



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

ATTENDANCE POLICY (INCLUDING MISSING AND/OR LOST CHILD POLICY AND PROCEDURES)

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (DfE September 2023) (KCSIE)
- Working together to improve school attendance (DfE, September 2022)
- Children missing education (DfE, September 2016)

It should also be read in conjunction with the School's *Safeguarding & Child Protection Policy and Procedures*.

School expectations

Attendance at school is vital to the pastoral and academic development of students. The School expects high attendance from all students, and will work with those families where high levels of attendance are difficult and problematic.

Attendance

All students will be registered at 8.35am. Students must arrive punctually to ensure that they are on time for registration. Students arriving after 8.35 will be marked as late.

Form period with Tutors and other students is an integral part of the school day and missing this on a regular basis has been shown to have detrimental impacts upon academic outcomes and pastoral health. In addition, students who do not attend the start of the day are missing out on vital information and may not be able to participate in the wider school community. KGS has an expectation that all students will be striving for a culture of 100% attendance and 100% punctuality.



The school recognises that many students travel to KGS on public transport. We acknowledge that there may occasionally be delays which are out of the student's control and which may provide a reason for their lateness to school. In these exceptional cases, we will take these reasons into account. However, issues with public transport will rarely justify persistent lateness. All students must also arrive punctually in the correct place for all lessons and by 2pm each day for afternoon registration.

Amended Attendance Policy

Occasionally the School needs to amend registration times and procedures, eg during amended school systems.

Lateness to School

Students in Years 1-5 who arrive late at School must sign in at Reception, stating the time of their arrival and reason for lateness. Students in the Sixth Form who arrive late must sign in with the Sixth Form Secretary.

Parents/carers are advised by email if students are late to school.

Lateness data is monitored on a weekly basis by the relevant Form Tutor and Assistant Head of Year. Where students are late to school more than once a week, if there is a regular pattern to the lateness, or if lateness is queried by parents this will be flagged to the Head of Year. If deemed necessary, the issue will be escalated to the Head of Section and if needed to the DSL team.

An Attendance Plan will be formalised if deemed necessary to support students and families improve time keeping to school.

If lateness does not improve in the short term (e.g. over 2 weeks), the Head of Year will agree a relevant course of action. This could include:

- Requirement for student to attend daily registration at 8.00am for an agreed period of time.
- Sanction for disregard of school rules.
- Removal of privileges - e.g. free time, access to Kingston (Sixth Form only).

With no improvement in the situation, the matter will be referred to the relevant Head of Section who will discuss the matter with the parents/carers. This will lead to daily referral of



attendance to parents/carers, weekly report to the Head and possible discussion of future place at the school.

Absence from School

Parents/carers are required to advise the school if students will not be arriving at school for registration, e.g. because of illness or other reason such as a doctor's appointment. The preferred method to report a student absence is via the form on My School Portal, but parents/carers may also email or phone the relevant Registration Secretary. This should be by 9am at the latest on the day of absence. If parents/carers do not contact the school, the Registration Secretaries will contact parents/carers to confirm an authorised absence; this may be by phone or email. If parents/carers phone in to confirm an absence, they must follow the call up by completing the absence record on My School Portal or by sending in a written note with the student when they return to school.

Holidays taken in term time that are not authorised by the Head will be classed as an unauthorised absence.

Other than as part of a school organised group, students may not leave the School premises during the school day without authorisation. They must sign out at Reception, stating the time of and reason for departure. Separate rules may apply for the Sixth Form.

If parents/carers have any concerns about their child's attendance, they should contact the relevant Form Tutor in the first instance.

Attendance statistics will be checked every 2 weeks by Heads of Section and, while the particular circumstances of individual students and families will always be taken into account, parents/carers can expect the following series of actions to take place:

Stage 1: Students with attendance below 90% for the academic year:

Contact by email or telephone from the Form Tutor to advise that the student's attendance is becoming a cause for concern. Discussion of student's circumstances and an agreement to improve attendance. Details of the correspondence are documented and filed.

Stage 2: Students with attendance below 85% for the academic year:

In person or online meeting between parents/carers and Assistant Head of Year. Students may be invited to this meeting if deemed appropriate. Discussion of student's circumstances and agreement of an Attendance Improvement Plan (AIP). Monitoring and attendance targets will be put in place. Additional support and/or sanctions applied as necessary. The AIP will be filed and shared with parents / carers.



Stage 3: Students with attendance below 80% for the academic year:

In person or online meeting with parents/carers and the Head of Year. Students may be invited to this meeting if deemed appropriate. The Head of Section will be aware of the meeting and may attend if this is felt to be needed. Discussion of Student's circumstances, including possible consideration of amendments to the student's academic and co-curricular programme at KGS. Agreement of a high-priority Attendance Improvement Plan (AIP). Monitoring and attendance targets will be put in place. Additional support and/or sanctions applied as necessary. The AIP will be filed and shared with parents / carers.

Stage 4: Students with attendance below 75% for the academic year:

Formal review with the Head and/or Head of Section. This may include consideration of repeating the academic year and a review of the student's place in the school, in accordance with the school's Terms and Conditions. The School will also advise the relevant Local Authority.

