

# **Kensington School**

## **Attendance and Registration Policy**

### **Purpose**

Kensington School regards regular attendance by students as essential if they are to benefit fully from the curriculum. Academic progress leading to examination success is not possible without regular attendance at school and punctual arrival for lessons. Parents must ensure that their child attends regularly and that s/he arrives on time.

The school must support attendance and take seriously problems which may lead to non attendance. It must also promote and reward excellent attendance from its pupils.

### **Content**

This policy outlines the strategies that are used to achieve the highest possible levels of attendance.

1. Expectations of attendance – see appendix 1
2. Registration of attendance – see appendix 2
3. Registration and attendance of the Sixth Form – see appendix 3
4. Encouraging good attendance and discouraging avoidable absence – see appendix 4
5. Monitoring levels of attendance and evaluating performance – see appendix 5

### **Procedures and Implementation**

- (i) The tutor monitors attendance daily by being responsible for the registration of their form group – either in the form room or assembly
- (ii) Subject teachers register students in their lessons and send concerns to the form teacher
- (iii) Form teachers inform Mr D Giles if there are any matters of concern

### **Monitoring**

All registers are to be returned to the School Office by 09:15

School Office will contact parents of students who cannot be accounted for after communicating with teachers at morning break.

## APPENDIX 1:

### **Expectations of attendance**

Kensington School makes a commitment to monitor carefully each student's attendance and give parents early warning of problems. Kensington School requests that all parents demonstrate their commitment to ensuring that their son/daughter attends regularly and authorise their absence only when absolutely necessary.

The Headmaster informs parents of students that they are legally responsible for ensuring that their child attends and stays at school. Parents are advised that they should inform the school of the reason for a child's absence as soon as possible. When the child is ill they should inform the school of the nature of the illness, and if possible the predicted date of return. In cases of illness due to medical reasons the school will request a doctor's certificate in order to authorise absence after three consecutive days of absence.

Similarly, if a student needs to return/visit their country of origin for legal reasons, the school needs to be notified in writing with at least 2 weeks' notice and a predicted date of return be given.

### **Authorised/Unauthorised absence**

Kensington School reserves the right to decide whether an absence is authorised and whether to authorise up to two weeks holiday in term time - where this has been requested in writing in advance to the Headmaster. Holidays during term time are only authorised in exceptional circumstances.

In responding to requests, the school will underline the importance of regular attendance to the child's learning, especially those in public examination classes. Kensington School will challenge unauthorised absence. If a student is absent for no legitimate reason, parents will be seen by the Headmaster.

Kensington School will not issue formal letters of attendance to students whose unauthorised absence during the academic year exceeds 5%. Kensington School will not keep persistently absent students on the school roll. If a student does not respond to verbal and written warnings about unauthorised absence the Headmaster will recommend to the Management Committee that the student be permanently excluded from the school.



## APPENDIX 3

### **Registration and attendance of the Sixth Form**

1. Sixth Form students follow the same registration codes as for younger pupils
2. No student is allowed off-site at morning break
3. Sixth Form students are ONLY allowed to leave the site at lunchtime if a parental permission slip had been filed with the School Office
4. Sixth Form students are encouraged to work in the library when not in class as per the schedule drawn up by JLD. In the event of an Upper Sixth student having two study periods after lunch they can work from home in the afternoon ONLY upon JLD's authorization and if the School Office has a signed permission form from the parents
5. Lower Sixth students must remain at school during the afternoon

## APPENDIX 4

### **Encouraging good attendance and discouraging avoidable absence**

#### **Encouraging good attendance**

The importance of good attendance and punctuality is emphasised in the school ethos, assemblies and form periods, through regular feedback on their attendance. In the Junior School recognition for good attendance in the form of awards are issued:

Gold, Silver and Bronze certificates awarded each term

(Gold-100% attendance, Silver 99% and Bronze 98%)

All students achieving Gold certificates have a letter of praise sent to parents from the Head of Junior School. In the Junior School, there will be an 'Attendance Cup', awarded on a weekly basis to the form group with best attendance.

#### **Discouraging avoidable absence**

Students are taught that every absence requires a valid reason and rigorous monitoring takes place. Students are informed that they are expected to catch up on missed work.

Students whose unauthorised absence exceeds 5% are identified and parents are asked to meet with the Headmaster.

When writing a reference for students, punctuality figures are often required and these will be duly noted.

In cases of repeated lateness to lessons students may be placed on an 'Attendance and Punctuality Report' monitored by Mr. D Giles.

### **Students persistently late**

Stage One: If the tutor feels a tutee is late for registration too frequently s/he will warn the student that this is not acceptable and must improve.

Stage Two: If a warning from the tutor does not lead to an improvement the tutor will speak to Mr. D Giles. He will normally then write a letter to the parents expressing the school's concern regarding lateness.

At this stage he could, in exceptional circumstances, place the student on a red card if he feels this is necessary. In such cases the Headmaster will write to explain why a red card has been issued.

Stage Three: If the lateness persists Mr. D Giles ask the office to insert a red card in the register, normally for two weeks, and the office will issue the letter from the Headmaster.

If this student is then absent the red card is returned along with the register to a member of the School Office who will contact home immediately and seek clarification as to the reason for the lateness or absence.

Stage Four: In the unlikely circumstances of a red card not having the desired effect the Headmaster will invite the parents in to school to discuss the matter.

Mr. D Giles will update staff during the regular morning briefings of relevant developments.

## APPENDIX 5

### **Monitoring levels of attendance and evaluating performance**

#### Responsibilities

#### **Form Teacher**

1. ensures that register information is accurate and up to date
2. takes register every morning – registers are legal documents
3. collects written evidence to support authorised absence and returns to the School Office
4. investigates cases of unexplained absence from registration or lessons, contacting parents as required and/or informing the School Office
5. regularly monitors attendance rate and punctuality of individuals in group, notifying Mr. D Giles of any students causing concern
6. passes on any red cards to the School Office

**Assistant Head**

1. liaises with form teachers to discuss those students persistently late
2. contacts parents
3. informs Headmaster of any action needed
4. Informs staff via morning briefings

**Headmaster**

1. meets with parents to discuss any students that are a cause for concern

**Parents**

1. ensure their children attend school regularly and punctually
2. provide a note to cover any known absence
3. must seek authorisation for any prolonged known absence

**Students**

1. are responsible for making sure that their attendance is maintained at the highest possible level
2. are responsible for ensuring they receive their attendance mark and for bringing notes to school regarding absence
3. who are late must sign in

*Updated by M D Bayes, Headmaster*

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