



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Attendance Policy

Responsible Board/Committee	Academy Trust and Foundation Board
Policy Type	Hybrid Policy
Policy Owner	Education
Statutory	Yes
Publish Online	Yes
Last Review Date	July 2026
Review Cycle	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.
Next Review Date	July 2027
Version	2

School	King Edward VI High School for Girls
School Policy Owner	Vice Principal & DSL
ISGB Approval Date	September 2026

CONTENTS

1	Purpose	1
2	Roles and responsibilities	2
3	Procedures	6
	Registration	6
	Late arrival	6
	Reasons for absence and how to report or request authorisation	7
	Addressing poor attendance and punctuality	9
4	Legislation and guidance	11

1 Purpose

Aim of this policy

- 1.1 To support excellent levels of attendance for all pupils to enable the fulfilment of their potential at King Edward VI High School for Girls.
- 1.2 This policy has been prepared in accordance with the School's statutory duties relating to attendance, including those outlined in the Department for Education's statutory guidance, entitled Working Together to Improve School Attendance (2026), which is referred to in this policy as the "DfE Attendance Guidance".
- 1.3 The Schools of King Edward VI Birmingham 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 the Birmingham Special Educational Needs Assessment & Review Service (SENAR); Birmingham Children's Trust; Birmingham Education Safeguarding Team, and Birmingham Education Legal Intervention Team.

Key Principles

- 1.4 High levels of attendance and punctuality are promoted and rewarded.
- 1.5 It is the responsibility of everybody in the School to improve attendance and punctuality.
- 1.6 Regular attendance means attending all sessions, for the full duration of those sessions, unless there is a statutory reason for non-attendance.
- 1.7 Where attendance or punctuality falls short of expected standards, steps will be taken to address this, and sanctions may be applied in accordance with the Behaviour Policy.
- 1.8 Whilst every pupil has the right to a full-time education, 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 applied fairly and consistently, but in doing so, we always consider the individual needs of pupils and their families, who may have specific barriers to attendance. Some pupils find it harder than others to attend School. The School will work with pupils, parents/carers and other local partners to remove any barriers to attendance.
- 1.9 In the development and implementation of the policy, we recognise our obligations under the Equality Act 2010 and consider the provisions under the UN Convention on the Rights of the Child. We seek to work in partnership with pupils and parents/carers 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 & civil partnership; pregnancy & maternity; race; religion or belief; sex; sexual orientation.
- 1.10 In implementing this policy, the School is mindful of both conscious and unconscious bias. This means in dealing with attendance, the School will:
 - Take the time to consider decisions, listening to and considering the issues that are raised.
 - Justify and document decisions, including the reasoning behind them.

- Ensure clear guidance is provided on reporting concerns related to prejudice.
- Promote positive behaviours.
- Encourage engagement from a wide range of pupils, parents/carers, and interested parties.

1.11 Subject to the terms of this policy, any day-to-day attendance issues that parents/carers or pupils have should be discussed with the Form Tutor or Head of Year. Where more detailed support around attendance is required, parents/carers and pupils should contact Sarah Shore-Nye, Vice Principal & DSL.

2 Roles and responsibilities

2.1 The School

Good attendance starts with close and productive relationships with parents/carers and pupils. The School treats pupils and parents/carers with dignity and adopts a positive approach to attendance, recognising that this helps to challenge parents/carers' misconceptions about what constitutes good attendance.

2.1.1 The School will:

- Develop and maintain a whole school culture that promotes the benefits of high attendance through Key Stage transition meetings, in regular letters from the Vice Principal & DSL 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 Vice Principal & DSL, will also use other communication points with parents to update them on their daughter's current attendance and lateness levels. The Vice Principal & DSL will also report on current attendance levels when she responds to a request from parents for absence during term time. Pupils are asked to reflect on their attendance and punctuality in their twice yearly one to ones with their Form Tutor. Attendance is formally reported to parents in the annual full written report.
- Work with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance.
- Investigate unexplained or unjustified absence, applying sanctions where appropriate.

