

Attendance and Punctuality Policy

King's College London
Mathematics School

Monitoring and review

	Name	Date	Role
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Ratified	Education Committee	Summer 2 2026	Governors
Next review	Education Committee	Summer 2 2027	Governors

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The **Deputy Designated Safeguarding Lead** is: **Timothy Bateup (Head Teacher)**

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1. Aims and introductions

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, and will:

- Set high expectations for the attendance and punctuality of all students
- Promote good attendance and the benefits of good attendance
- Reduce absence, including persistent and severe absence
- Ensure every student has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Build strong relationships with those with parental responsibility (PR) to make sure students have the support in place to attend school.

King's College London Mathematics School (KCLMS) believes strongly in promoting and supporting high levels of attendance and punctuality to school and lessons which contributes to the high levels of academic attainment at the school.

2. Legal framework

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/uksi/2006/1751/contents> The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- <https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing body

The governing body :

- Sets high expectations of all school leaders, staff, students and parents / carers
- Makes sure school leaders fulfil expectations and statutory duties, and:
 - Makes sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Makes sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognises and promotes the importance of school attendance across the school's policies and ethos
- Makes sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Makes sure the school has high aspirations for all students, but adapts processes and support to students' individual needs

- Regularly reviews and challenges attendance data and helps school leaders focus improvement efforts on individual students or groups who need it most
- Work with school leaders to set goals or areas of focus for attendance and provide support and challenge
- Monitor attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, work with school leaders to develop a comprehensive action plan to improve attendance
- Make sure all staff receive adequate training on attendance as part of the regular continued professional development (CPD) offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures to track, follow up on and improve attendance, including works with partners and keep them informed regarding specific students, where appropriate
- Makes sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holds the headteacher to account for the implementation of this policy

The Governor for safeguarding children with responsibility for monitoring student attendance is: Margaret Peacock

3.2 The headteacher

The headteacher :

- Ensures the implementation of this policy at the school
- Monitors school-level absence data and reports it to governors
- Supports staff with monitoring the attendance of individual students
- Monitors the impact of any implemented attendance strategies
- Issues fixed-penalty notices, where necessary, and/or authorises the Lead Teacher (Year Leads) and Finance department to be able to do so
- Works with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND and where students with SEND face in-school barriers
- Communicates with the respective local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the students' needs
- Communicates the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader :

- Leads, champions and improves attendance across the school
- Sets a clear vision for improving and maintaining good attendance
- Evaluates and monitors expectations and processes
- Has a strong grasp of absence data and oversight of absence data analysis
- Regularly monitors and evaluates progress in attendance
- Establishes and maintains effective systems for tackling absence, and makes sure they are followed by all staff

- Liaises with students, parents / carers and external agencies, where needed
- Builds close and productive relationships with parents / carers to discuss and tackle attendance issues
- Creates intervention or reintegration plans in partnership with students and their parents / carers
- Delivers targeted intervention and support to students and families

Our designated safeguarding lead responsible for attendance is: Obehi Orukpe, kclms-safeguarding@kcl.ac.uk

3.4 The Attendance Officer and Lead Teacher (Year Leads)

The school Attendance Officer and Lead Teacher (Year Leads) :

- Monitors and analyses attendance data (see section 7)
- Benchmarks attendance data to identify areas of focus for improvement
- Provides regular attendance reports to school staff and reports concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Works with education welfare officers to tackle persistent absence where a student is eligible to receive this support
- Advises the headteacher/ Finance department (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Bernelda Edwards and can be contacted on KCLMSabsence@kcl.ac.uk or by phone on 020 7848 7346.

The Lead Teacher (Y12) is Eirini Birmgili and the Lead Teacher (Y13) is Christian Dolman-Atwell

3.5 Class teachers / Form Tutors

Class teachers record attendance accurately and promptly for every session and tutors will record attendance for afternoon tutor time sessions on a daily basis, by the correct codes (see Appendix 1). Form tutors monitor the attendance of all tutees in their form, work together with the Lead Teacher (Year Leads) and wider pastoral team to support and promote high levels of attendance and punctuality.

3.6 School admin office staff

School admin office staff:

- Take calls and emails from parents/carers about absence on a day-to-day basis and record it on Bromcom
- Transfer calls and emails from parents/carers to the Lead Teacher (Year Group) where appropriate, in order to provide them with more detailed support on attendance.

