



## **Kendrick School**

# **Attendance Policy (Including Sixth Form Attendance & Punctuality Policy)**

Date of Approval and Adoption: February 2026

Date of Next Review: February 2027

Version 1: AP V1 2019	
Version 2: AP V2 2021	
Version 3: AP V3 2023	
Version 4: XXX V4 XXX	Updates to align with statutory policies

# Whole School Attendance Policy

**This policy must be read in conjunction with Kendrick School's Inclusion and Special Educational Needs Policy and Child Protection and Safeguarding Policy.**

## Introduction and background

Kendrick School considers good attendance to be vital for the development and progress of a student's education and expects that parents/carers and students understand and appreciate the importance of good attendance. Kendrick School is proud of its attendance record but constantly strives to improve its figures by encouraging and celebrating full attendance. Good attendance enables the school to fulfil its key aims.

## Legislation and guidance

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 Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
  - [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
  - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our trust's funding agreement and articles of association.

Our policy aims to raise and maintain high levels of attendance by;

- Creating conditions which enable all students to have the opportunities to maximise their abilities and achieve excellence
- Creating an ethos of self-discipline and self-motivation
- Promoting a positive and welcoming atmosphere in which students feel safe, secure and valued

To achieve high levels of attendance:

- We recognise the need for effective channels of communication within our school. A clear structure is in place for the passing of information between pastoral leaders, subject leaders, form tutors, subject teachers, students and senior leaders. These channels also exist between the school and parents/carers, trustees and outside agencies.

- We aim to provide a healthy balance between reward and consequences. Consequences are consistent, fair and differentiated between serious and minor offences. (See Relationships and Behaviour Policy for details in cases of lateness/unauthorised absence)
- We aim to create a shared system of values where all people in the school are appreciated and consulted and where they feel secure. Students are given the opportunity to take responsibility for, and participate in, the running of their school lives. In consultation with their teachers, they are encouraged to develop targets for both their academic and social development.

Specifically, the school aims to promote good attendance in a number of ways, including:

- Involving parents/carers and students in discussions about the importance of good attendance (e.g. at year group Parents' Information Evenings).
- Discouraging holiday absence, through the school's careful planning of term dates (no part-weeks). Referrals to the Local Authority for fines will be made for unauthorised absences, where appropriate.
- Carefully monitoring attendance at all levels: Tutor, Attendance Officer, Pastoral Leads, Senior Leaders, Local Authority Attendance Support Worker
- Acting early to address negative patterns of absence

### **Attendance and times of the school day**

The school insists upon regular and punctual attendance. Parents/carers have a legal obligation to ensure their child's regular attendance at school. Parents/carers are required to obtain advance permission from the Headteacher, for absence in circumstances other than illness and are requested to keep dental/medical appointments etc to out of school hours where possible.

The school day runs from 8.25am to 3.15pm. Registration is from 8.25am – 8.40am and tutors and students should be prompt and available throughout the period. Apart from Years 12 & 13, once the students have entered the school premises, they are not allowed to leave (e. g. to visit the local shop) before the end of the school day.

If students know they will be in school but absent from registration (or a lesson) for an instrumental music lesson, they should inform their tutor or relevant subject teacher of this via email, preferably at least a week ahead of the absence.

**Lateness:** Students should be in their form rooms for 8.20am; students arriving after 8.25am will be deemed to be late. Students arriving from 8.25am onwards are required to sign in via Inventory in Reception. This will result in a late mark being recorded in the register. Registers are officially closed at 8.55am. A student arriving after this time will be recorded as an unauthorised late absence. In the event of circumstances such as train delays or transport disruption by abnormal weather conditions, this may be reconsidered.

For the afternoon session, students should be in their form rooms by 1pm; after this time, they will be deemed late. Registers are officially closed at 1.05pm. Lateness is actively discouraged, and patterns of lateness are observed and acted upon. If a student is persistently late, sanctions may be put in place.

**Breaks:** There are two breaks, one of twenty minutes and the other of fifty minutes. Hot and cold snacks are available from the canteen, or students may bring packed lunches. All students below Year 12 must stay on the premises during both breaks.

**End of the school day:** Students are expected to leave the school premises promptly at the end of the day unless they are attending a supervised club or activity or are working in a supervised area such as the Library. These facilities also provide opportunities for any students who need to remain in school for a time to fit in with transport arrangements. If leaving school before the end of the school day for a pre-arranged appointment, students are required to sign out via Inventory in Reception. All students in Years 7 – 11 inclusive must be collected by a parent for such appointments

**Absence Notification:** Parents/carers are requested to notify absence via School Gateway. Details on how to sign up to School Gateway are on the school website. If parents do not have the School Gateway app, they can email [Admin@kendrick.reading.sch.uk](mailto:Admin@kendrick.reading.sch.uk) Absence notifications must be made before 9am.

**First Day Response:** The Attendance Officer will send a text message via the School Gateway app if a student is absent and the school has not been notified of the reason. It is vital students are present within registration to ensure responses are sent correctly to parents/carers.

