





# KINGS PARK SCHOOL

## ATTENDANCE POLICY

<b>POLICY NO.</b>	KPS-ATT-004
<b>POLICY OWNER</b>	HEADTEACHER
<b>DATE FIRST ISSUED</b>	26/11/2024
<b>LATEST REVIEW DATE</b>	01/09/2025
<b>NEXT REVIEW DATE</b>	01/09/2026

	<b>SIGNED</b>	<b>DATE</b>
<b>HEADTEACHER</b> MISS S J WATSON		01/09/2025
<b>PROPRIETOR</b> MRS AMY SAUNDERS		01/09/2025
<b>RATIFIED BY CHAIR OF GOVERNING BOARD</b> MR ALEX RICHARDS		

## CONTENTS

- 1.0 INTRODUCTION
- 2.0 LEGAL FRAMEWORK AND GUIDANCE
- 3.0 OUR ETHOS AND VALUES
- 4.0 DEFINITIONS
- 5.0 ROLES AND RESPONSIBILITIES
- 6.0 ATTENDANCE EXPECTATIONS
- 7.0 ABSENCE PROCEDURE
- 8.0 ATTENDANCE REGISTER
- 9.0 AUTHORISING PARENTAL ABSENCE REQUESTS.
- 10.0 SEND AND HEALTH RELATED ABSENCE
- 11.0 ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
- 12.0 TRUANCY AND UNAUTHORISED ABSENCE
- 13.0 ABSENT OR MISSING PUPILS
- 14.0 ATTENDANCE INTERVENTION AND ESCALATION
- 15.0 WORKING WITH PARENTS AND AGENCIES
- 16.0 PERSISTENT ABSENCE (PA)
- 17.0 LEGAL INTERVENTION
- 18.0 MONITORING AND ANALYSING ATTENDANCE
- 19.0 TRAINING OF STAFF
- 20.0 MONITORING, REVIEW AND PUBLICATION

### 1.0 INTRODUCTION

Kings Park School is an independent specialist provision, offering support and education for children and young people from ages 7-16 with various individual needs. Each child and young person's support is guided by their Education, Health and Care Plan (EHCP), which outlines the provision required to meet their individual needs. With spacious, light-filled classrooms and a highly skilled team of specialist SEN staff, our school provides a calm and supportive environment where children and young people are empowered to move beyond past challenges.

Each learner follows a personalised timetable tailored to their individual needs and interests, with clear, achievable targets that promote motivation, confidence and progress. In addition to the statutory annual review process, we carry out a broad range of formal and informal assessments throughout the year to monitor progress and adapt provision where necessary.

Classes are small with up to 8 pupils, depending on the individual needs. Each class is led by a teacher and supported by a dedicated teaching assistant, with additional teaching assistants provided where necessary and stated on the child's EHCP. Children and young people will be placed in a class based on suitability rather age. Our nurture-based approach ensures that emotional wellbeing is prioritised alongside learning, and our classrooms are designed to be sensory-friendly, providing calm, supportive environments that help students feel safe, regulated and ready to engage.

At Kings Park School (KPS), we place the safety, well-being and development of our students at the heart of everything we do. We are committed to providing a safe, inclusive and aspirational learning environment for children and young people with a range of neurodivergent profiles and social, emotional and mental health needs.

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### 2.0 LEGAL FRAMEWORK AND GUIDANCE

This policy operates in conjunction with Kings Park School's safeguarding, behaviour, and SEND frameworks and meets the expectations of the **Independent School Standards (Parts 3, 6 and 8)**. It is also compliant with the following:

- Education Act 1996
- Education (Pupil Registration) (England) Regulations 2006 (as amended)

- Equality Act 2010
- Education and Inspections Act 2006
- DfE (2024) *“Working Together to Improve School Attendance”*
- DfE (2023) *“Children Missing Education”*
- DfE (2024) *“Keeping Children Safe in Education (KCSIE)”*
- DfE (2023) *“Providing Remote Education”*
- SEND Code of Practice (2015)
- Section 19, Education Act 1996 – Education for pupils unable to attend for health reason

### 3.0 PURPOSE OF THIS POLICY

At Kings Park School, we believe that consistent attendance is fundamental to a child’s educational progress, personal development, and safeguarding. We are committed to ensuring that every pupil has access to full-time education, consistent routines, and the opportunity to thrive in a safe, supportive environment.

We recognise that barriers to attendance can be complex, particularly for pupils with special educational needs and disabilities (SEND), social, emotional and mental health (SEMH) needs, or challenging home circumstances. Our approach prioritises understanding, support, and early intervention to overcome these barriers through partnership with families and external agencies.