- Take into account individual needs when implementing this policy, including having regard to the School's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
- Share information, including returns information required to be shared in accordance with regulations¹ and the DfE Attendance Guidance, and work collaboratively with the local authority, other schools in the area, and other partners on attendance issues including, confirming part-time timetables, requests for elective home education, dual registration, removal from school roll, new admissions to school roll (including in year) and making any other appropriate referrals/ submissions of information in accordance with local procedures, legislation, and guidance from Working together to Improve School Attendance (2026) below:

In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the pupil. This does not apply to pupils who are added to the admission register at the start of the school's most junior year (for example, pupils who are registered at secondary school at the start of Year 7) unless the local authority has requested such information.

- Regularly monitor, review, and analyse attendance and absence data, including identifying pupils or cohorts that require attendance support and setting targets for the future.
- Ensure that all pupils can access full-time education, putting strategies in place where there is evidence to suggest that this is not the case.
- Ensure that governors and the School's leadership team work together to monitor attendance levels and the effectiveness of this policy.
- Ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the DfE Attendance Guidance.
- Have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance 'Keeping Children Safe in Education' and the School's Safeguarding and Child Protection Policy.
- Provide information requested by the Secretary of State, including termly absence data collected by the Department for Education.
- Regularly inform parents/carers about their child's attendance and absence levels.

¹ [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- Support pupils who are returning to education following long-term absence.
- Ensure that effective systems are in place to record and report attendance data, including the accurate completion of admission and attendance registers, utilising an electronic management information system. The school will report pupil absence for illness for 15 or more days whether consecutive or cumulative to the LA, or actions in line with equivalent guidance as set out by the LA. The school will report pupils who have been absent for a continuous period of ten school days and where their record shows one or more of the unauthorised codes have been used or where a pupil is regularly absent, to the LA in line with LA requirements.
- Assign overall responsibility for championing and improving attendance at the School to a designated senior leader, known as the Senior Attendance Champion.
- Observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) ([publishing.service.gov.uk](#)) to the extent not covered above or elsewhere in this policy.

2.2 Parents and carers

We expect parents and carers to:

- Ensure that their child arrives at the School on time, wearing the correct uniform, and with the necessary equipment.
- Promote the importance of regular attendance at home.
- Follow the correct procedure for reporting the absence of their child from the School (see section 3.9 below).
- Avoid unnecessary absences.
- Keep the School informed of any circumstances which may affect their child's attendance.
- Not take their child out of education for holidays during term time (see section 3.11 below).
- Inform the School in advance of any proposed change of address for their child(ren), along with the name of the parents/carers with whom the child shall live.
- Observe and fulfil their responsibilities set out in the guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) ([publishing.service.gov.uk](#)).

2.3 Pupils

We expect pupils to:

- Attend the School regularly and on time.
- Be punctual for all lessons.
- Follow the correct procedure if they arrive at the School late (see *Registrations* and *Late Arrival* sections below).

2.4 Senior Attendance Champion

- 2.4.1 The Senior Attendance Champion (“SAC”) at the School is Sarah Shore-Nye, Vice Principal & DSL (s.shorenye@keschools.org.uk.)

2.4.2 The SAC has overall responsibility for championing and improving attendance at the School and will:

- Set a clear vision for improving and maintaining good attendance, including driving the School Attendance Strategy..
- Establish and maintain effective systems for addressing absence, ensuring that all staff consistently follow these procedures.
- Evaluate and monitor attendance expectations and processes.
- Have a strong grasp of attendance data to focus the collective efforts of the School, sharing this data, along with commentary on cohort trends and areas for development, regularly with staff in briefings and with the Leadership Team in SLT meetings, to ensure progress against the School Attendance Strategy.
- Ensure that key attendance messages are communicated to parents/carers and pupils.
- Provide data and reports to support the work of the Governors.
- Work closely with the Pastoral Team to ensure a high level of scrutiny of attendance and lateness data and the ongoing development of the School’s Attendance Strategy.

2.5 The Board of Governors

The board of governors will:

- Take an active role in improving attendance, recognise the importance of school attendance, and promote it across the independent schools, aligning with the School’s ethos and policies.
- Ensure the School’s leaders fulfil expectations and statutory duties.

- Regularly review attendance data, discuss and challenge trends, and help School leaders focus improvement efforts on the individual pupils or cohorts who need it most, using termly meetings of the Safeguarding Governor and Vice Principal & DSL as opportunities to do this, alongside the Independent Schools Governing Body Risk and Compliance meetings.
- Ensure School staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance.
- Share effective practice on attendance management and improvement across the independent schools.
- Work with other schools and local authorities to promote effective attendance management practice and help to develop a consistent, sector-wide understanding of best practice.
- Require the School to report to the Governors on the School's attendance at regular intervals.

