

The King's School
Canterbury



V A T T A N A C V I L L E

Attendance Policy

Reviewed: May 2024

Review Frequency: 2 years

Next Review: May 2026

Governor sign off: Yes/No

Introduction

At TKSVM we believe that high attendance is directly linked to high attainment, active engagement and educational fulfilment. Student attendance at TKSVM is expected to be over 94%, with students striving to achieve 98% or higher.

High attendance and positive punctuality are key in enabling students to make the most of their learning opportunities as they prepare to access higher education and future employment. As a school we aim to support students in maximising their attendance and maintaining exemplary punctuality records throughout their time at The King's School.

We believe that punctuality displays respect for people, time and opportunities and we expect students to be seated in their classroom at 8.00am. The role that parents play in achieving this is important and support is appreciated greatly.

This policy is intended to provide the framework for continuous improvement in attendance and punctuality and in correlation, every students' outcome at The King's School Canterbury Vattanaacville. This policy sets out to inform students, parents and staff of the expectations and support for monitoring and intervention with a consistent approach across the School.

Attendance and punctuality data on Engage allows us to monitor individuals in classes and year groups to intervene as appropriate. Students should understand expectations, monitor and evaluate their own attendance - which in turn, will increase the likelihood of achieving or exceeding targets, academically and holistically.

We expect students to:

- Attend school at every available opportunity during term time.
- Arrive to school on time every morning.
- Complete an appropriate reflection period following a late arrival.
- Be on time to all lessons.
- Take responsibility for obtaining and completing work when absence cannot be avoided.

We expect parents to:

- Send their child to school at every available opportunity during school term time.
- Support their child in arriving at school on time every morning.
- Endeavour to schedule medical appointments outside of school hours.
- Avoid students travelling during term time.
- Inform info@tksv.edu.kh or telephone 023 963 380 when their child is absent.
- Work with the school to resolve issues to ensure their child has good attendance and punctuality.
- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days.

As a school, we will:

- Share our Attendance and Punctuality Policy on the School Website and in the Parent Handbook.
- Ensure staff model attendance and punctuality expectations.
- Monitor student attendance daily through the completion of accurate registers on Engage
- Review attendance weekly, monthly and termly through class teachers and tutors identifying trends, patterns, opportunities and concerns.
- Use positive reinforcement in pastoral time and assemblies to discuss the importance of attendance.
- Celebrate students who maintain an attendance percentage of 98% and above in termly assemblies with awards for Outstanding Attendance (100%), Excellent Attendance (99%) and Very Good Attendance (98%).
- Celebrate outstanding and improved attendance and punctuality.
- Contact home if a student is absent from school without a reason.
- Support families for whom attendance and/or punctuality is a concern.
- Follow the guidelines for our judgements on attendance figures and use the following language when communicating with parents:

		<i>What does this look like in reality?</i>
100%	Outstanding	<i>...attending school every single morning and afternoon.</i>
>99%	Excellent	<i>... no more than 1.5 days off over the academic year...</i>
>98%	Very good	<i>... no more than 3 days off over the academic year...</i>
>96%	Good	<i>... no more than 6 days off over the academic year...</i>
>94%	Satisfactory	<i>... no more than 9 days off over the academic year...</i>
<94%	Unsatisfactory	<i>... more than 9 days off over the academic year...</i>
<92%	Unacceptable	<i>... more than 12 days off over the academic year (nearly 2.5 weeks) ...</i>

Lower School

The role of Lower School class teachers:

- Take a morning register each day. Morning registers must be taken by 8am.
- Continually monitor the class for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent longer absences.
- Class teachers will monitor late arrivals to school. Any students arriving after 8:00am will be marked as late.
- The reception desk will contact parents daily about absentees.
- Monitor the overall attendance of each class in the year group.
- Check the registers at least once a week to ensure all AM marks are there, and that there are no missing marks and N codes and follow up with class teachers where incorrect.
- Liaise with a member of the leadership team in Line Management Meetings about vulnerable students and meet/contact parents if required.
- Celebrate positive attendance/punctuality in assemblies.

The role of the EYFS/Primary School Leadership Team:

- Review attendance for any students with 2 or more days of unauthorised absence or students who have been absent for longer periods of time.
- When a HOS has been unable to follow up, they will contact parents directly regarding unauthorised or longer periods of absences.
- Contact parents regarding punctuality where the HOS follow up has not been successful.

Middle/Upper School

The role of Middle/Upper School Form Tutors to:

- Maintain accurate AM registers every morning, taken within the first 10 minutes of registration.
- To reinforce messages around positive attendance and the importance of punctuality in pastoral time.
- To follow-up on all absences, ensuring the register reflects accurate attendance and circumstance.
- Continually monitor Tutor Group for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent tardiness.

- Communicate with parents to alert them that their child has attendance in the amber/red zone.
- Use the appropriate coding for absence/attendance of their students.
- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%.
- Form Tutors will monitor late arrivals to school. Any students arriving after 8.00am will be marked as late.

The role of expect the Secondary School Leadership Team:

- Monitor and analyse Year Group and Tutor Group attendance weekly and evaluate progress towards TKS targets of outstanding.
- Celebrate attendance and punctuality in assemblies through a termly inter-house attendance competition.
- Ensure positive attendance and punctuality is discussed regularly with parents.
- Identify students who are not attending appropriately and implement early intervention and support to avoid poor habits being established.
- Produce weekly attendance reports which track follow-up intervention taking place.
- Check the registers at least once a week to ensure all registration marks are recorded. There should be no missing marks or unexplained absences recorded - and follow up with Tutors where incorrect.
- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%.
- Manage and measure the on-going impact of high attendance and attainment through the use of data to identify high performance and trends in line with data captures.
- Assist tutors with any meetings with parents, as required.
- Maintain positive punctuality within the year group and support the School's sanctions in light of poor punctuality.
- To review absence requests for authorisation (Head of School only).

The role of other staff:

- If a student is to leave the school premises, this must be authorised by the Principal. Once authorised, this permission slip must be handed to reception who records the authorised leave on Engage as the student leaves.

Chair of Governors sign off _____