ATTENDANCE & REGISTRATION

POLICY & PROTOCOL

Last reviewed by: DHP 1 September 2025

Next review by: DHP 1 September 2026

1. PURPOSE

The purpose of this *Attendance Policy* is to ensure regular and punctual attendance of all pupils at Kew House School, as per our legal obligations, and to promote safeguarding and the overall well-being of our pupils. Regular attendance is essential for ensuring pupils have the best opportunities for learning and personal development.

a. For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under- performance, which can negatively affect personal and social development among pupils. A child absent 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.

b. Improving attendance is everyone's business; and high pupil attendance will require a safe, supportive school environment working together with parents and other local partners to treat the root causes of absence and remove barriers to attendance. The policy therefore deals with important routine attendance matters, but also pupils with higher absence levels, as well as pupils who might become deemed as missing from education. Routine daily attendance processes at KHS are detailed within this Policy.

c. The policy should be read in conjunction with the School's Missing Pupil Policy, which specifically outlines emergency procedures to follow if a child is identified as missing on a given school day or activity.

2. LEGAL FRAMEWORK

The legal framework governing school attendance is summarised in Working together to improve school attendance (DfE, 2024) and its summary companion document. Further guidance can be found The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Hounslow Borough Council, regarding school attendance, which can be found on their website. Responsibilities of parents towards their child's attendance are outlined in DfE guidance Guidance for parents on school attendance - Office of the Children's Commissioner

In addition, Children Missing Education and Education for children with health needs who cannot attend school provide statutory guidance for local authorities, and further notes certain school obligations. Further non-statutory guidance includes Providing remote education: guidance for schools and Mental health issues affecting a pupil's attendance: guidance for schools.

In summary, this policy is created in accordance with the following legislation and guidance:

- Working together to improve school attendance, 2024
- The Education Act 1996
- The Children Act 1989
- The Education (Pupil Registration) (England) Regulations 2006 (amended 2016)
- Independent Schools Standards Regulations (ISSR)
- Keeping Children Safe in Education (KCSIE), 2025

3. 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, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

a. Procedures and lines of responsibility within the School are clear as regards:
    i. Attendance and Registration.
    ii. Authorisation and Clearance of Absence and Lateness.
    iii. How sanctions are used to reinforce expectations of attendance and punctuality.
    iv. How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School.

b. Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance.

c. 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 and enable action to be taken quickly to identify and reduce absence, including persistent absence.

d. Effective steps are taken, working together with local partners as appropriate, when any pupil becomes persistently or severely absent from education, or missing from education.

e. The School fulfils its responsibility to notify the local authority[1] when a pupil registers or de-registers outside standard transition times, or other instance when a child is missing from education.

[1] Hounslow School Attendance Support Service: SASS Email: SASSDuty@hounslow.gov.uk and Telephone: 020 8583 2622.

4. RESPONSIBILITIES

a. The Board of Directors of GSG

- Ensure that attendance procedures comply with legal requirements.
- Monitor and review the school's attendance policy annually.

b. The Headmaster

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

- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- 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 pupil or cohorts that require support with their attendance and put effective strategies in place.
- 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, or when a child is deemed to be missing education.
- Be particularly mindful of pupils absent from school due to mental or physical ill-health or their special educational needs and/or disabilities and provide them with additional support.
- Take necessary action to address attendance issues

c. Designated Safeguarding Lead (DSL) & "Attendance Champion"

The DSL will undertake these responsibilities with additional delegated support from the Heads of Year.

- Monitor the attendance of vulnerable pupils or those at risk of harm.
- Make referrals to Hounslow School Attendance Support Services[2] or Children's Services as required.
- Report any concerns related to absenteeism that may have safeguarding implications.

d. Teachers, Personal Tutors (PT) and Heads of Year

- Record attendance promptly and accurately in ISAMS
- Monitor pupil attendance and lateness, following up on concerns.
- Communicate attendance concerns to parents and the Attendance Officer.

[2] SASS Email: SASSDuty@hounslow.gov.uk and Telephone: 020 8583 2622.