3.7 Parents / Carers

Where this policy refers to a parent / carers, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All those who have parental responsibility for a child or young person
- Parents / carers are expected to:
 - Ensure their child or young person attends every school and sessions daily and on time
 - Contact the school to report their child's absence before 08:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
 - Provide the school with two emergency contact details for their child or young person
 - Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend school every day
- Arrive on time and appropriately prepared for sessions
- Speak to their Form Tutor and/or a member of staff if they experience any problems in school
- Accept help, support and guidance when offered and deemed appropriate

3.9 Virtual school heads

Virtual school heads have a non-statutory responsibility for the strategic oversight of the educational attendance, attainment and progress of students with a social worker.

They should also identify and engage with key professionals, e.g. DSLs, special educational needs co-ordinators (SENCOs), social workers, mental health leads and others.

4. Recording attendance

4.1 Attendance register

KCLMS keeps an electronic attendance register, and place all students onto this register via the Bromcom MIS system

Students are expected to tap in to school with their student ID by 09:10am. This represents registration to a morning session and attendance to the afternoon tutor session represents the registration for the afternoon session. It marks, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register made by the attendance officer or pastoral team includes:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

KCLMS also records:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

KCLMS keeps every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 09:15am and ends at 16:15pm. Students must arrive in school by 09:10am on each school day.

The register for the morning session will be taken at 09:10am. Each session register will be kept open for 30 minutes or for the duration of the tutor time. The register for the second session will be taken at 09:15am. The afternoon session register will be taken at 14:05pm.

For the Morning Procedure for School Attendance Officer, please see Appendix 2.

4.2 Planned absence

Attending a medical or dental appointment is counted as authorised as long as the student's parent / carer notifies the school in advance of the appointment.

To request a planned absence from school, parents/carers should complete the online Planned Absence form found in the KCLMS Rough Guide for Parents and Carers 2025-26. Once approved, you receive confirmation from the registration team and the planned absence will appear on the Bromcom student portal and the Bromcom MyChildAtHome (MCAS) parent portal.

The planned absence form should be completed at least 48 hours in advance of the absence and include requests for attending medical appointments, university open days, family events or interviews.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent / carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.3 Year 13 Off-Site Study

Following an earlier finish to the school timetable, students must tap in/out each time they enter/leave the building, otherwise receive a Level 1 sanction, a measure to ensure the registers are kept accurate in case of an emergency.

In the Summer Term, students are expected in school for all lessons in the run up to examinations. Only invited students are expected to be in school for Yellow sessions.

4.4 For absences on the day (unplanned absence)

Parents / carers must contact the school office by 08:30 by email to the school office on KCLMSabsence@kcl.ac.uk copying your child's tutor, or by phone on 020 7848 7346 for any unplanned/on the day absence.

Absences must be reported by parents/carers – **we cannot accept a report of absence from your child themselves.**

We mark absence due to physical or mental illness as authorised, unless the school has a concern about the authenticity of the illness.

If your child is unwell due to their mental health, parent/carers should follow the absence procedure including this detail to the registration team who will contact the Year Lead and will offer them support e.g. check-in following their return to school, a 1:1 meeting with their tutor or offer in-school counselling.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school asks for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents / carers will be notified of this in advance.

For absence longer than 10 days, please refer to section 7 on Supporting students with long term absence due to mental or physical ill health or SEND.

4.5 Lateness and punctuality

Students are expected to tap in to school with their student ID by 09:10am This represents registration to a morning session and arrival after this point is considered late. All students are also expected to arrive at lessons, tutorials and other KCLMS commitments on time.

A student who arrives late:

- Before the register has closed (within the first 30 minutes of a session; whether AM, PM or lessons) is marked as late, using the appropriate code
- After the register has closed (after 30 minutes of the session) is marked as late, using the different code.

Level 1 (L1) Punctuality Concerns include:

Arriving to school late, after 09:10, but before 09:45 (student should see their Year Lead on the day to justify lateness if out of their control, but this does not exempt them from 09:10 registration the next day)