Kings Park School adopts a whole-school approach to promoting excellent attendance and punctuality by:

- Promoting and modelling the importance of high attendance.
- Creating a culture of belonging, trust, and consistency.
- Intervening early to address attendance concerns and remove barriers.
- Working collaboratively with parents, carers, the local authority (LA), and other agencies.
- Using attendance data to inform leadership decisions and self-evaluation.
- Ensuring all procedures comply with the Independent School Standards (ISS 2024), DfE guidance (2024), and safeguarding expectations within KCSIE 2024.

This policy should be read alongside the following:

- **Child Protection and Safeguarding Policy**
- **Behaviour and Relationships Policy**
- **SEND Policy**
- **Complaints Policy**

Contact for attendance matters:

✉ [office@kingsparkschool.co.uk](mailto:office@kingsparkschool.co.uk) ☎ 01233 553053

### 4.0 OUR ETHOS AND VALUES

We are guided by our school motto: *“Inspiring Dreams, Building Bright Futures Together.”* Our core values are:

- **Kind Words:** We speak with empathy and understanding
- **Positive Minds:** We approach challenges with optimism and resilience
- **Strong Hearts:** We show courage, compassion and strength in our relationships.

These values are more than aspirations—they are embedded in every interaction, decision and environment within Kings Park School.

**Kind Words** reflect our belief in the power of language to heal, uplift and include. Whether it is peer encouragement, staff guidance or family communication, we model respectful, thoughtful speech in all we do.

**Positive Minds** encourage our students and staff to reframe difficulties as opportunities to learn and grow. We promote a strengths-based approach that focuses on what each individual child can do and how they can build confidence through success.

**Strong Hearts** remind us of the importance of compassion, resilience and relationships. We teach students to persist through challenges, support others and show bravery in being true to themselves.

Together, these values underpin our approach to behaviour, learning and building a safe, inclusive school community.

## 5.0 DEFINITIONS

**Absence:** Failure to attend school for any reason, including lateness after registers close.

**Authorised Absence:** Absence approved by the school for valid reasons such as illness, medical appointments, religious observance, or family emergencies.

**Unauthorised Absence:** Absence without valid explanation or approval (e.g., holidays, shopping, birthdays).

**Persistent Absence (PA):** Missing 10% or more of possible sessions.

**Children Missing Education (CME):** Pupils not registered at any school or receiving suitable education elsewhere.

## 6.0 ROLES AND RESPONSIBILITIES

### Governing Board

- Holds strategic responsibility for policy implementation and monitoring.
- Promotes attendance through school ethos and governance.
- Reviews attendance data and sets improvement priorities.
- Ensures equality of opportunity and compliance with legislation.
- Reviews CME and safeguarding arrangements.

### Headteacher

- Oversees daily implementation and monitoring of this policy.
- Sets the strategic vision for improving attendance.
- Ensures that pupils and parents understand expectations and processes.
- Reports attendance data termly to the Proprietor Board and LA.

### Staff

- Implement this policy consistently and fairly.
- Promote high attendance through daily routines.
- Identify emerging attendance issues and escalate concerns to the Office Manager or DSL.
- Record attendance accurately in ARBOR.

### Office Manager / Attendance Lead

- Monitors attendance daily and analyses patterns weekly and termly.
- Manages communication with parents and external agencies.
- Prepares attendance reports for SLT and proprietors.
- Coordinates with LA Attendance Support Team and Education Welfare Officer.

### Parents and Carers

- Ensure their child attends punctually and regularly.
- Notify the school of any absence by 8:45am.
- Provide at least two emergency contact numbers.
- Engage with the school to resolve attendance issues.

### Pupils

- Attend school every day, on time, ready to learn.
- Communicate any barriers to attendance with trusted adults.

## 6.0 ATTENDANCE EXPECTATIONS

- The school day starts at **8:50am**
- Registers close at **9:00am (morning)** and **1:00pm (afternoon)**.
- Late arrivals after registration will be recorded as late (L) or unauthorised (U).
- Attendance below 96% will trigger internal review and early intervention.

## 7.0 ABSENSE PROCEDURE

Kings Park recognises that many pupils travel via LA-arranged transport; reasonable flexibility is applied where transport issues are verified.

- Parents must contact the school office before 8:45am on the first day of absence.
- The school will contact parents where no message is received.
- Prolonged or frequent absences may require supporting evidence (e.g., medical note).
- Absence over **10 consecutive days** or **20 unauthorised sessions** will be reported to the LA.
- Attendance below **85%** triggers a review meeting with the SENCO and Headteacher.

### Escalation Flow:

Parent notifies → Office Manager logs → DSL/Headteacher reviews → LA notified if persistent or safeguarding concerns arise.

## 8.0 ATTENDANCE REGISTER

Kings Park uses **Arbor MIS** to maintain accurate attendance records. Registers will be marked twice daily using national attendance codes. Amendments are logged with date, reason, and authorised staff name. Registers and related data are retained for **three years** and are available for inspection.