The Registration Supervisor inputs, manages, coordinates, monitors and acts upon daily registration data.

USING DATA TO SUPPORT HIGH ATTENDANCE

The School recognises that worrying attendance trends require swift identification and intervention to prevent them becoming habitual. An effective strategy for reviewing attendance data is therefore essential. As part of its strategies, the school will:

- Monitor and analyse attendance data on a weekly basis
- Analyse trends of half-termly, termly and annual data (including of individual pupils, cohorts and of poor attendance on specific days) and benchmark this data.
- Devise appropriate strategies in response to this data, at individual and cohort level as appropriate.

e. Parents/Guardians

i. 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 punctually 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 (available only for a limited number of reasons as noted below). This guidance from the DfE and NHS will support parents in making the decision around whether the child is too ill to attend school.

ii. Parents are responsible for informing the school on any occasion/day when their child is unable to attend due to illness, a medical appointment or pre-agreed work experience, providing the reason for non-attendance. This should be done either by completing the online form, accessed via the parent portal (with the link reproduced int he Weekly Bulletin), or by calling the school Reception. This should be done where possible before morning Registration opens at 08.30 on the day of absence.

iii. 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 in writing to the Headmaster at least a week in advance of the proposed date(s) of absence. The Headmaster, in consultation with the Deputy Head Pastoral (DHP), or the Head of Year (HoY) will confirm whether the circumstances

meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.

iv. 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 must engage with the DHP, via the HoY. As far as possible, parents should book medical and dental appointments outside of the school day/term. Where a child has missed fifteen (consecutive, or cumulative) days due to illness, the local authority may wish to work with parents to ensure appropriate educational provision.

v. When parents/guardians are to be away from home overnight during term, they are required to inform the School of the name and contact number for a temporary guardian, if this does not occur, the School will utilise the contact provided by parents at time of enrollment. This information should be provided to the Personal Tutor.

vi. Parents are expected to work together with the school to help understand and overcome any barriers to their child's full and timely 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. The DfE considers absence from 10% of school over an extended period to be 'persistent absence', and recommends that, at that level, the school should work with local authority services to ascertain and understand the reasons for their low attendance and seek to support the child and parents to overcome those barriers.

Were low attendance to continue despite initial support, parents are also expected to proactively engage with any formal support offered by the school or local authority, such as a voluntary Parenting Contract or other voluntary early help plan to prevent the need for legal intervention.

f. Pupils

i. Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time.

ii. If, for any reason, a pupil needs to leave the School site during the School day, they must first do so via signing out in Reception in Kew House. Such signing out must either be due to a previously-notified appointment, or following permission from the School Nurse, HoY or DHP

iii. The School Nurse may decide that a pupil is too unwell to attend School, and make arrangements with parents for them to be collected/return home.

iv. Failure to be punctual, or failing to Register without good reason, as well as leaving the School without the notification outlined in this Policy may constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to sanctions.

5. REGISTRATION PROCEDURES

- Registration takes place during lesson 1a (08:30) and lesson 2a (14:30). Teachers register for the remaining classes of the day and notify "*KHS_missingstudent"* if they notice a discrepancy from the previous registration point.
- A record of attendance is maintained for each session (morning and afternoon) on ISAMS
- Pupils arriving late to School for lesson 1a should present themselves at their first lesson and the class teacher will register them.
- Any pupil arriving after registration will be marked as 'late' (L).
- Unless there are local mitigating factors such as rail and bus cancellations, pupils arriving more than 30 minutes after registration will be marked as 'unauthorised late' (U).

6. LEAVE DURING THE SCHOOL DAY

Aside from moving to lessons at either Pier House or the Annex, pupils that need to leave the School during the day must always sign out at Reception. Prior to signing out, the pupil must verify with the receptionist on duty that permission has been given by their parents to do so.

If the pupil needs to leave a lesson, they must indicate to the teacher and the teacher will check their request to leave against ISAMS "Out of School" (OoS) information, before directing them to sign out at Reception.

