



Attendance Policy

Rationale

Kensington School regards regular attendance by students as essential if they are to benefit fully from the curriculum. It is also a legal requirement for those of compulsory school age. Responsibility for achieving excellent attendance is shared between parents and the school.

Kensington School's expectation is that a student will achieve 100% attendance. Research shows that students with good attendance are more likely to achieve positive outcomes at school; this is why we expect our students to attend all day, every day unless they are prevented from doing so by illness or unavoidable cause.

Procedures and Implementation

Attendance is monitored daily, by the tutor/class teacher at the start of the school day during registration. Tutors/class teachers register students using iSAMS and raise any concerns with the Head of School and/or Key Stage Coordinator.

Expectations of attendance

The Home-School Agreement states the school's commitment to monitor carefully each student's attendance and give parents early warning of problems.

In accepting the school's Agreement, parents demonstrate their commitment to ensure that their child attends regularly and punctually in accordance with the school's attendance policy and authorise his/her absence only when absolutely necessary.

The school will inform parents that they are legally responsible for ensuring that their child attends and stays at school.

Parents are advised that they should inform school of the reason for their child's absence daily except where it is known that absence will be for a prearranged amount of time. Parents should notify the school office of absence or lateness by telephone or by sending an email to late@kensingtonschoolbcn.com



When the child is ill, they should inform the school of the nature of the illness and the likely duration of the absence. School will continue to monitor this absence until the child returns to school. Written confirmation of absence will be sought where possible.

Authorising Absence

Every absence from school has to be recorded by staff at the school as either *Authorised* or *Unauthorised*.

- Authorised absences are mornings or afternoons away from school for a good reason e.g. illness or other unavoidable causes (doctor's authorisation may be required).
- Unauthorised absences are those which are not considered reasonable or for which no "leave" has been given.

Holidays during Term Time

Time off school for family holidays is not a right. Kensington School will only grant a leave of absence for family holidays during term time in extremely exceptional circumstances.

Sanctions for unauthorised absence

Cases of non-attendance are dealt with by the Head of School/or relevant staff member in accordance with our attendance procedures. School procedures for non-attendance include - letters home, meetings with parents and/or late detentions.

Tutors keep track of individual attendance rates of their tutor group, monitor reasons for absence and notify the relevant Key Stage coordinator when attendance causes concern.

Persistent non-attendance can lead to a referral to the local Social Services.

The School will also reserve the right to remove a student from our public examination entries or enter a student as an external candidate if their attendance percentage is below 94% without valid and agreed authorisation from the school. In addition, if attendance is below 70%, the school may remove a student from the school roll unless extenuating circumstances are presented and these are accepted by the school.



Registration of Attendance - Junior School

Registration is taken daily. Registration is taken in the morning during class time. Any student arriving after this is required to sign at the school office.

The morning register closes at 09:00. If a student arrives after that time they will receive a late mark (L) in the register which is recorded via iSAMS. In some cases, such as medical or administrative appointments, when the office has been given prior notice by the student's parents, this late may be authorised by the school office. If a student fails to notify the school office when they arrive late then the late is marked as (D) in the register

Registration of Attendance - Senior School

Registration is taken daily. Registration is taken in the morning during tutor time. Any student arriving after this is required to sign at the school office.

The morning register closes at 8:55am/ 08:50 on Assembly days. If a student arrives after that time they will receive a late mark(L) in the register which is recorded via iSAMS. In some cases, such as medical or administrative appointments, when the office has been given prior notice by the student's parents, this late may be authorised by the school office. If a student fails to notify the school office when they arrive late then the late is marked as (D) in the register

The School reviews punctuality data on a two-week cycle. Three (L) codes or a single (D) code will result in a late detention at lunchtime. If a student fails to attend a lunchtime detention, an after-school detention will be issued. If a student receives two late detentions in a term, parents will be notified and invited to discuss the matter with the school.

Encouraging good attendance

The importance of good attendance and punctuality is emphasised in the tutorial / assembly programme through regular feedback on attendance, and recognition for good attendance in the form of awards termly:

- Gold (100%)
- Silver (99%)
- Bronze (98%)



Parents are also informed of attendance via the reporting system.

Requests for absence to participate in sporting/musical activities

The School can authorise absence for students who are participating in an approved sporting /musical activity. Any requests for absence must be made by the parent in advance of the event in writing. Any student whose attendance is below 96% at the time the request for absence is made will not have their absence authorised.

All requests for absence are made at the School's discretion and are not an automatic right.

Monitoring

The school's attendance measures are monitored in the following ways:

- Registers are completed electronically on iSAMS giving prompt access to attendance statistics.
- An email is sent home around 9:45am but at the very latest by 10:30 am each day.
- Late arrivals are registered/monitored via iSAMS each day
- If a student is absent and the school office has not been notified of the reason then they will contact home via telephone or email to follow up on the reason for the student's absence.

Evaluation

The school evaluates attendance in the following ways:

- All tutors/class teacher discuss matters relating to students' attendance with their relevant Head of School/Key Stage Coordinator;
- The Headteacher and SLT agree targets for school attendance which are annually reviewed.
- An annual evaluation exercise is undertaken to compare outcomes with those for previous years.

Reporting

The end of term reports will include the following information on attendance

- Percentage of attendance - year to date
- Number of late arrivals



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Date: September 2023

Review: June 2024