



**KING EDWARD VI  
FOUNDATION  
BIRMINGHAM**

*Educational excellence for our City*



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## Attendance Policy

<b>Responsible Board/Committee</b>	Academy Trust and Foundation Board
<b>Policy Type</b>	Hybrid Policy (contextualised by KEHS Senior Deputy Head)
<b>Policy Owner</b>	Education
<b>Statutory</b>	Yes
<b>Publish Online</b>	Yes
<b>Last Review Date</b>	June 2024
<b>Review Cycle</b>	Annual  This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
<b>Next Review Date</b>	June 2025
<b>Version</b>	1.2

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# 1. Introduction

This policy is statutory (from 19 August 2024; Working together to improve school attendance), and is to enable Foundation Schools and the Academy Trust to promote high levels of school attendance.

This policy should be read alongside National, Local and School policies and documentation on:

- [Children missing education](#)
- [Education for children with health needs who cannot attend school](#)
- [Suspensions and exclusions](#)
- [Keeping Children Safe in Education \(KCSiE\) 2024](#)
- [Working Together to Safeguard Children](#)
- [Birmingham Elective Home Education \(EHE\) guidance](#)

For the purpose of this policy, a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who cares for a child or young person (i.e., lives with and looks after the child).

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the school considers the specific needs of certain pupils and pupil cohorts. The policy should be fairly and consistently applied but in doing we always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of the policy, we recognise our obligations under the Equality Act 2010 and considerations under the UN Convention on the Rights of the Child. We seek to work in partnership with pupils, parents to remove barriers to attendance.

The Equality Act 2010 states that it is unlawful to discriminate against people because of the protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

In the implementation of this policy, the school is mindful of conscious and unconscious bias. This means in dealing with attendance the school will:

- Take time to consider decisions; listening to and considering issues that are raised.
- Justify and record decisions, including the reasoning.
- Ensure all pupils, parents and interested parties know what is expected of them.
- Ensure clear guidance on reporting prejudice-related concerns.
- Promote positive behaviours.
- Encourage engagement from a wide range of pupils, parents and interested parties.

School will also comply with the Birmingham City Council and Keeping Children Safe in Education guidance on Elective Home Education (EHE) and involve services such as Birmingham Special Educational Needs Assessment and Review Service ([SENAR](#)); [Birmingham Children's Trust](#); [Birmingham Education Safeguarding Team](#) and Birmingham Education Legal Intervention Team as we know that elective home education can mean that some children are not in receipt of suitable education.

## 2. School statement of intent

At KEHS, we recognise that attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for safeguarding and educational needs to be identified and support provided.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Parents have a 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 in advance.

We are committed to providing the highest quality of education and safeguarding and look to parents and carers to support these objectives. KEHS has high expectations for every pupil's attendance and offers support to those who find attendance challenging. Securing good attendance must be a concerted effort across all teaching and non-teaching staff.

We appreciate the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

The school is committed to working in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

## 3. Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

**Expect:** Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

**Monitor:** Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

**Listen and understand:** When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

**Facilitate support:** Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

**Formalise support:** Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure

support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

**Enforce:** Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## 4. Statutory information

Senior Attendance Champion Name	Sarah Shore-Nye
Senior Attendance Champion Position	Senior Deputy Head (Pastoral)
Senior Attendance Champion Contact Details	<a href="mailto:s.shorenye@keschools.org.uk">s.shorenye@keschools.org.uk</a>
School start time (AM register opens)	8.45 am (form tutors to close register at 8.50 am and those late directed to the pastoral secretary)
Morning (AM) register close time*	9.10 am
Afternoon (PM) register open time	1.55 pm (period 6 teachers to close register at 2 pm and those late directed to the pastoral secretary)
Afternoon (PM) register close time*	2.20 pm
Contact details for on-the-day explanation of unexpected absence**	absence@kehs.org.uk
Contact details for routine absence information	<a href="mailto:absence@kehs.org.uk">absence@kehs.org.uk</a>
Contact details for requesting leave of absence	Sarah Shore-Nye Senior Deputy Head (Pastoral) <a href="mailto:s.shorenye@keschools.org.uk">s.shorenye@keschools.org.uk</a>
Contact details for further and on-going support on attendance issues (e.g. Head of Year/ Attendance Officer/ Family Liaison Officer)	Liaise with Senior Deputy Head in the first instance: <a href="mailto:s.shorenye@keschools.org.uk">s.shorenye@keschools.org.uk</a>
Electronic Management Information System used for admission and attendance registers	SIMS

\*registers must be open for the same length in each session, but for not longer than 30 minutes

\*\*when a pupil is unexpectedly ill, the school does not routinely require medical evidence; when the school has genuine and reasonable doubt about the authenticity of an illness, we may request additional supporting evidence.