Any lower school (Years 7 to 11) pupil that needs to leave their lesson at Pier House to attend an appointment must request that the class teacher checks that permission has been given by reviewing the OoS information.

7. ABSENCE MANAGEMENT

a. Authorised Absence

Authorised absences are those approved by the School in advance, such as illness, medical appointments, or unavoidable emergencies. Parents are required to notify the school on the first day of absence via email or telephone.

b. Unauthorised Absence

Unauthorised absences include, but are not limited to, holidays taken during term time without permission or absences without explanation. Unauthorised absences may lead to disciplinary action or a referral to the local authority for further intervention.

8. ADDRESSING POOR ATTENDANCE

Addressing Persistent or Severe Absence

a. The School will seek to reduce severe or persistent absence, in accordance with Working Together to Improve School Attendance. 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; and that the School will be seeking to understand and remove barriers to attendance, together with the parents – particularly where those barriers are complex, for instance for those pupils with long term physical or mental health conditions, or who have special educational needs and disabilities – and any and all relevant pastoral supports will be put in place. Wider support from local authority and other partners will be sought where lower level supports are not proving effective at improving concerning attendance, with enforcement measures as a last resort.

b. Practices regarding information sharing and collaborative working with local authorities are outlined below.

   In seeking to address concerning absence, the school will:

   a. Make informal contact seeking to understand in-school barriers; seek to support pupil and parents to overcoming these or other barriers. These may include welfare or mental health support, mentoring, creating and emphasising positive reasons to attend school; plans for successfully making it to school; voluntary engagement with local authority services.
   b. May require the presentation of formal medical notes when a child is absent due to five consecutive days of illness, or where a persistent pattern of absence linked to illness emerges.
   c. Where absence continues/intensifies, so will support. This may include :
      i. More formal meetings with parents, with a senior pastoral lead
      ii. Voluntary early-help assessments where such support would be valuable to the family.

c. Where voluntary support has not been effective, more formal support may be put in place.
d. The School will record and evaluate the success of interventions at each stage.
e. The School will be particularly mindful and sensitive when supporting pupils whose attendance is impaired by long term medical conditions (physical or mental health), disabilities or special educational needs.

Summary

- The school will investigate any patterns of poor attendance (below 90%) and unexplained absences.
- A first level of intervention will involve contacting the parent or guardian to discuss the issue.

- Persistent absenteeism may result in formal meetings between the school, parents, and local authority.

9. LEAVE OF ABSENCE

Parents must request leave of absence in writing to the Headmaster. Permission for leave will only be granted in exceptional circumstances.

10. MONITORING AND REPORTING

Admission and Attendance registers

a. The School holds an accurate Admission Register (or "School Roll") and Attendance Register. All pupils must be placed on the admission register and have their attendance recorded in the attendance register. These tasks are completed by the Admissions department.

b. The School must notify the local authority within five days of adding any pupil's name to the register where that pupil is added to the register. The School must provide the local authority with all the information held within the admission register about the pupil. This task will be undertaken by the Registrar under guidance from the DHP

c. Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register:
   - The full name of the parent with whom the pupil will live
   - The new address
   - The date from when it is expected the pupil will live at this address.

   This task is completed by the School Manager.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, and the child will be departing the school at a non-standard departure point, the school must record in the admission register:

- The name of the other school
- The date of when the pupil first attended, or is due to start attending, that school.
- The School must then notify the local authority immediately the child leaves the school roll
- The School will also confirm the location of the child's new school, and confirm they have are now registered there.

This task is completed by the Registrar.

The DHP has a whole-school brief, and is responsible for ensuring good practice in the

School

- Attendance is monitored daily by the PT and the Head of Year. Attendance concerns are escalated to the Deputy Head Pastoral, the DSL and the Headmaster.
- Persistent absence (below 90%) or patterns of irregular attendance may be reported to the local authority if the school has concerns regarding the issue as an indicator of safeguarding or wellbeing risk.
- The local authority Attendance Officer conducts half termly meetings with families identified as having attendance concerns.
- Attendance data is shared with the Governing Body and ISI during inspections to ensure compliance with standards.