3 Procedures

Registration

- 3.1 The School maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8.45 am	9.10 am
Afternoon	1.55 pm	2.20 pm

- 3.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out in *Late Arrival* section applies.
- 3.3 The register is marked using the national statutory attendance and absence codes, which can be found in the DfE Attendance Guidance: [Working together to improve school attendance: July 2026](#).
- 3.4 Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter, in accordance with the behaviour policy, and engage parents/carers where necessary.

Late arrival

- 3.5 If a pupil arrives at the School after the relevant registration period has ended but within the relevant session, they must immediately go to Reception to sign in and provide a reason for

the lateness, to enable the School to establish the appropriate attendance or absence code. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence and parents/ carers notified as appropriate.

- 3.6 Persistent lateness will be treated as a disciplinary matter and will be addressed in accordance with the Behaviour Policy.

Reasons for absence and how to report or request authorisation

- 3.7 **Authorised absence** – absence will only be authorised where the School has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the School can authorise an absence.
- 3.8 **Unauthorised absence** – absence will be marked as unauthorised where the School is not satisfied with the reasons given for the absence.

3.9 Reporting absence from the School

- i. Where a pupil is to be absent from the School without prior permission, the parent/carer should inform the School by telephone (0121 4721834) or via email: kehsabsence@keschools.org.uk on the morning of the day of the first absence, by 8.35 am, and let the School know when they expect the pupil to return. For safeguarding reasons parents/ carers are asked to provide specific details of the pupil's illness/ reason for non attendance. If the return date is not confirmed on the first day of absence, parents/carers must contact the School on each day of absence.
- ii. Any unexplained absence will be followed up by the School promptly. After the close of the morning registration session the School will send a text message to the parent/ carer 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. If the Pastoral Secretary cannot obtain a response from parents/ carers they will refer the matter to the DSL/ DDSL. The same process is followed for afternoon registration.
- iii. In cases where the School requires clarification to accurately record an absence in the attendance register, parents/carers may be asked to provide the School with medical evidence, such as an appointment letter or a note from the child's doctor, to support an absence due to illness. If satisfactory evidence is not provided, the absence may be marked as unauthorised. Where there are prolonged or repeated patterns of illness, medical evidence may also be requested to support the school's understanding of a pupil's health needs and to ensure that appropriate support and/or adjustments are put in place. The Pastoral Team will involve the School Nurse for additional support in such cases.

3.10 **Appointments**

- iv. Medical, dental, and other essential appointments for a pupil should take place outside of school hours, where this is reasonably possible.
- v. Where an appointment must take place during school time, the pupil should attend the School for as much of the day as possible, and as much prior notice as possible should be given to the Receptionist.

3.11 **Leave of absence (including holidays during term time)**

- vi. The School will grant permission for a pupil to be absent from School in the circumstances described in paragraph 36 of the DfE Attendance Guidance, which can be summarised as follows:
 - Taking part in a regulated performance or employment abroad.
 - Attendance at an interview for entry into another educational setting or future employment.
 - Study leave for public examinations.
 - Temporary, time-limited part-time timetable.
 - Other exceptional circumstances, which will be decided upon based on the individual merits of each case.
- vii. Parents/carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.
- viii. To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Vice Principal & DSL and, wherever possible, at least four school weeks ahead of the planned leave.
- ix. Where a leave of absence is requested as above, the Vice Principal & DSL will consider the specific facts and circumstances relating to the request. The decision:
 - Will be confirmed in writing.
 - Is at the Vice Principal & DSL's and Chief Master & Principal's discretion.
 - Is final.
- x. Where permission is granted, the Vice Principal & DSL will confirm the number of days and dates of absence which are authorised and the code/s which will be used.
- xi. If permission is not granted and the parents/carers proceed to take their child out of the School, the absence will be marked as unauthorised, and parents/carers may be issued with a penalty notice or be subject to prosecution by the local authority (see *Addressing poor attendance and punctuality* section below).