## 5. The role of the School Attendance Champion

The School Attendance Champion is a designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies as appropriate. They are responsible for:

- Setting a clear vision for attendance;
- Establishing and maintain effective systems for tackling absence;
- Maintaining a strong grasp of absence data to focus the collective efforts of the school;
- Regularly monitoring and evaluating progress on attendance, including the efficacy of the school's strategies and processes;
- Ensuring all teaching and non-teaching staff know the importance of good attendance;
- Appropriate resourcing for attendance support.

## 6. School admission register

The admission register (school roll) contains personal details of every pupil (both of compulsory and non-compulsory school age) in the school along with their starting date, information regarding parents, and details of the school last attended.

Parents are encouraged to notify school of changes to information whenever they occur, so the school can update the admission register.

A pupil's name can only be lawfully deleted from the admission register in line with regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. The school will notify the Local Authority when a pupil is deleted from the admission register, except when it is at the end of the last term of the school year when they are in the school's most senior class. The school will inform the Local Authority of the pupil's admission register details as well as the name of the new school and the reason set out in regulation under which the pupil's name has been deleted.

The school admissions register records:

- Full name;
- Name the pupil uses in school;
- Sex;
- Address;
- Full name and address of each of the pupil's parents;
- Which of the pupil's parents, if any, the pupil normally lives with;
- At least one emergency contact telephone number (two are recommended);
- Day, month, year of birth
- Day, month year of pupil's starting day at the school;
- Name and address of the last school attended by the pupil, if any.

Where a parent informs the school that the pupil will live at another address, whether in addition to or instead of the given address, the admission register will be updated to include:

- The address;
- The full name of each parent the pupil will normally live with;
- The date the pupil will start normally living there.

If a pupil is moved to another school, the admission register will updated to include:

- The name of the other school;
- The date when the pupil began or will begin attending the school.

## 7. School routine procedure for managing attendance and lateness

A register of all pupils is taken at the start of each morning session and once during the afternoon session of each school day. This is a record of the pupil's physical presence in school, or the

reason they are not in school. The national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024, are used.

The register is a legal record of attendance, and the school preserves every entry for 6 years from the date the data was entered. Amendments to the register must only be made when a reason for the absence is subsequently established. When amendments are made, the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made and the person making the amendment must all be recorded.

Attendance is monitored very closely by the pastoral and administrative teams. Attendance data is scrutinised by Heads of Year and the DSL and Deputy DSLs. Patterns of poor attendance and lateness are followed up by Form Tutors and Heads of Year in the first instance. Issues with attendance and lateness will be recorded in CPOMS and action taken by the Assistant Head Pastoral, Director of Sixth Form and Senior Deputy Head, as appropriate, if no improvement is seen.

#### Pupil Arrival, Departure and Supervision

All girls are required to be in school before 8.45 each morning; a warning bell rings at 8.40 to remind pupils they should be moving to their form rooms for registration. There is no formal supervision in School before 8.45 but members of support, facilities and teaching staff are always on hand. Pupils may arrive at School from 7.30 and can attend breakfast in the KES dining hall or go to the Library, Computer Room, social space or form room until registration time. Girls are not permitted to leave the site, for example to go to the University Campus, and then return back to School.

The School day ends at 16.00 (except on a Friday when it ends at 15.20), although many girls remain later to take part in extra-curricular activities under the supervision of a member of staff. Girls who are not in a supervised activity are expected to leave within 15 minutes of their last lesson, unless they choose to stay in School to do homework. **Girls who choose to stay to do homework must sign in with the supervising member of staff, in the Library; all other areas are out of bounds after 16.15. Pupils must sign out with the supervising member of staff when they leave.** All girls must leave the School site by 17.45 on Monday – Thursday and by 17.00 on Friday. Girls, other than Sixth Form, are not permitted to leave the site, for example to go to the University Campus, and then return back to School. Pupils who have stayed for private study but who have not been collected by 17.45 will be brought down to sit on the benches in Reception until they are collected.

