



KEW COLLEGE PREP

Attendance and Registration Policy

This policy applies to the whole school including the EYFS

This policy is written with due regard to the following:

Keeping Children Safe in Education (KCSIE) (Sept 2024)

Working together to improve School Attendance (DfE, 2024)

School Attendance Parental Responsibility Measures (DfE, 2023)

Independent Schools' Inspectorate (ISI) guidance

Advice published by the Richmond Local Education Authority (LEA), regarding School attendance, which can be found on the richmond.gov website.

DfE guidance School attendance responsibility measures (2015)

"Children Missing Education Policy and Procedures" Achieving for Children July 2021

See also the School's policies as follows:

Safeguarding and Child Protection Policy, Staff Guide to School Procedures, Staff Code of Conduct, Missing Child Procedure, Parent Handbook, Record Retention Policy

Definitions or abbreviations used in this policy

DfE: Department for Education

DSL: Designated Safeguarding Lead

EWS: Education Welfare Services

EYFS: Early Years Foundation Stage

KCSIE: Keeping Children Safe in Education

The School: Kew College Prep

At Kew College Prep

DSL: Robyn Hodgson

Deputy DSL and Head: Jane Bond

Deputy DSL Early Years: Selbi Fryer

Kew College Prep pupils should make the greatest effort to attend School regularly and arrive punctually. Holidays must not be taken in term time.

1. Policy Statement

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Poor attendance can negatively affect personal and social development among pupils. A child going missing from school is a

potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Excellent pupil attendance is essential for effective learning and high levels of positive wellbeing. Persistent lateness or absence causes gaps in learning and inevitable anxiety in the child.

2. Policy Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School:

- Procedures and lines of responsibility within the School are clear as regards:
 - Attendance and registration
 - Authorisation and clearance of absence and lateness
- Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance
- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.
- The School fulfils its responsibility to notify the local authority when pupil register or deregister outside standard transition times.

3. Responsibilities of Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and to any special education needs they may have. This means their child must attend every day that School is open, except in a small number of allowable circumstances such as being too ill to attend or having permission for an absence in advance from the School.

Parents are responsible for informing the School on any occasion/day when their child is unable to attend due to illness, or a medical appointment, providing the reason for non-attendance. This should be done:

- Contacting the School Office as far as possible in advance and by the very latest by 8.15am on the morning of absence
- Emailing absence@kewcollegeprep.com
- Using Schoolbase to request an absence in advance

Parents should only request a leave of absence for their child in **exceptional circumstances** (for instance, attending a funeral, important religious observance, elective surgery, or involvement in a national extracurricular competition). Such a request must be made via Schoolbase ideally at least a week in advance of the proposed date(s) of absence. The Head will confirm whether the circumstances meet the definition of ‘exceptional circumstances’ for which leave of absence may be granted by the School.

Where a child has missed five consecutive days due to illness, or where there is a recurrent pattern of absence due to ill-health, parents may be asked to produce a doctor's note to support the reason for their child's ongoing absence. As far as possible, parents should book medical and dental appointments outside of the school day/term.

When parents/guardians are to be away from home overnight during term, they are required in the contract with the School to inform us of the name and contact number for a temporary guardian. This information should be provided to the Head.

Parents are expected to work together with the school to help understand and overcome any barriers to their child's attendance and to proactively engage with any support offered on behalf of the School or local authority to avoid the need for more formal support.

Where parents fail to ensure regular attendance and have not engaged with support services or voluntary measures such as a Parenting Contract, the local authority may need to be notified and become involved.

4. Responsibilities of the School

The School holds a number of responsibilities regarding pupil attendance. It must:

- Develop and maintain a whole-school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence
- Regularly monitor and analyse attendance and absence data to identify pupils that require support with their attendance and put effective strategies in place
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Share information and work together with other partners in the area, such as local authorities, when absence is at risk of becoming persistent or severe
- The Head will be informed if a teacher notices a pattern of absences.

5. Addressing Persistent or Severe Absence

The School will seek to reduce severe or persistent absence. The School's strategy when doing so is founded upon the understanding that the child's welfare is paramount, and that respectful and positive relationships between home and School will be the foundation of good attendance. Wider support from local authority and other partners will be sought where necessary.

In seeking to address concerning absence, the School will:

- Make informal contact with parents to discuss the matter and offer suitable support. These may include welfare or mental health support or mentoring.
- The school will encourage parents to send their child into school with very minor ailments as these are not usually a barrier to effective learning.
- Consider an Attendance Plan to help support the child's attendance

The School will record and evaluate the success of interventions at each stage.

6. Request for absence - parental procedure

Short notice

- If the absence is with short notice, parents are asked to telephone (0208 940 2039 Option 1) or email the School office (absence@kewcollegeprep.com) as soon as possible and before 8.30am.

All other requests

- All other requests for absence (whether for a medical appointment, to attend a family wedding, to visit another school etc), should be made by parents through SchoolBase online <https://SchoolBase.online/Logon?DName=kew> ideally at least a week in advance of the proposed date(s) of absence.
- These will be authorised or otherwise by the Head and prepopulated. Staff will then be notified of the absence by the Head's PA or through the School Office.
- If staff receive absence requests directly from parents, they must please forward them immediately to absence@kewcollegeprep.com, irrespective of the reason for absence.
- Medical and other routine appointments should wherever possible be made in school holidays or after school.

School may authorise an absence if:

- the child is too ill to attend, and the school accepts this as valid (although if the child is off for long periods the school might ask for proof from the doctor);
- the parent has sought the advance permission of the school e.g. for a religious observation;

- the child has an emergency medical or dental appointment;
- the child is involved in an off-site educational programme;
- the child has been excluded;
- the child has an off-site examination;
- the child is visiting a senior school; or
- exceptional circumstances – at Head’s discretion

Absence will not be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- most family holidays and events;
- when the School does not agree that absence should be authorised;
- where the School has reason to suspect that the reason for absence is not genuine.

Unauthorised absence is recorded on the pupil’s attendance record.

7. Signing in and out at Reception during the School Day

- If pupils need to sign out, before the end of the school day for eg. medical/dental appointments, their parents must notify the school as outlined above. Relevant staff will be notified via email. Before pupils leave School, they must sign out at the main reception.
- Pupils returning from an authorised absence should sign back in at the main reception immediately on arrival.
- Pupils who have lessons outside School must be instructed to sign in on arrival at School and admin staff will enter the appropriate registration code onto the electronic register on SchoolBase.

Children Missing School

- The Head and DSL should be informed if a teacher notices a pattern of absences.
- This will be investigated accordingly and if deemed appropriate, the local authority will be informed.

Approved by:	Reviewed by:
Name: Jane Bond	Name: Robyn Hodgson
Title: Head	Title: DSL
Date: 6 Sept 2024	Date: 06 Sept 2024