**PE lessons:** PE lessons are compulsory for all students, unless medically excused. If a student is temporarily unfit, parents/carers are required to email [Admin@kendrick.reading.sch.uk](mailto:Admin@kendrick.reading.sch.uk) to inform the Physical Education staff.

**Registration and Attendance:** The form tutor is expected to supervise all registration times from 8.25 – 8.40am. The form tutor is responsible for the daily marking of the am and pm register on SIMS (via iPad).

**Monitoring of Attendance:** The Attendance Officer will monitor attendance and lateness, in consultation with the Local Authority Attendance Support Worker (ASW). If there are causes of concern, the Pastoral Lead or Attendance Officer will contact parents if deemed necessary, and/or the Attendance Officer will consider an Attendance Support Plan for the student, which is a therapeutic plan. In more serious and persistent cases, the ASW or, if it appears more appropriate, the Educational Psychologist, will be consulted.

If a student is absent through illness for a few days, it is the responsibility of the student to catch up with work missed. When the student returns to school, the tutor should help them to prioritise the backlog of work they need to catch up. In the event of prolonged illness/hospitalisation, the Safeguarding/Pastoral Leads will liaise with parents and/or external professionals and the student's teachers regarding appropriate work.

**Registration and Attendance in lessons:** All teaching staff and cover staff are requested to take a register at the start of their lesson and to follow up any absences promptly. Teaching/cover staff must inform the Student Welfare Team within 5 minutes of the register being taken if a student is expected in the lesson but is absent without reason.

**Illness, medical and dental appointments:** Students are encouraged to make appointments out of school hours, where possible. If a student is present for registration but has a medical appointment later, or goes home because of illness, they must sign in and out at Reception. All students in Years 7 to 11 must be collected from Reception by parents/carers. Students within these year groups will not be permitted to leave the premises unaccompanied. Absence for a medical or dental appointment is an authorised absence.

**Study Leave:** Study leave is given sparingly to students at Kendrick School. It is given to students in Years 11 and 13 at the start of public examinations.

**Approved school educational activities off-site:** There are many educational trips across the school year. The absence of students to take part in supervised educational activities outside the school is authorised by the school and is recorded as 'approved educational activity'. This is the equivalent of 'present' for the purposes of attendance figures. At Kendrick School, the following activities fall into the approved educational activity category:

- field trips and educational visits, in this country or overseas;
- participation in or attendance at approved sporting activities (arranged by the school);
- work experience (see note within Sixth Form Attendance Policy);
- interviews with prospective employers or for a place at a further or higher education establishment (Years 11, 12 and 13 only).

#### **Requests for leave of absence**

Kendrick School strongly disapproves of leave of absence being taken during term time and endeavours to minimise the occurrence of these as much as possible. In accordance with Government guidelines, the Headteacher will only authorise a leave of absence in exceptional circumstances.

All requests for leave of absence must be made to the Headteacher (via School Gateway app or Admin email inbox) before any holidays or flights are booked. If permission is not granted, the absence will be recorded as unauthorised absence on the student's attendance record and this could lead to the Local Authority issuing a Fixed Penalty Notice (these fines are payable per parent, per student).

Absences may be mentioned in references provided by the school to Universities, Colleges and future employers.

**Religious Observance:** Requests for occasional days off for religious observance will normally be granted, usually for one day only. These requests should be made via School Gateway in advance.

**Other types of absence:** For other types of absence including family bereavements, birth of children, or any other absences beyond the control of the student, the school will exercise sensitivity and understanding regarding the absence.

**Traveller children when the family is travelling:** in such circumstances, the school will follow the guidance of the Local Authority.

**Children missing education:** As referenced within [Working together to improve school attendance](#), Kendrick School will follow the guidance within [Children missing education: statutory guidance for local authorities and](#)

schools. This includes taking proactive steps to address poor or irregular attendance to prevent children becoming CME, referring to the local authority where appropriate, and conducting reasonable enquiries to identify the student's whereabouts. All unexpected and unexplained absences are promptly enquired about. If there is reason to believe a child is in immediate danger or at risk of harm, a referral will be made to children's social care (and the police if appropriate), with further enquiries being made where appropriate.

***Parents/carers are reminded of aspects of this policy regularly at Information Evenings and in the school newsletters.***

## **Roles and responsibilities**

**The following text sets out the roles and responsibilities for the Board of Trustees, staff and parents / carers for attendance.**

The Board of Trustees is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making 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
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring 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, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development 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 for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance officer to be able to do so
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the 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 student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness

## Sixth Form Attendance & Punctuality Policy

This policy must be read in conjunction with the Whole School Attendance Policy as the Sixth Form shares its philosophies and values with regards to attendance with the rest of the school.

This policy must also be read in conjunction with Kendrick School's Inclusion and Special Educational Needs Policy and Child Protection and Safeguarding Policy.

### Time in school

**Attendance and times of the school day:** The school day runs from 8.25am to 3.15 pm. Morning Registration is from 8.25 – 8.40am and students should be on time and present for this time. Students should be in their form rooms for 8.20am.