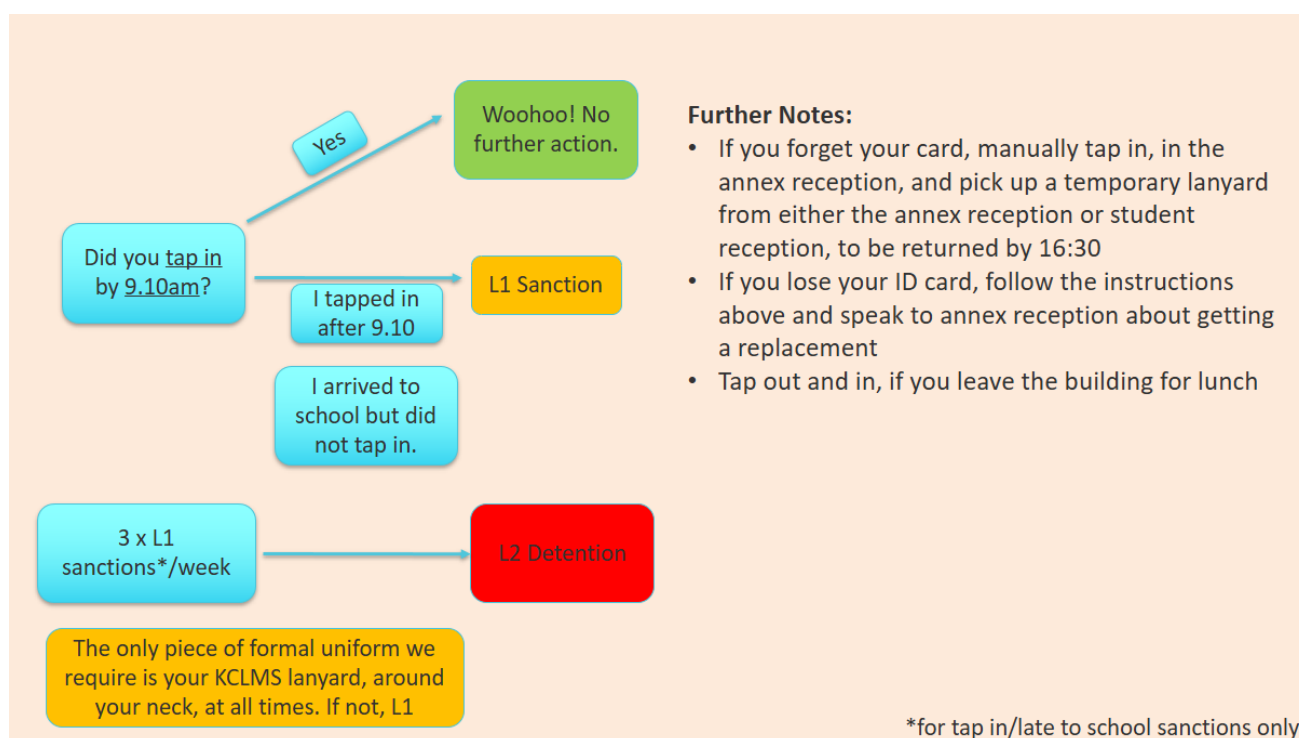
Inexcusably arriving late to a lesson, including tutor check-in at 14:05.

Punctuality Concern	Consequence	Additional information
Arriving to school late, but before 09.45am	Level 1 consequence issued	Must arrive by 09:10am the following day
Inexcusably arriving late to a lesson	Level 1 consequence issued and must meet with subject teacher	Subject teacher discretion
Arriving to school after 09.45am without authorisation OR Receiving three L1s due to punctuality in a week	Level 2 School Detention with Lead Teacher (Year Lead) Friday 2-2.40pm or 3.30-4.10pm	Place on one week Punctuality Report Pastoral team or student reception to monitor Parent/carer informed
Lesson absence without reason or prior notification (truancy, on-site)	Level 2 School Detention with Lead Teacher (Year Lead) Friday 2-2.40pm or 3.30-4.10pm	Hand-written letter to be shared with Head of Year/Subject teacher/tutor/parents Parent/carer informed and meeting requested One day gating
Lesson absence without reason or prior notification (truancy, off-site)	SLT Friday Detention 4.15-5.15m	Hand-written letter to be shared with Head of Year/Subject teacher/tutor/parents Parent/carer informed and meeting requested One week gating

Pattern of persistent and/or severe lateness over a period of a week or more	Level 2 School Detention with Lead Teacher (Year Lead) Friday 2-2.40pm or 3.30-4.10pm	Place on two-week Punctuality Report Pastoral team or student reception to monitor Parent/carers meeting
Failure to attend Lead Teacher (Year Lead) Friday detention due to punctuality	Referral to Level 2 SLT Friday detention 4.15 – 5.15pm following week	Place on one week Punctuality Report, Lead Teacher (Year Lead) Parent/carers informed

For further details regarding failure to adhere to Level 2 consequences, please refer to the KCLMS Behaviour Policy.

If a student receives three L1s/an L2 for punctuality, then in addition to the morning detention, the student is placed on a punctuality report card for the week. The report card must be signed at the student reception in the morning, and by the tutor in afternoon check-in. See flowchart below for more information.