11. SAFEGUARDING AND ATTENDANCE

Poor attendance may be an indicator of safeguarding concerns. The school will take appropriate safeguarding action if it has reason to believe that absenteeism is related to neglect, abuse, or other risks.

a. Sharing and working collaboratively with local authorities and other partners

The School is obligated to work closely with local partners, including the local authority Education Welfare service, and Children's Social Care, including sharing data on individual cases, to help remove barriers to appropriate school attendance.

b. *Children leaving the school roll*

a. In accordance with the law, the School will inform the local authority of any pupil who is going to be deleted from the admission register (a 'Deletion Return') on any of the Grounds laid out in Working Together to improve School Attendance so that the local authority can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. In any case where a pupil of compulsory school age is to be deleted from the School register when the next school is not known, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the local authority in which the pupil lives and in any event before the pupil's name is deleted form the register.
b. The School will also inform the local authority when a pupil joins the school at a non-standard transition point (a 'New Pupil' return).

c. Children who fail to attend school regularly

a. The School is required to agree with the LEA, the regular interval that the School will inform the LEA of any pupil who fails to attend school regularly, or has been absent without the School's permission, in accordance with the Attendance policy.
b. Other Attendance Returns include the School informing the relevant local authority as appropriate immediately if a single absence raises child protection concerns, or a pupil has ten days of unauthorised absence (other than for reasons of sickness or leave of absence, or where the context is understood and there are no safety concerns regarding a child); or in any situation where it is deemed necessary to escalate concern regarding poor attendance on the basis of rising concerns about a child's welfare, in the judgement of senior pastoral staff.

Further, the School is obligated to inform the local authority of any child who accumulates 15 consecutive or cumulative absences across a school year (a 'Sickness Return').

d. Children missing from education

Where a child has not returned from a period of leave or has had a continuous period of absence, the school and its local authority may need to carry out joint reasonable enquiries to find out where the pupil is.

12. MONITORING AND EVALUATION

The effectiveness of this policy is reviewed annually by the Headmaster and SLT. Attendance data is reported upon regularly, with submissions to termly Board reports whenever significant trends, patterns or anomalies are identified. This report will be accompanied by a proposed action plan.

Appendix 1 - *Summary table of responsibilities for school attendance: complete table here*

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

The full summary table is available here:

Appendix 2 - Summary of attendance codes in iSAMS

~~Not used by KHS~~

**/ ** present during registration

B educated off site and taster days and do not fit K, V, P or W codes

~~**K** attending provision arranged by the local authority~~

L arrived after the register has started but before it has closed

P Sporting activity with prior agreement from school

V educational visit or trip

W work experience

Authorised absences

C exceptional circumstances

C1 in a regulated performance/undertaking regulated employment abroad

C2 absent due to part-time timetable

~~**D** dual registered~~

E suspended or permanently excluded

I illness (not medical or dental appointments)

J1 job/school/college interview

M medical or dental appointment

~~**Q** unable to attend because of a lack of access arrangements~~

R religious observance (only 1 day allowed, any more coded as C if agreed)

S study leave

T parent travelling for occupational purposes

~~**X** non-compulsory school age pupil not required to attend school~~

~~**Y1** unable to attend due to transport provided not being available~~

Y2 unable to attend due to widespread transport disruption

~~**Y3** unable to attend due to part of the school premises being closed~~

~~**Y4** unable to attend due to whole school closure~~

~~**Y5** unable to attend as pupil is in criminal justice detention~~

Y6 unable to attend in accordance with public health guidance or law

Y7 unable to attend due to other avoidable cause (must affect the pupil NOT the parent)

Unauthorised absence

G holiday (not agreed)

N reason for absence not yet established (must be corrected within 5 days)

O absent in other or unknown circumstances

U late after register has closed

Z pupil not yet on register

planned whole school closure (eg holidays, insets and polling station days)