Except for pupils in the Sixth Form, girls are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance. Girls in the Sixth Form can leave school at the end of period 5, or at any time during the afternoon, if they have no other commitments that day and if School has received written consent from parents. We expect Sixth Formers to use the time to pursue independent study. **All** girls are required to sign out when they leave School before the normal end of the school day.

#### Absence: guidance for parents

If your daughter is going to be absent due to illness, please either telephone the School reception on 0121 472 1834 where you can leave a voicemail or send an email to [absence@kehs.org.uk](mailto:absence@kehs.org.uk) before 8.35. If using email, it is important to use this specific email address rather than emailing the Form Tutor.

Unless you have made it clear that absence due to illness will be for more than one day, please telephone or email us on each morning of your daughter's absence, before 08.35.

For safeguarding reasons, please provide specific details of your daughter's illness; we will not accept a generic 'unwell' message and will contact you for further details.

#### Medical Appointments: guidance for parents

Please send notice of medical or dental appointments, which cannot be arranged outside School hours, well in advance, by email, to [absence@kehs.org.uk](mailto:absence@kehs.org.uk).

#### Requests for Absence for Other Reasons: guidance for parents

Requests for your daughter to be excused from School for any reason other than illness or for medical appointments, should be made via email to the Senior Deputy Head, Mrs Sarah Shore-Nye (s.shorenye@keschools.org.uk), as far in advance as possible.

**We always send parents our term dates over a year in advance in order that holidays can be arranged without disruption to education. Due to strict government guidelines, we are unable to authorise any absence during term time, except in exceptional circumstances.**

#### Absence Without Explanation: guidance for parents

If a pupil does not report to registration and we have not heard from parents, you will receive text requesting urgent contact with School. If there is no response after 30 minutes, the Pastoral Secretary will ring parents directly. Priority is given to contacting parents of the youngest and most vulnerable members of the school community.

## 8. Leave of absence

The school may, at the Head of School's discretion, grant a period of leave of absence. The circumstances for granting a leave of absence are given in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

- Taking part in a regulated performance or employment abroad; this should be in line with a licence obtained from a Justice of the Peace or a body of persons of approval (BOPA);
- Attending an interview: for entry to another educational institution or employment
- Study leave for public exams: as agreed in advance with a parent the pupil normally lives with;
- A temporary, time-limited part-time timetable: for exceptional reasons and having agreed the times and dates the pupil will be expected to attend school;
- Other exceptional circumstances: the school will consider an application, made in advance, for a leave of absence made by a parent the pupil normally lives with. Generally, term-time holidays or other absence for leisure or recreation are not considered an exceptional circumstance. Pupils are not permitted to take a leave of absence to take part in protest activity during school hours;
- Leave of absence cannot be granted retrospectively. If a parent has not applied in advance, leave of absence cannot be granted.



The school may also allow pupils to be absent from the school site to take part in approved educational activities off site. These must be agreed with school in advance.

## 9. Promotion of good attendance

Good attendance starts with close and productive relationships with parents and pupils. The school treats pupils and parents with dignity and uses a positive approach to attendance; recognising that this helps to challenge parents' misconceptions about what good attendance looks like.

The school recognises that poor attendance is habitual, and therefore early identification, intervention and prevention are crucial. The school regularly analyses data to both identify and provide immediate support to pupils or pupil cohorts that need it.

Attendance spreadsheets are prepared weekly for scrutiny by Heads of Year. Fortnightly spreadsheets are also generated which include lateness data. These fortnightly spreadsheets are discussed with HoY in Line Management meetings and are scrutinised by the Senior Deputy Head (Pastoral), Assistant Head (Pastoral) and Director of Sixth Form and action taken as appropriate. Any necessary interventions are noted in CPOMS. Form Tutors are actively involved in attendance monitoring and priority alerts are in place for students who have a raised risk profile. This data is also used to analyse and evaluate patterns and trends among pupils and cohorts. Issues are then discussed at Pastoral Team meetings, as well as at Senior Leadership Team meetings and with Governors, in order to develop a strategy for improvement.

Careful consideration is given to each individual pupil's circumstances, including any medical or SEND needs. The Pastoral Team co-ordinate their approach to attendance closely with the School Nurse and SENDCO to ensure appropriate steps are taken to support the pupil and her family.

