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:
Children Missing Education: statutory guidance for local authorities and schools (DfE, 2025)
Keeping Children Safe in Education (KCSIE) (DfE, 2026)
Working together to safeguard children (2026)
Working together to improve School Attendance (DfE, 2024, updated 2026)
The School Attendance (Pupil Registration) (England) Regulations 2024
Independent Schools' Inspectorate (ISI) guidance
Mental health issues affecting a pupil's attendance: guidance for schools
The Education Act 1996 and 2002

Advice published by the Richmond Local Authority (LA) and Achieving for Children (AfC) regarding school attendance, which can be found on the richmond.gov website.

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, Good Behaviour Discipline and Sanctions including Exclusions 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: Sarah Jones
Deputy DSL and Head: Jane Bond
Deputy DSL Early Years: Lee-Anne Tizard

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. The School recognises that poor attendance may also be an indicator of unmet pastoral, safeguarding, mental health, SEND, bullying, cyberbullying or family needs. Attendance concerns will therefore be considered as part of the School's wider safeguarding and pastoral response

Excellent pupil attendance is essential for effective learning and high levels of positive well-being. 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.

We are committed to meeting our obligation with regards to school attendance and punctuality through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and punctuality.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school. We will also promote and support punctuality in attending lessons.
- The School fulfils its responsibility to notify the local authority when a pupil registers or deregisters outside standard transition times.

3. Roles and Responsibilities

The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the Head to account for the implementation of this policy.

The Head/Head of Pastoral Care

The Head/Head of Pastoral Care is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.

The Head of Pastoral Care

The Head of Pastoral Care is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The School's Senior Attendance Champion is Sarah Jones, Head of Pastoral Care.

The Attendance Officer

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section **5**).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher.
- Working with education welfare officers to tackle persistent absence.

The attendance officer is Sarah Jones, Head of Pastoral Care.

Form tutors/Class teachers

Form tutors/class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office twice daily.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Check daily registers to ensure that all attendance data has been completed to a satisfactory standard.
- Refer parents/carers to the Head of Pastoral Care in order to provide them with more detailed support on attendance.

4. 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.

Please note that most children start Reception full-time in September after their fourth birthday. For example, if the child turns 4 in June, they'll usually start school in September that same year. If parents do not think their child is ready to start school in September, they can start later, for example, if the child only turns 4 in August, parents might decide to wait before sending them to school. But they must be in full-time education by the time they reach 'compulsory school age'.

They can start:

- Part-time
- Partway through the year
- In the next school year, in September after they turn 5 years of age.

Compulsory School Age:

Children must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If the child's fifth birthday is on one of those dates, then they reach compulsory school age on that date. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

Communications with 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 by:

- 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.** Such a request must be made via SchoolBase, ideally at least a week in advance of the proposed date(s) of absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

The Head will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the 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 a 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.
- 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.

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 of 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 an Attendance Plan, the local authority may need to be notified and become involved.

5. Responsibilities of the School

Recording Attendance and the Attendance Register

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 that all staff, pupils and parents understand.
- Accurately complete admission and attendance registers, using suitable codes and have effective day-to-day processes in place to follow up on absence.

Monitoring attendance

The School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether there are particular groups of children whose absences may be a cause for concern.
- The school will compare attendance data to the national average and share this with the governing board.
- The School will be particularly mindful of vulnerable groups including pupils with SEND, pupils with a social worker, young carers and pupils experiencing mental health difficulties

Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns

Using data to improve attendance.

The School will:

- Provide regular attendance reports to class teachers and school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.
- 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.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code.
- After the register has closed will be marked as late, using another appropriate code.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

If the unexplained absence continues, the School will take advice from the Local Authority. Once an unexplained absence has reached 10 days, the School will also provide the Local Authority with a 'sickness return' report.

6. Addressing and Reducing 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. In discussing barriers to attendance, the School will consider factors including physical health, mental health, special educational needs and disabilities, friendship difficulties, bullying, cyberbullying, safeguarding concerns, family circumstances and wider welfare needs.

Wider support from the Local Authority and other partners will be sought where necessary.

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

When a child misses 15 days (consecutively or cumulatively) due to sickness, the School is bound by the DfE statutory guidance 'Working Together to Improve School Attendance' to provide a 'sickness return' to the Local Authority. This would be alongside supportive measures put in place by the School to provide help to the pupil and their parents in reducing School absence.

In seeking to address concerning absence, the School will:

- Make informal contact with parents to discuss the matter and offer suitable support. This may include welfare or mental health support or mentoring.
- The School recognises that some pupils with SEND, disabilities, medical conditions or mental health needs may face additional barriers to attendance. Where appropriate, reasonable adjustments, pastoral support, phased returns or other tailored interventions will be considered in partnership with parents and external professionals.
- 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.
- Request that parents access wider support services in order to remove the barriers to attendance.
- Where attendance concerns may reflect wider family needs, the School may work with families through an Early Help approach and liaise with external agencies where appropriate

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

- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

7. 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.

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

- If pupils need to sign out, before the end of the school day e.g., 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:**
	Title: Head	Title: DSL
	Date: 4 Sept 2026	Date: 4 Sept 2026