KS Attendance Policy

Attendance registers at Knightsbridge School are maintained in accordance with the DfE Guidance: *Working Together to Improve School Attendance 2024*, *Children Missing Education* 2025 and *The Education Act 1996 and School Attendance* (Pupil Registration) (England). Regulations 2024.
The attendance register is relevant to all day pupils of compulsory school age. In the interests of welfare, health and safety, pastoral care and educational benefit, attendance registers are maintained in the same way for pupils in EYFS who are younger than compulsory school age. This policy also takes account of the DfE research '*The link between attendance and attainment in an assessment year*', March 2025.
This policy and the procedures therein work in conjunction with our Safeguarding: Child Protection and Supervision of Pupils policy.

The law entitles every child of compulsory school age to a 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 either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child 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 from the school (such as a bereavement, an unavoidable medical appointment or an assessment for a future school).
This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.
At Knightsbridge School, all pupils, including those in the EYFS, are expected to begin and end term on the published dates.
The school publishes term dates well in advance and parents are required to ensure all events (such as appointments or family holidays) coincide with the school holidays.

Children are expected to arrive at school punctually and to remain in school until the published end of the school day.

Holidays

Holidays should not be taken during term time since even minor absences can have a significant effect on a child's education, including at the start and finish of each term. Regular attendance is an essential part of school life and enables routines to become embedded and pupils to make the most of the opportunities and learning available.

In addition, pupils missing just 10 days of year 6 reduced the likelihood of reaching the expected standard by around 25%. A similar trend is observed in outcomes at Year 11 where missing just 10 days of year 11 teaching reduced the likelihood of achieving grade 5 in English and Maths by around 50% (DfE 2025).

Please note that the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Request for Future Absence

A request for absence must be submitted to, and agreed by, the Head at: requestforabsence@knightsbridgeschool.com **at least two weeks** in advance; it is likely to be refused in all but the most special circumstances. Without this permission the daily register will be marked with the relevant code and the absence will be recorded as 'unauthorised'. Such absences will be reported as unauthorised in the school's annual return to the Department of Education: this may be viewed as truancy. Attendance figures below 90% will be followed up and may be reported to the RBK&C Educational Welfare Officer.

Medical Appointments, e.g. dentist, doctor

Wherever possible, routine medical treatment (e.g. an appointment at the dentist) should be arranged out of school time. All requests for future absence, e.g. unavoidable term time medical appointments, future school interviews/visits etc. should be made by email to requestforabsence@knightsbridgeschool.com and the child's class or form teacher. This absence can, again, only be agreed by the Head.

It is important to state clearly the child's name, class, the dates (and times, if only part of a day) and detailed reason for absence. This will be held on file. Parents will receive an email in response to indicate whether permission is granted. For security reasons, these will be sent from the email address we have on file (i.e. to which we email the Friday email). Where no request is made ahead of an absence parents should expect the school to follow up with a call to clarify the reason for absence.

Late Arrivals

If a child does not arrive in time for normal registration, he/she must be registered as present at the Reception Desk, immediately on arrival at school. Lateness will normally be followed up within 30 minutes of the close of registers.

Failure to follow this procedure will signify a missed registration, prompting a call to the parent from the member of the school admin team, who is obliged to follow up, each morning, any children who has failed to register.

Persistent or Frequent Absence

The school has an obligation to work with parents/carers to ensure that attendance is good. The school will seek to work collaboratively with parents to remove any in-school barriers to attendance. Where there are concerns about engagement or persistent absence the school will meet with parents to discuss reasons for absence and to agree a way forward. It may be appropriate to involve outside agencies at this point.

Attendance data will be monitored weekly by the SMT and the safeguarding team. Poor attendance will be followed up by the SMT (usually section heads) and may be reported to the local authority.

Procedure

For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absences on the same day through reception 'call up'.

Class teachers/tutors are responsible for completing attendance registers at the start of the morning session and once again in the afternoon session each day. A member of the school office assists in collating absences in the morning, however it is the class teacher's/tutor's responsibility to follow up on all afternoon sessions, and for ensuring registers are kept up to date. The names and details of pupils who join or leave the school will be included or deleted according to the School Attendance (Pupil Registration) (England). Regulations 2024.