Attendance data is benchmarked with other Foundation Schools and Birmingham LA Schools through network meetings, through data returns, as well as with other Independent Schools nationally, through relevant GSA and HMC committees.

The school may also monitor lesson attendance within sessions to identify patterns of absence within the school day and deal with any pupils who are on site but not attending lessons through pastoral, medical and special educational needs or disability support. Data for such monitoring is gathered through SIMS and Medical Tracker.

The importance of excellent attendance is reinforced at transition meetings, in regular letters from the Senior Deputy Head and at other curriculum-based events for parents. As a highly academic school, we find that explaining the impact of lost time in terms of curriculum coverage and impact on academic attainment to be one of our most useful tools for improvement, alongside stressing the impact on a pupil's personal and social development and wellbeing. Heads of Year, the Assistant Head (Pastoral), Director of Sixth Form and Senior Deputy Head, will also use other communication points with parents to update them on their daughter's current attendance and lateness levels. The Senior Deputy will also report on current attendance levels when she responds to a request from parents for absence during term time.

## 10. Reducing persistent and severe absence

Persistent absence: a pupil is absent from school for 10% or more of their possible sessions.

Severe absence: a pupil is absent from school for 50% or more of their possible sessions.

Pupils at risk of becoming persistently or severely absent are identified through close monitoring of data. The Pastoral and SEND team will work closely with the individual student to identify the barriers to attendance, arranging meetings with parents as appropriate. Support is sought from external agencies as necessary. Where there is an issue with a particular cohort, the Head of Year will take the lead in creating an action plan, closely supervised by the Assistant Head (Pastoral), Senior Deputy Head or Director of Sixth Form. The Deputy Head (Academic) will also be involved in strategy meetings if appropriate. Records of all interventions are kept in CPOMS.

## 11. Role of the Foundation

The school is a member of the King Edward VI Foundation Birmingham, this enables the school to access data and best practice from across the Foundation. The Foundation also supports schools to promote excellent attendance by:

- Ensuring the school prioritises the importance of school attendance through the school's ethos and policies;
- Reviewing and comparing attendance data to discuss and challenge trends;
- Ensuring the school's leadership team fulfil the expectations and statutory duties;
- Supporting staff through training opportunities;
- Sharing good practice across the Foundation;
- Where appropriate, working with schools to develop a comprehensive attendance action plan.

## 12. Need for legal intervention

As absence is often a symptom of wider issues a family is facing, the school always seeks to work with local partners to understand the barriers to attendance and provide support. Where that is not successful, or not engaged with, the law protects a pupil's right to education, with a range of legal interventions to formalise attendance improvement efforts. When all other avenues have been exhausted, this may include prosecuting parents.

### 13. The attendance register

The school keeps electronically an attendance register of all pupils on the school admission register (the school roll) in accordance with School Attendance (Pupil Registration) (England) 2024. The attendance register is taken at the beginning of the morning session and once during the afternoon session.

School morning session times	8.45 am – 12.55 pm
School afternoon session times	1.55 pm – 4 pm (3.20 pm on Fridays)

To aid data collection, monitor attendance and absence, and facilitate the sharing of data the school uses national attendance and absence codes.

Code	Meaning
/\	Pupil is physically present in school at the time of registration
L	Late (before the register closed)
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in an approved sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered (attending another school)
C1	Leave of absence for regulated performance or regulated employment abroad
M	Medical or dental appointment
J1	Attending an interview for employment or other educational institution
S	Study Leave for public examination
X	Non-compulsory school age pupil not required to attend
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence granted for exceptional circumstance
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not a medical or dental appointment)
E	Suspended or permanently excluded (no alternative provision made)
Q	Unable to attend due to lack of access arrangements
Y1	Unable to attend due to normal transport not being available
Y2	Unable to attend due to widespread travel disruption
Y3	Unable to attend due to school premises being closed
Y4	Unable to attend due to the whole school site being closed
Y5	Unable to attend as in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other unavoidable cause affecting the pupil
G	Unauthorised holiday
N*	Reason for absence not yet established
O	Absent in unknown circumstances
U	Late after the register closed
Z	Pupil not on the admission register
#	Planned school closure

\*an N code must be updated as soon as the reason is ascertained but no more than 5 school days after the absence is recorded; after 5 school days, the code is amended to O.