4.6 Travel Bursary and Attendance/Punctuality

Students who display a pattern of repeated lateness triggers a review of eligibility in addition to the sanctions outlined in the KCLMS Behaviour Policy. Consideration will be made for lateness due to elements beyond student control e.g, extreme weather conditions and industrial action.

The following deductions will be made if a review is triggered due to the circumstances detailed above.

Reason	First steps	Possible Deduction
Unauthorised absence	Discussion with student and/or communication with parent or carer to clarify absence	1 week deduction of payment for each week in which an unauthorised absence has been recorded
Patterns of repeated authorised absence	Discussion with student and/or communication with parent or carer to clarify absence	1 week deduction of payment for each week in which an unauthorised absence has been recorded
Patterns of repeated lateness	Discussion with student and/or communication with parent or carer to clarify reasons for lateness	1 week deduction of payment for each week in which lateness was deemed to be unacceptable

Details of the Travel Bursary can be found in the [Bursary Fund Policy](#) and the [financial support](#) on the school website.

4.7 Following up unexplained absence

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

- Calls the student first then if no response, contacts the student's parent/carers on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts after several attempts, the school may follow the KCLMS Missing Student Policy procedures.
- Identifies whether the absence is approved or not
- Identifies the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Calls the parent/carers on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues beyond 10 days, the school considers involving an Education Welfare Officer if applicable and the student meets the threshold for support.
- Where appropriate, offer support to the student and/or their parents/carers to improve attendance
- Identifies whether the student needs support from wider partners, as quickly as possible, and makes the necessary referrals
- Where support is not appropriate, not successful, or not engaged with follow sanctions in section 5.2.

4.8 Attendance and punctuality reporting to parents/carers

Every week, attendance and punctuality reports are run via Bromcom our school (MIS). This is to inform the Safeguarding Team for each year group of any particular areas of concern and allows regular monitoring and intervention measures to be implemented throughout the year.

A separate report is run at the start of every school term whereby attendance and punctuality data for individual students is sent to parents/carers along with the Green, Amber, Red (GAR) system for attendance, see below.



Please see section 6 below for further details of the GAR system on strategies for promoting school attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher allows students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher only grants a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

It is at the headteacher's discretion as to what constitutes as 'exceptional circumstances'.

Leave of absence is not granted for a student to take part in protest activity during school hours.

As a leave of absence is only granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted in writing to the headteacher as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the students and/or parent/carer(s) belong(s).

- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school makes use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices for unauthorised absences

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it checks with the local authority before doing so and send it a copy of any penalty notice issued.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

Holidays and other extended absences without extenuating circumstances will not be authorised by the school. The school issues a fine to parents/carers in any situation where the parents/carers have chosen to take a child enrolled at KCLMS on holiday during term-time, unless permission has expressly been granted by the school. The fine will be for £200, reduced to £100 if paid within 10 working days.

If a student is away for an unauthorised absence, then they will be expected to volunteer at the KCLMS Summer School.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve are issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far

- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The different categories for support for students with attendance concerns are listed below:

Attendance to sessions	GAR	Equates to	Consequence
96 – 100%	Green	A good level of attendance	Rewarded termly in assemblies.
90 – 96%	Amber	90% = nearly 4 weeks off school	Fortnightly monitoring and discussion with tutor At cumulative 93%, email triggered to parent and carer, alerting them to attendance and punctuality concerns. Year Lead can decide that additional meetings are necessary based on attendance data from a shorter time period. At cumulative 90%, the tutor intervenes with compulsory check-in meetings
85 – 90%	Red	85% = nearly 6 weeks off school	Lead Teacher (Pastoral) to put in place attendance report. Tutor to review progress against system on a weekly basis. At cumulative 85%, LT (Pastoral) and tutor to meet with parent and carer virtually or in person. LT (Pastoral) to review progress against system at least twice in a half term.
Below 85%	Serious cause for concern	More than likely have missed one half term or more of learning.	Serious cause for concern meeting held with LT (Pastoral) and tutor, and Assistant Head PDBW where appropriate. Student enters probationary period. LT (Pastoral) to put in place attendance report. LT (year group) to review progress against system on a weekly basis. LT (Pastoral) meets student on a weekly basis to review progress against targets.

At KCLMS there is a clear pastoral system in place to provide support for students facing barriers to their attendance or punctuality due to personal circumstances or for medical reasons. Students are able to speak with their tutor during their 1-1s or with their Lead Teacher (year group) or the Assistant Head (PDBW) if they are aware of specific

circumstances that might affect their attendance and punctuality. Students are expected to proactively communicate issues with staff members to ensure the appropriate support can be put in place for them.