Where a student has been through Stages 1 to 3 and then improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stage of the process the student should be placed upon, involving student and parents/carers accordingly. Outside agencies, such as an Education Welfare Officer, a GP or a counsellor may be contacted at any stage in order to support the student.

Form Tutors and Head of Year teams regularly review attendance data and those students with high or greatly improved attendance rates will be rewarded. This may be by a note home, verbal praise or monthly form prizes.

Informing the Local Authority

The School shall inform the relevant Local Authority of any student who: (i) fails to attend School regularly; or (ii) has been absent without the School's permission for a continuous period of ten school days or more, at such intervals as are agreed between the School and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

The School shall also inform the relevant Local Authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).



Ongoing monitoring and analysis

Heads of Section will meet regularly to scrutinise attendance data and any issues arising. School wide data will be shared with the Head and DSL team every half term. Any trends, year groups or groups with concerns will be flagged and appropriate strategies put in place.

It is important students and parents/carers are aware of this policy, and also that they have the opportunity to feed into ongoing discussions about attendance. Students will be given the opportunity to discuss ongoing issues in this area at the termly School Parliament meetings. This policy is available on the School's website and will be shared with both students and parents / carers at the start of the academic year, and comments will be welcomed at any time throughout the year.

Provision of tasks to absent students

If a student is absent from school through illness, the priority is to ensure that they are able to make a speedy recovery and return to school. In most cases, students who are not well enough to attend school will find it difficult to complete any learning tasks at home, and so we will not send assignments home in the first few days of absence. The majority of students will be able to return to school after 2 or 3 days, and their teachers will help them to prioritise the missed learning that they need to review.

If a student is absent for a more extended period of time, and if their recovery is a little slower, we will provide suitable and manageable tasks electronically (via Teams assignments). Students will not be able to join 'live' lessons via Teams video. Delivering live online lessons via Teams requires specific advance planning, and teachers are not able to deliver high quality lessons to those in the classroom while simultaneously catering for students dialing in remotely. Online lessons will only be provided during periods of enforced school closure.

The only exception to the above is when a student has experienced short-term mobility issues as the result of an accident or surgery. In this case, where students are feeling well enough to learn but are prohibited from attending school, we will provide assignments from the outset or as requested. Where a student's absence is likely to be over a prolonged period, we will also look to arrange some meetings over teams with subject teachers in order to maintain a more personal level of contact.

Other provisions

Mrs Sarah Humphrey (Deputy Head) is responsible for the strategic approach to attendance in school, contact vhumphrey@kgs.org.uk



This policy will be applied fairly, consistently and in a non-discriminatory fashion in accordance with the School's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child. The School will always consider the individual needs of students and their families who may have specific barriers to attendance.

See below for further provisions in relation to **missing and/or lost children**.



MISSING AND / OR LOST CHILD POLICY & PROCEDURES

Introduction

The welfare of all our students at KGS is our paramount responsibility. Every adult who works at the school is aware that they have a key responsibility for helping to keep all of the students safe at all times.

Missing Children

It should be noted children going missing, particularly persistently, can act as a vital warning sign of a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation including involvement in county lines. It may also indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM, "honour-based" abuse or risk of forced marriage. We are alert to these possibilities, and school attendance registers are carefully monitored to identify any trends. Action will be taken in accordance with the School's Safeguarding & Child Protection Policy and Procedures if any absence of a student from the School gives rise to a concern about their welfare, and we will notify all relevant authorities if it is deemed necessary.

Where reasonably possible, the School will hold more than one emergency contact for each student.

All KGS students are registered at the beginning of the school day. Registration is then on a lesson-by-lesson basis and recorded in the School's MIS - iSAMS. There is a second formal registration session at the start of afternoon school. Therefore, for the purpose of this policy, the term "missing/ lost child" refers to a student who is not present without either authorisation or explanation. On occasions when a staff member identifies a student as missing from their expected location, immediate action is required as outlined in the procedures below.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a lost/missing child must be reported to one of the Deputy Head(s) and the relevant Head of Section. Appropriate investigations must be commenced.



Procedure

For a Missing/Lost Child on school premises the procedure is as follows:

1. Member of staff who becomes aware that a child is missing immediately informs the relevant Attendance Secretary. They should ascertain when and where the child was last seen.
2. The Attendance Secretary will contact the School Nurse, the Sports Secretary, the Form Tutor and Head of Year Team.
3. If none of these staff can locate the student, the Attendance Secretary will contact the Deputy Head(s) and their relevant Admin team/PA.
4. A thorough search of the site will commence. Staff will be required to assist and will include caretaking and Facilities staff, the Health and Safety Advisor and any available admin staff.

Missing/Lost Child on a Visit Off Site:

In the extremely unlikely event that a child was to become detached from a group and become “lost” whilst on a visit off the school premises then staff should follow the following procedure:

1. All staff and helpers to be alerted and a thorough search made of the immediate and surrounding areas.
2. If the search proves negative, then the school together with parents/carers and police are informed.
3. Staff must ensure the welfare, both physical and emotional, of other children in their care.
4. Visit Leader / Sports coach will provide the police with details of the child and incident.
5. Deputy Head(s) and the relevant Head of Section will be responsible for gathering all relevant information and liaising with the required authorities and parents.
6. A full report of the incident will be made.