The school is obliged to report the following attendance issues to the local authority:

- 10 consecutive days of unauthorised absence without contact from the parent/carer (except where, for example, a leave of absence has been granted)
- When a pupil misses 15 school days (consecutively or cumulatively) due to illness (Code I)
- Failure to attend regularly.
- Deletion from the school register when the next school is not known.
- Addition or deletion from the school register at any non-standard transition point.

Each attendance register will include the following information:

- Details of the pupil's form/tutor group.
- Whether a pupil is present or absent on any given morning or afternoon.
- For pupils of statutory age, information about authorised or unauthorised absence. Details of such information will be filed with correspondence between home and school, which is kept at school in an electronic correspondence file.

Electronic registration:

- The register will be backed up every month
- There will be provision for the register to be stored for at least 3 years from the date of admission
- If corrections are made to the register provision to show the correction and the original will be made through comparison with the electronic version.
- The Heads of Section, together with the School Secretary are responsible for review of registers after each registration session and for bringing any causes for concern to the attention of the Head and Safeguarding Lead who will pursue any issues that require following up with either a pupil's parents or guardians or with the Local Authority.
- Section Heads - EYFS and Juniors (Miss Charlotte Edkins), Seniors (Mr Andrew Hall) act as attendance champions for the relevant school section in the first instance with the DSL, Domingo Benasco Perez, having overall responsibility as whole school attendance champion.
- The DSL and Section Heads are members of the school's senior management team (SMT).
- The attendance champions will collate information regarding attendance for reporting to the relevant authorities (see B).

The attendance Champions are responsible for:

- The maintenance of effective systems for tackling absence and make sure the systems are followed by all staff;
- monitoring the school's strategies and processes and keeping accurate records;
- having oversight of and analysing attendance data;
- communicating clear messages on the importance of attendance to pupils and Parents.

<u>Pupils on a Restricted Timetable</u>

Arrangements for pupils on a restricted timetable will be made under the supervision of the SENDCo. These must be in the best interests of the pupil addressing specific needs like severe medical conditions, bereavement, or severe emotional/anxiety related school avoidance (ERSA). Arrangements will be planned with the parents and any other irrelevant agencies and should be short-term interventions with the aim to reintegrate the pupil as soon as practicable. Any provision will be subject to half termly review.

Sponsored Pupils

Good attendance is part of the conditions of stay for sponsored pupils studying in the UK. It is the responsibility of the school to ensure accurate attendance monitoring and prompt follow up. We may cease sponsorship of pupils who fail to meet the attendance requirements or those who miss ten consecutive contact points without authorisation from the Head.

pupils missing 5 contact points without authorisation will be subject to a Pastoral Review with a member of the Senior Leadership Team and Dukes Director of Immigration. This meeting will put in place a plan to support the pupil improving attendance or allow the school to increase support and monitoring of the situation.

Should a pupil miss 10 contact points without authorisation, the school will review the situation. There is a strong possibility that the school will cease sponsorship and report the absence to the UKVI at this stage. In such cases, UKVI are likely to curtail the pupil's permission to stay in the UK and the pupil will have to return to their home country.

If a sponsored pupil is absent from school for a significant period of time for any reason, a Pastoral Review with Dukes Director of Immigration will take place every two weeks from the first day of absence. The school will cease sponsorship if, as a result of the review process, it is concluded that it is unlikely that the pupil will be able to complete the course of study described on their CAS within the period of their permission to enter/stay in the UK. If the absence from school exceeds 60 days, the presumption is that sponsorship will be withdrawn at that time. This is unless there are exceptional circumstances such as serious illness or injury and providing ongoing bi-weekly Pastoral Reviews do not conclude that the pupil is unlikely to be able to complete their course of study within the period of their permission to enter/stay, otherwise sponsorship will cease.

