.

### **Morning Registration**

Tutors are responsible for the registration of pupils in their care on arrival to school. All pupils in the Primary School will be registered twice per day at morning and afternoon registration. Pupils in the Secondary School will be registered at each change of lesson including morning registration.

- ✓ All registers must be completed between 09:15 and 09:25
- ✓ The attendance officer will chase any missing AM registers.
- ✓ The attendance officer will input all absence notifications to iSAMs.
- ✓ All "N" coded pupils identified and absence alert sent to parents.
- ✓ Any remaining "N" coded pupil names to be sent to HOYs for followup.

### **Lesson Registration (Secondary)**

- ✓ All classroom teachers are responsible for the correct registration of pupils each lesson.
- ✓ Registers must be completed in the first 15 minutes of the lesson.
- ✓ Pupils present should be marked with "/" code.
- ✓ Pupils attending online should be marked with "@" code.
- ✓ Pupils who arrive late should be marked with "L" code and the number of minutes.
- ✓ Absent students should be marked with "N" code and an "Alert" sent to key staff including, Reception, Nurse, Boarding Parent, Heads of Year (if they are marked present in previous periods)



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- ✓ Reception (First Responder) to alert "OnCall" staff on duty
- ✓ "OnCall" staff to locate pupil and return them to lesson or to the safeguarding team checking the Patio, 6th Form Centre, Bathrooms, Library, BehindTenbury House, Carpark & Carpark Toilets
- ✓ "OnCall" staff complete Google form with actions taken.
- ✓ Pupils less than 30 minutes late are set a sanction by Teacher/Head of Department.
- ✓ Pupils more than 30 minutes late are set and afterschool detention by Head of Year.

	Monday	Tuesday	Wednesday	Thursday	Friday
09:15 - 10:25					
10:25 - 11:25					
11:45 - 12:45					
12:45 - 13:45					
14:45 - 15:40					
15:40 - 16:35					

**Attendance Monitoring**

- Each Head of Year is responsible for the monitoring of pupils' attendance in their year group supported by the attendance team and Head of School.
- Daily attendance report sent to HOY and Head of School
- Weekly cumulative attendance data sent to the Head of School and actions agreed through HOY weekly meetings.
- Monthly attendance meeting including Head of Secondary, Heads of School, IB Coordinator, DSL, Attendance Secretary to discuss pupils of concern.
- Actions agreed through the attendance panel and communicated to HOY.

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## ANNEX: Attendance Letters

### ATTENDANCE Letter 1

Date: .....

Dear Parent,

Pupil Name: ..... Number of Days of Absence .....

I am writing to alert you to my concerns regarding your child's current level of attendance. The school policy identifies that attendance below 95% is a concern. It is important to a student's learning that they are in school every day and attending every lesson. The content of every lesson is important to a student's understanding and development.

I would encourage you to discuss this issue with your child and make every effort to ensure they are in school every day. Periods of absence will prove detrimental to your child's attainment this year and in future years. Continued attendance of 95% would mean your son or daughter would miss approximately one weeks' education over the academic year.

Whilst occasional absence due to illness or other unexpected situation is sometimes unavoidable, If your son/daughter's attendance level continues to fall below the 95% level they will be referred to the Head of Year who will look at administering appropriate sanctions.

Thank you for your support with this matter. Regards

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Attendance Secretary





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## **ATTENDANCE Letter 2**

Date: .....

Dear Parent,

Pupil Name: ..... Number of Days of Absence .....

I am writing to express our ongoing concerns regarding your child's attendance levels as it has now dropped below 90%.

Your son/daughter is regularly absent from school and this has been discussed with them on more than one occasion. The attendance secretary or I have written to you in the past but since then attendance has continued to cause us concern.

The school is committed to a positive policy of encouraging attendance amongst its pupils but it is incumbent upon pupils being in school and in their lessons. My concern is that your child's attendance is now at a level that could negatively impact upon their current academic performance and future potential. Continued attendance of 90% would mean your son or daughter would miss approximately four weeks' education over the academic year.

I have discussed this issue with your son/daughter and hope they now understand the importance of attending school. I would like to invite you into school to discuss this important issue and to work together to improve attendance to school.

If you would like to discuss this matter with me then please do not hesitate to get in touch. Thank you for your support.

Regards

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Head of Year



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### **ATTENDANCE Letter 3**

Date: .....

Dear Parent,

Pupil Name: ..... Number of Days of Absence .....

I am writing to express our ongoing concerns regarding your child's attendance levels as it has now dropped below 85%.

Your son/daughter is regularly absent from school and this has been discussed with them on more than one occasion. His/her form tutor or I have written to you in the past but since then attendance has continued to cause us concern.

The school is committed to a positive policy of encouraging attendance amongst its pupils but it is incumbent upon pupils being in school and in their lessons. My concern is that your child's attendance is now at level that could negatively impact upon their current academic performance and future potential. Continued attendance of less than 85% would mean your son or daughter would miss more than one day every fortnight or approximately six weeks of school over the academic year.

I have discussed this issue with your son/daughter and hope they now understand the importance of attending school. I would like to invite you into school to discuss this important issue and to work together to improve attendance to school.

Please can you contact the school with your availability to attend a meeting. Thank you for your support.

Regards,

Mr David Murphy, Head of Secondary



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**ATTENDANCE Letter 4**

Date: .....

Dear Parent,

Pupil Name: ..... Number of Days of Absence .....

I am writing to inform you that further to the letters from your child's Form Tutor and Year Leader's high number of absences continue to be a serious concern. As your child's attendance has fallen below 80% this is an issue that has now been brought to my attention.

As was mentioned in previous correspondence, any absence from school can negatively impact upon a student's learning and attainment. Continued attendance of 80% would mean your son or daughter would miss approximately one day a week or the equivalent of 2 months of education over the academic year.

It is incumbent upon parents or guardians of compulsory school age children to ensure that their children receive efficient, full-time education by ensuring they attend school. If your child is no longer of compulsory school age it is part of our terms and conditions of acceptance that your child attends school on a full-time basis.

As this is currently not happening, I have asked the office to contact you to arrange an urgent appointment to meet with me so we can discuss the situation and how it can be resolved before I am forced to refer this matter on to the authorities as is our duty under Spanish law.

Regards

Mr David Murphy, Head of Secondary