For students whose attendance is affected by specific diagnosed medical conditions including mental health concerns, further information is available in the KCLMS Medical Needs Policy regarding the support process available and information required.

Where a student intentionally makes not effort to improve their attendance following the support and intervention listed above, a parental meeting may be arranged to consider their future at KCLMS – support will be provided by the school.

7. Supporting students with long term absence due to mental or physical ill health or SEND

The person with overall responsibility for students who cannot come to school because of medical needs is the SENCO, Suzanne Lane (kclms-senco@kcl.ac.uk). Contact with parents/carers and monitoring of school work will be the Lead Teacher (Year Lead) and Tutor. If a student is, or is likely to be, absent due to medical needs for more than 10 school days, the School informs the respective local authority Education Welfare Officer (EWO) if the student meets the threshold for support. The Lead Teacher (Year Group), SENCO or Assistant Headteacher PDBW) in consultation with the parents/carers and, if necessary, the EWO, will assesses the student's capabilities, educational progress and programmes of work. The Lead Teacher (Year Lead) should make arrangements for work and materials to be delivered to and collected from the student and ensure that the student is informed about school events.

The Lead Teacher (Year Lead) must liaise with the Examinations Officer to make arrangements for public exams. The tutor should encourage and facilitate contact with peers through school e-mails.

The Lead Teacher (Year Lead) and SENCO monitors the process of reintegration after a long absence supported by the Assistant Headteacher (PDBW).

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the students' needs, the school informs the respective local authority.

8. Attendance monitoring

8.1 Monitoring attendance

The school monitors attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Specific student information is shared with the DfE regularly.

Bromcom Data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school benchmarks its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing body.

8.2 Analysing and using attendance data

The school:

- Analyses attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identifies students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conducts thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Looks at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

KCLMS:

- Uses attendance data to find patterns and trends of persistent and severe absence
- Considers potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education 2025
- Holds regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provides access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Considers alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implements sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed biennially or as guidance from the local authority and/or DfE is updated. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy should be read in conjunction with the following policies:

- KCLMS Safeguarding and Child Protection Policy
- KCLMS Behaviour Policy
- KCLMS Bursary Fund Policy
- KCLMS Missing Student Policy
- KCLMS Medical Needs Policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning session
\	Present (pm)	Student is present at afternoon session
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment

J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Morning Procedure for School Attendance Officer

Time	Process	Staff Member
8.30am	Student reception is set-up	School
	Review of previous day registers, emailing tutor if any gaps or 'N's for AM/PM reg	Attendance Officer
9am	Monitoring of those issued with L1	School Attendance Officer
9am	Checking email, voicemail and planned absence form or Bromcom for student absences and pre-populating attendance codes on Bromcom and adding attendance comments for teacher view	Main reception/School Attendance Officer
9.10am	Signing in of late students	School Attendance Officer
	Updating Bromcom with students who are late three times in a week for L2 consequences	School Attendance Officer
From 9.20am	Check 'Day View' of Bromcom to make list of all absent students from AM registers	School Attendance Officer
	Check off late arrivals against the absentee list	
	Relay as late students and absentees to Registration Teams chat	
09.45am	Check absent student list against those registered in Period 1	School Attendance Officer
	Students arriving after this time issued with an L2 Year Lead detention on Friday at 2.00pm or 3.30pm via Bromcom. Tutor and parent/carers will also be notified.	
After 09.45am	Return to reception and confirm with main reception absent students	Main Reception/School Attendance Officer
	Telephoning students in the first instance followed by parents/carers of absent students, recording time of call in Bromcom	Main Reception/School Attendance Officer
	Record reasons for absence on Bromcom if parent/carers spoken with	
Throughout the school day	If parent/carers not available, to record time of phone call made and to leave a message or email where able. Reception to update Bromcom if parent/carers calls back or emails later in day	
	Monitor registers within the first 10 minutes of every session comparing registers from current period against previous period for any gaps or discrepancies and updating the Registration Team accordingly and chasing teachers to complete registers where required.	

In case of any unexplained absences, School Attendance Officer to visit classroom of lesson to physically search for student.

12.30pm	Missing Pupil Policy is referred to where efforts to account for the student cannot be confirmed following this procedure and the situation is escalated upwards.
2.15pm	School Attendance Officer to monitor registers for start of PM tutor session or assembly session or sports 1 session to ensure students have returned from lunch.

In case of any unexplained absences, School Attendance Officer to visit classroom of lesson to physically search for student.

Missing Pupil Policy is referred to where efforts to account for the student cannot be confirmed following this procedure. A follow up occurs the morning after where the reason for absence is unknown on first day of absence.