## 9.0 AUTHORISING PARENTAL ABSENCE REQUESTS

The Headteacher may grant absence only in **exceptional circumstances**, taking account of the child's record and the impact on learning.

Requests must be made in writing at least **two weeks in advance**.

Holidays during term time will not be authorised.

Unauthorised absences may result in penalty notices in line with LA procedures.

## 10.0 SEND AND HEALTH RELATED ABSENCE

Kings Park School recognises that attendance challenges for pupils with SEND or health conditions may require flexibility and support.

Reasonable adjustments are implemented in line with the **SEND Code of Practice** and **EHC Plans**.

Where a pupil is unable to attend for 15 days or more, the school will liaise with the LA to ensure educational provision under **Section 19, Education Act 1996**.

Where mental health is a concern, the school follows the **SEMH Policy** and **Safeguarding Policy**.

Strategies may include:

- Phased reintegration or reduced timetable.
- Pastoral or therapeutic interventions.
- Regular attendance review meetings.
- Collaboration with external professionals.

## 11.0 ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Absence will be authorised only in genuinely exceptional cases, such as:

- Lack of transport where no reasonable alternative exists.
- Detention or custody under four months.
- Widespread transport disruption.

All exceptional absence will be recorded using the national "Y" code.

## 12.0 TRUANCY AND UNAUTHORISED ABSENCE

Truancy is any deliberate or unexplained absence without permission.

Suspected truancy triggers immediate investigation by the Headteacher, parent contact, and where necessary, LA involvement.

Repeated or deliberate truancy may result in formal intervention or legal action.

## 13.0 ABSENT OR MISSING PUPILS

If a pupil goes missing from school:

- Staff must inform the Headteacher and Office immediately.
- A thorough site and perimeter search will be conducted.
- Parents will be contacted within **10 minutes**.
- If not located promptly, the police will be informed.
- If the pupil is Looked After or has a social worker, the LA will be notified immediately.

A full incident report will follow, and policies reviewed accordingly.

## 14.0 ATTENDANCE INTERVENTION AND ESCALATION

The Attendance Lead will:

- Identify patterns of absence and intervene early.
- Hold termly attendance reviews.
- Issue letters, arrange parent meetings, or implement Attendance Improvement Plans.
- Liaise with the Kent LA Attendance Support Team for joint strategies.
- Escalate persistent cases to the Headteacher and Education Welfare Officer.

## 15.0 WORKING WITH PARENTS AND AGENCIES

Kings Park values strong partnerships with families. Staff will maintain open, respectful communication and work collaboratively to overcome barriers.

Parents will receive regular updates on attendance data and guidance on the importance of routine.

Where issues persist, the school will work with:

- **Education Welfare Officers (EWO)**
- **Social Services**
- **Health and Therapeutic Teams**
- **SEND and Inclusion Services**

## 16.0 PERSISTENT ABSENCE (PA)

Persistent Absence (below 90%) will trigger:

- Parent and SENCO/Headteacher meeting.
- Individual attendance plan with clear targets.
- Monitoring through weekly review.
- Multi-agency referral if attendance remains poor.

Where absence patterns indicate potential neglect, this will be referred to the **Designated Safeguarding Lead (DSL)** in line with **KCSIE 2024 paragraphs 180–184**.

## 17.0 LEGAL INTERVENTION

Where internal and supportive measures have failed:

- The Headteacher may request a **Parenting Contract** or **Education Supervision Order**.
- Fixed penalty notices may be issued in accordance with Kent LA Code of Conduct.
- In extreme cases, attendance prosecution may be pursued as a last resort.

## 18.0 MONITORING AND ANALYSING ATTENDANCE

Attendance data is reviewed **weekly by the Office Manager** and **termly by the SLT**.

Reports include:

- Patterns by year group, SEND category, gender, and vulnerability.
- Comparison against national SEND benchmarks and previous years.
- Evaluation of intervention effectiveness.

The **Governing Board** reviews data each term and ensures that attendance informs school improvement priorities under **ISS Part 8**.

## 19.0 TRAINING OF STAFF

All staff receive attendance training as part of induction and annual safeguarding CPD.

Training covers:

- The link between attendance and safeguarding.
- Early identification and intervention.
- Use of Arbor MIS for accurate recording.
- Communication strategies with parents and pupils.

Enhanced training is provided for the Attendance Lead on data analysis and multi-agency working.

## 20.0 MONITORING, REVIEW AND PUBLICATION

**This policy will be reviewed by senior leaders annually, or sooner if there are changes to statutory guidelines. At every review, the policy will be approved by The Chair of Governors.**

It is published on the school website in accordance with the **Independent School Standards, Part 6**, and is available to parents, carers, and local authorities on request.

Kings Park School's attendance target is **96%**, reflecting national expectations for SEND provisions.