A - For Knightsbridge School attendance registers the following codes apply:

Code	Reason	Attending/Authorised/ Unauthorised
/ \	Present	In attendance
L	Late arrival before the register has closed	In attendance
V	Educational visit or trip	Attending approved activity
P	Sporting activity	Attending approved activity
W	Work experience	Attending approved activity
B	Approved educational activity (eg future school visit)	Attending approved activity
C1	Taking part in regulated activity (eg performance where authorised by the local authority)	Authorised
M	Medical/dental appointment	Authorised
J1	Interview for another school	Authorised
S	Study leave	Authorised
T	Parent Travelling for work purposes	Authorised
D	Dual Registered at another school	Authorised
C	Leave of absence for exceptional circumstances	Authorised
R	Religious	Authorised
I	Illness communicated to school	Authorised
E	Exclusion	Authorised
Y4	Unable to attend due to site being unexpectedly closed (eg snow day)	Not possible attendance

Y6	Unable to attend due to public health guidance or law	Not possible attendance
G	Holiday not authorised by the school	Unauthorised
N	Reason for absence not yet established (reason to be established within 5 days)	Unauthorised
O	Absent in other circumstances	Unauthorised
#	Planned closure (holidays/bank holidays)	N/A

- **Refer to Working together to Improve School Attendance 2024**

Attendance totals should be completed daily
The school receptionist will publish an 'absent pupils' list and follow up any gaps with telephone calls. Pupils who are late (from close of registers) are required to sign in at Reception.
In the event of a fire the school receptionist will take the school registers to the assembly point.
The register is an important legal document and the records are open to inspection by the appropriate authorities
Attendance (%) will be reported to parents on reports and progress report cards.

B - Information for the School Attendance Champion:

New Pupil & Deletion Returns: Notifying the local authority when a pupil's name is added to or deleted from the admission register outside of standard transition times.
Westminster: schooladmissions@Westminster.gov.uk 0207 745 6432 Kensington & Chelsea: school.admissions@rbkc.gov.uk 0207 745 6433

Attendance Returns: Providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised	
School Attendance | Westminster City Council Email: schoolattendance@westminster.gov.uk	**School attendance | Royal Borough of Kensington and Chelsea** Email: school.attendance@rbkc.gov.uk
Persistent Absence: Where pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year).	
Westminster Statutory School Attendance Manager: Simone Paul Contact: spaul@westminster.gov.uk 07852 206 544	Kensington & Chelsea Statutory School Attendance Manager: Charlotte Auguste Contact: Charlotte.Auguste@rbkc.gov.uk 07976 060213
Severe Absence: Pupils who are absent from school more than they are present (those missing 50% or more of school)	

Family Information Hub | Early Help | Westminster City Council Contact: accesstoearlyhelp@westminster.gov.uk	Family Information Hub | Early Help | Kensington & Chelsea Contact: earlyhelp@rbkc.gov.uk

Sickness Returns: Providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.	
Westminster: Family Information Hub | What happens if a child/young person is missing school due to illness? Kensington & Chelsea: Family Information Hub | What happens if a child/young person is missing school due to illness?	
Minor sickness and school attendance | Westminster City Council Contact: illnessabsence@westminster.gov.uk	**Minor Sickness & School Attendance | Kensington & Chelsea** Contact: illness.absence@westminster.gov.uk

Additional Reporting Requirements: Please refer to the following points of contact in Bi-Borough School Place Planning & Access to Education

Health Needs Notification: Where a long term health condition impacts on education Arranging education for children who cannot attend school because of health needs
Bi-Borough Medical Needs Co-ordinator: Filiz Bayram Contact: Fbayram@westminster.gov.uk 07971 920 531

Child Missing Education: The whereabouts and circumstances of a child is unclear or unknown for a continuous period of 20 school days Children Missing Education
Bi-Borough Child Missing Education Lead Officer: Filiz Bayram Contact: Missing.Education@rbkc.gov.uk 020 7745 6448

Elective Home Education: When a parent or carer elects for their child to receive suitable and sufficient education otherwise than at school Elective Home Education
Bi-Borough Elective Home Education Lead Officer: Filiz Bayram Contact: home.education@rbkc.gov.uk 0207 745 6439

Pupil Exclusions: Where a pupil's name is deleted from the school admissions register because of a permanent exclusion School suspensions and permanent exclusions
Bi-Borough Senior Exclusions Officer: Paul Worts Contact: Paul.worts@rbkc.gov.uk 020 7745 6614

Reviewed by: Adam Anstey Date: September 2026 This policy will be reviewed annually.