



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

King Edward VI High School for Girls Attendance Policy

Committee	N/A
Policy Type	School
Policy Owner	Vice Principal (Pastoral)
Statutory	No
Published on website	Yes
Last review date	07/2023
Next review date	07/2024
Review Cycle	Annual
Expiry date	N/A
Version	1.1

King Edward VI High School for Girls ATTENDANCE POLICY

At KEHS, we see education as a partnership between the family and the School. We are committed to providing the highest quality of education and safeguarding and look to parents to support these objectives. KEHS has high expectations for every pupil's attendance and offers support to those who find attendance challenging, for example providing a reduced timetable, for a fixed period, if necessitated by ill health.

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 Vice Principal Pastoral, 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 (12.50) 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.

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 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.

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.

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 Vice Principal Pastoral, Mrs Sarah Shore-Nye (s.shorenye@kehs.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 will be given to contacting parents of the youngest and most vulnerable members of the School community.

For procedures if a pupil goes missing during the school day please consult the Missing Pupil Policy.