3.12 Religious observance

xii. We recognise that pupils of certain faiths may need to participate in days of religious observance. Absence from the School will be authorised where a day of religious observance:

- Falls during school time.
- Has been exclusively set apart for religious observance by the religious body to which the pupil belongs.

xiii. We ask that parents/carers notify the School by writing to the Vice Principal & DSL in advance where absence is required due to religious observance.

Addressing poor attendance and punctuality

3.13 The School recognises that poor attendance is habitual and therefore early identification, intervention, and prevention are crucial. The School regularly analyses data both to identify and provide immediate support to pupils or cohorts that need it. The School will use data to target attendance improvement efforts to the pupils or groups of who need it most. In doing so the School, led by the SAC, will:

- Monitor and analyse weekly and fortnightly attendance patterns, proactively using data to identify pupils at risk of poor attendance. This data will also be discussed in the weekly meetings of the Head of Year and their line manager (Assistant Head Pastoral/ Director of Sixth Form/ Vice Principal & DSL).
- Provide regular attendance reports to teachers and relevant leaders.
- Identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner.
- Use half termly Pastoral Team meetings to bring together the collective observations of the support staff involved in attendance: Heads of Year, School Nurse and SENDCO and work on whole school strategies and share good practice.
- Conduct a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Review data held in Medical Tracker to scrutinise visits to the School Nurse and time out of lessons for medical reasons.
- Benchmark School attendance data at each level against local, regional, and national levels, including HMC and GSA schools through relevant committees.
- Monitor the impact of School strategies and actions on improving attendance for specific pupils and groups.
- Work with the local authority and other local partners to identify individuals/ groups at risk of poor attendance using the thresholds for notification from the DfE Attendance Guidance.

- Hold regular meetings with the parents or carers of pupils whom the School and/or local authority consider to be vulnerable.
 - Log attendance and punctuality interventions in CPOMS, including saving written requests from parents/ carers for absence for exceptional circumstances and the response School gives to the request.
- 3.14 Our procedures for managing unexplained absences can be found in section 3.9 ii and in the School's Missing Pupil Policy.
- 3.16 Where absence or punctuality is a cause for concern, for example, because there is:
- a pattern of unauthorised absence;
 - a question over the reasons provided for a particular absence or late arrival;
 - persistent truancy or lateness;
- we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality. Support may include, but is not restricted to: intervention sessions with the Head of Year; access to sessions with the School Counsellor; liaison, led by the School Nurse, with other agencies such as CAMHS, GP or hospital team; advice and formal intervention, as appropriate, from the local authority attendance team; referrals for Early (Family) Help or a Request for Support.
- 3.17 In cases where the School has been unable to establish a clear reason for absence and/or has welfare concerns about the pupil a home welfare check may be carried out.
- 3.18 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the Behaviour Policy.
- 3.19 Absence will be classed as 'persistent' where it falls below 90% across the academic year and 'severe' when a pupil is absent from School for 50% or more of their possible sessions. Absence at this level is likely to significantly hinder educational prospects, and we expect full parental cooperation and support to address these cases urgently. As absence is often a symptom of wider issues a family is facing, the School 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. Intervention steps may include implementing an attendance action plan, referring to other agencies, and/or establishing an attendance contract. Where out of school barriers to attendance are identified, the school will signpost and support access to any additional services.
- 3.20 The School follows the Birmingham City Council (BCC) Support First approach to attendance. The School will refer to the BCC Education Legal Intervention (ELIT) team

as appropriate. The SAC regularly attends training in systems and support offered by the BCC Attendance Team and the Department for Education.

3.21 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the School, and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days; £160 if paid within 28 days) imposed on parents/carers, which is intended to change behaviour without the need for criminal prosecution.

3.22 When considering whether to issue a penalty notice, we will have regard to:

- The National Framework for penalty notices as set out in paragraphs 179-205 of the DfE Attendance Guidance.
- The local authority's code of conduct for issuing penalty notices.

3.23 If a penalty notice is issued but not paid within 28 days, the local authority will decide whether to proceed with prosecution. The local authority also has separate powers to prosecute parents/carers if their child of compulsory school age fails to attend School regularly.

4. Legislation and guidance

4.1 This policy is based on Working Together to Improve School Attendance (July 2026), which is referred to in this policy as the "DfE Attendance Guidance".