**Lateness:** Students arriving after 8.25am will need to sign in via InVentry at Reception and will be marked as late.

Students arriving after 8.55 will be marked with unauthorised absence for the morning session.

For Afternoon Registration, students should be in their form rooms by 1.00pm; after 1:05pm they will be marked as late.

**Monitoring Punctuality and Attendance:** In the event of a cause for concern, the TLC will initially address the issue with the student and parents may be contacted if the concern persists. If a student is absent through illness for a few days, it is the responsibility of the student to catch up with work missed when the student returns to school.

Students late 5 or more times in a short term will have an email sent to parents and will attend a lunch time meeting with a Deputy Head of Sixth. Students who are late 10 times or more will attend 'Funbus' (supervised study session) after school.

**Absence Notification:** Parents/carers are requested to contact the school if a student is going to be absent at the earliest possible opportunity, but before 9am. Please use the School Gateway App. If this is not possible, parents should email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) to report the absence.

The Attendance Officer will contact home on the first day of absence via School Gateway (text message) if no absence notification has been received

### Time out of School

In each of the circumstances detailed below, it is the responsibility of the student to inform their subject teachers *in advance* of their absence and collect the work that will be missed.

### Absence during term time

Kendrick School strongly disapproves of absences during term time. Each request for absence is considered individually. Requests for absence should be made via School Gateway. Holiday absence requests will be passed to the Headteacher for consideration. If permission is not granted, the absence will be marked as 'unauthorised'.

Absences may be mentioned in references provided by the school to universities, colleges and employers. In line with current School Policy, any family holidays during term time will be recorded as unauthorised absences, unless there are exceptional circumstances. See the Whole School Attendance Policy for further details.

**Medical and dental appointments:** Students are encouraged to make appointments out of school hours. For unavoidable absence for appointments, parents should notify the school at least 24 hours in advance by emailing the Admin@kendrick.reading.sch.uk and students should notify teachers of the lessons due to be missed. Students should complete the Absence Request form using the QR code, which will then be considered by the Sixth Form Team.

**Work experience days** – Time is provided for Work Experience in Year 12, when students are expected to source their own placement. Beyond this, work experience requests will be considered on a case-by-case basis.

**External examinations and Interviews** – In event of examinations in support of university applications, leave will be granted for the day of the examination only and not the days before. Any leave taken for preparation will be unauthorised. The same is true of interviews whether they are university, apprenticeship or employment interviews. The Sixth Form Team requests, where possible, that students complete admissions tests in school holidays.

**Religious Observance:** Requests for occasional days off for religious observance will be granted after a request has been made in advance via School Gateway.

**Sporting events, musical activities, theatre and drama productions and practices.** Each request will be considered on its merits and permission will normally be granted. Consideration will be given to the following:

- There is no staff objection
- The activity will enrich the general education of the student
- The same student does not ask too frequently
- The student agrees to catch up on all work.

For productions, a special licence from the Local Authority is required.

**University Open Days:** The priority in the Sixth Form is for students to maximise their time in the classroom to support their academic studies. However, we do appreciate that as they plan for their future, visiting universities can be a valuable experience. As a rule, students are encouraged to visit universities at weekends, during the school holidays or on days when they are not required to be in school. Authorisation is also granted for post-application visit days (Offer Holder days), as appropriate.

**Driving lessons and tests:** Students must not arrange driving lessons during the school day. We appreciate that arrangements for driving tests are less flexible and students should request permission from the Sixth Form team if time out of school is needed for this purpose. It is expected that students will attend school before and/or after their test if possible and they should sign out and in at Main Reception.

**Study Leave:** Study leave is given sparingly to students at Kendrick School, during exam periods only. Arrangements for Study Leave will be clarified prior to each internal or external examination season.

**Futures Week:** Any request for absence will be declined in Futures week (July), as it is important that students are in school to prepare them for a university application.

### **Signing In and Out**

**Illness** – if a student feels ill and needs to go home, they must go to the General Office. The General Office will message home to let them know what time they left the school premises. They will also look for patterns of absence and if there is a concern they will alert the Sixth Form team. The student must then sign out at Reception.

**Home Study:** Home Study may be taken on afternoons when a student has no timetabled lessons or Discretionary Independent Study Periods (DISPs). If students have a timetabled DISP, but would like to study at home, please check with the subject teacher to confirm that they are happy for you to do this. Sign out using your fob outside the library **after afternoon registration** or at the end of lesson 4. Home study is not permitted before this time, even if the student has no timetabled lessons in the morning.

### **Leaving the site during the school day:**

Students have permission to leave the site during the school day **for a maximum of 30 minutes** to visit the local shops. The Sixth Form Team carry out random spot checks of signing out throughout the year. A student not returning within 30 minutes or who has not signed in or out may be required to explain their absence to a member of the Sixth Form Team.

This privilege of leaving the school site may be withdrawn either individually or for all students at the discretion of the Sixth Form team.

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil 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	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays