

Kings Attendance Policy 2012

All Kings' policies, including this Attendance Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Date	Review Date	Coordinator	Nominated Director
10/01/12	10/01/13	DIRECTOR OF STUDIES	NIGEL PAMPLIN

We believe that students cannot learn if they are absent from school. Therefore, we aim to ensure that all our students take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of students, and monitoring this with agreed targets. We intend to apply the policy equally to students on all our courses and expect similarly high standards from students of all ages.

Given the range of students in our schools, as well as course types and learning objectives, any policy on attendance must be interpreted and implemented with a degree of common sense but at all times have regard to students' welfare and safety.

We believe truancy is a matter that we treat very seriously as we feel students are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents/parents' representatives/guardians are not aware of their whereabouts.

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.¹

Aims & Objectives

- to create a culture in which a minimum of 90% attendance is accepted as the norm;
- to demonstrate that good attendance and punctuality is valued by the school;
- to maintain and develop effective communication regarding attendance between parents, parents' representatives and school;
- to have in place procedures to prevent truancy;
- to maintain accurate records of attendance;
- to evaluate student attendance against agreed attendance targets

Procedure

Role of the Board of Directors

The Board of Directors will:

- delegate powers and responsibilities to the Principal to ensure all school personnel are aware of and comply with this policy;
- nominate the Director of Academic Development to visit the school regularly, to liaise with the Principal and to report back to the Board of Directors;

¹ United Nations, (1989) *Convention on the Rights of the Child –Chapter IV Human Rights*, United Nations 2012, <http://treaties.un.org>, accessed 09.02.12

- ensure that the attendance policy is carried out;
- ask questions about trends and action being taken to prevent persistent poor attendance and the effectiveness of this action;
- set the attendance targets for the year;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy, making Kings' expectations explicit through a range of approaches including: induction talks, staff handbooks, student handbooks, school publicity e.t.c.;
- undertake the daily and weekly monitoring of school attendance and students' attendance at individual lessons via the school's academic administration and by using an appropriate and effective registration system;
- monitor trends by using data effectively to help strategic planning;
- include the student's attendance record as part of the termly report to parents and their representatives;
- target intervention and support to those students that have been highlighted as poor attenders;
- ensure all staff are aware of Ladder of Sanctions (see Behaviour and Discipline Policy) and that it is used consistently and senior staff become involved at the appropriate point;
- attend termly meetings with the Director of Studies and Welfare Officer which will include discussion on any persistent absentees;
- have in place a system for parents/guardians/parents' representatives to report a student's absence;
- report to the Board of Directors the attendance figures and progress towards achieving the set targets;
- remind parents of their commitment to this policy if their child's attendance falls below 90%;
- promote and publicise the importance of attendance in student forum meetings and in school publicity materials and the student handbook;
- publicise good attendance in the termly reports to the Board of Directors;
- constantly review how the school encourages punctuality and high levels of attendance;
- ask for feedback on the policy using student consultation;
- monitor the effectiveness of this policy;
- annually meet with the Director of Studies and the Director of Academic Development on the success and development of this policy

Role of the Director of Academic Development

The Director of Academic Development will:

- regularly visit the school's Director of Studies and Principal to ensure the policy is implemented effectively;
- report back to the Board of Directors

Role of the Directors of Studies

The Directors of Studies is/are responsible for:

- ensuring high levels of attendance in class;
- establishing reasons for absence (e.g. lack of progress, inappropriate level of class);
- ensuring all students receive written information on attendance requirements on induction (see Appendix A: *Notice to Students: Attending Classes-Important information for all students*);
- liaising with the Welfare Officer to establish whether there are any welfare issues affecting attendance and punctuality;
- organising training for school personnel on the use and understanding of attendance recording codes and authorised and unauthorised attendance;
- issuing cautionary letters when a student's attendance falls below 90% for the first time, asking them to explain their absence and to advise them that subsequent dips in attendance could result in being placed on the 'Ladder of Sanctions' (see Behaviour and Discipline Policy);
- ensuring that students placed on the Ladder of Sanctions progress at a rate which is commensurate with their level of attendance (if attendance is the disciplinary area in question);
- meeting with the Principal and Director of Academic Development annually to review the Attendance Policy

The Role of the School Administration Staff

The school administration staff is responsible for:

- implementing the policy in liaison with the Principal;
- monitoring individual and class attendance on a daily/weekly basis;
- keeping the Principal and Directors of Studies informed of attendance figures and trends;
- contacting parents and parents' representatives regarding concerns about their child's attendance;
- compiling attendance data for the Principal, the Board of Directors, Director of Studies and the Welfare Officer;
- ensuring registers are distributed to the teaching staff and are kept up-to-date

Role of the Attendance Checker (AC)

The AC is responsible for:

- contacting the student and/or their host family within 90 minutes of the first scheduled lesson start time on each day that no notification of absence has been received;
- sending a text to the student recorded via CLASS administration system on that day if no contact is made;
- attempting to contact the student (if they are of compulsory school age) and/or their host family and/or their group leader throughout the day until contact is made;
- for students of compulsory school age, contacting the guardian if no contact has been made by 3pm on that day;
- for students of compulsory school age, informing the Police if no contact of any kind has been made with the student, host family or group leader by 4pm on the day of unauthorised absence;
- for students above compulsory school age, informing the Accommodation Officer by 3pm if a student is absent without notification for a second day and no contact has been established;

- receiving notification from the Course Director of a late student, and amending records accordingly

Role of the Accommodation Officer

The Accommodation Officer will:

- be requested by the AC to contact the host family by 3pm on the second day of absence where no contact been established;
- notify the Attendance Checker if contact is made;
- notify the Welfare Officer if no contact is made

Role of the Welfare Officer

The Welfare Officer will:

- contact the student in writing (by text, email or letter) and the parent or their representative after 3 days of unexplained absence, requesting that urgent contact is made;
- if the student is a Tier 4 student, notify the Registrar immediately if no contact is made at this stage;
- send a further letter after 5 consecutive working days of unexplained absences, advising of the school's attendance policy and requirements, and requesting that urgent contact is made

Role of the Registrar

The Registrar will (where the student is a Tier 4 student):

- receive notification from The Welfare Officer if Tier 4 student has unexplained absence for 3 days without contact made;
- inform the UKBA when 10 consecutive working days (i.e. 10 school days) of unexplained absence occurs

Role of Course Director

The Course Director will:

- meet and deal with late students when they arrive;
- advise the Attendance Checker of the student's arrival;
- advise the relevant teacher of the student's arrival

Role of School Personnel

School personnel will:

- comply with and implement this policy;
- set an example of punctuality and good attendance as specified in staff contracts; non-compliance is treated as a disciplinary issue;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise to students the importance of punctuality and good attendance;
- discuss individual student attendance at student-teacher and Director of Studies-student consultations

Role of Homestay Hosts (HH) and/or Residential Managers (RM)

Homestay Hosts and/or Residential Managers will be responsible for:

- reinforcing the importance of punctuality and good attendance;
- supporting the school's procedures for students' absence;
- notify the school if a student in their home or residence is too unwell to attend school or any irregularities in student behaviour which might affect their attendance (e.g. staying up too late, overuse of computers, not returning home) as laid out in the Homestay Handbook.

Role of Parents and Parents' representatives* * (if parents are the fee payers)

Parents and Parents' representatives are responsible for:

- reinforcing the importance of punctuality and good attendance;
- supporting the school's procedures for students' absence;
- informing the school immediately of any changes to their contact details;
- making provision for the students' timely arrival and departure at the beginning and end of term;
- ensuring that the student is not taken on holiday during term time

Student Consultation

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Role of Students

Students are responsible for:

- arriving at school on time;
- knowing the value of good attendance and the standards expected by Kings (i.e. min 90% for authorised and unauthorised absence);
- informing the school of intended absence before the scheduled start of classes;
- seeking approval for authorised absences at least 24 hours in advance;

- knowing the consequences and seriousness of unauthorized absence
- signing out of and in to the school building during non-lesson time, where the student is of compulsory school age

For compulsory school age students, parents or guardians are requested to ask permission for authorised absence 24 hours in advance.

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Students are required to attend an informal meeting with the Director of Studies and/or Welfare Officer to explain their repeated absence.
- Support will be given if there are underlying reasons for the absence.
- The Director of Studies will monitor for improvement and take the appropriate action usually as described in Kings' Behaviour and Discipline policy – up to the level of dismissal from the course.

Dealing with Lateness

- Late students will sign the Late Register.
- Students who are late may not be allowed to join classes. The final decision lies with the Director of Studies.
- Late students may be required to meet with the Course Director, who will notify the AC and usually place the student in supervised study.
- In the event of persistent lateness the school will contact the host family, if applicable, to ascertain the reason for the lateness.
- In the event of persistent lateness the Course Director will request a meeting with the student to discuss the reasons for the lateness.
- Support from the Welfare Officer or Academic Management will be given if there are justifiable underlying reasons for the lateness.
- The Director of Studies will inform the Principal of patterns of lateness.

Dealing with Absence

Absence can be authorized for students of compulsory school age, permission for which will be sought from the parent or guardian. The criteria for authorization are listed below:

Authorised:

- Certificated illness
- Late arrival/early departure in and from UK owing to visa or passport issues
- University/school visits and interviews
- Medical appointments that cannot be arranged outside of school hours
- Visa renewal
- Family and personal reasons at the school's discretion
- NB: Approval for authorised absence needs to be agreed with the Principal/Principal's delegate (usually Director of Studies) in advance

Where the student is compulsory school age such permission should be sought by the parent or guardian

Unauthorised:

- Any absence for which prior approval has not been given
- For any illness which is not certificated or verified by the Welfare Officer
- Late arrivals after the scheduled start of class

No authorization for absence for absence can be given to students above compulsory school age. They are, however, expected to maintain the minimum of 90% attendance, and are subject to the same school disciplinary procedures, should they fall below this requirement.

Dealing with Unauthorised Absence

On arrival, the document *Notice to Students: Attending classes– Important information for all students* (Appendix A, page 7) must be given to all students on arrival. Should attendance levels become a concern, a student may in the first instance be issued with an *Attendance Advisory Notice* (Appendix A, page 9).

If these are in place, the general disciplinary procedures should be enough to deal with any attendance problems that arise thereafter.

The following measures may be taken in response to unauthorized absence:

- sanctions;
- support;
- discussions with the Director of Studies and/or Welfare Officer for the student understand the seriousness of the matter and to agree an action plan to address it;
- a programme of monitoring and support

The procedures described below must be followed if a student of compulsory school age leaves school without prior permission.

Procedures in the Event of a Compulsory School Age Student Going Missing Onsite

Students of compulsory school age will be required to sign out and in to school when leaving the school grounds during non-lesson time.

In the event that a student of compulsory school age has gone missing in while in school, the following procedures should be followed by the Attendance Checker:

- the teacher concerned notifying the Attendance Checker of the unauthorized absence;
- searching the premises;
- searching the immediate area surrounding the school;
- attempting to contact the student (if they are of compulsory school age) and/or their host family and/or their group leader throughout the day until contact is made, until 3pm on that day (see below);
- sending a text to the student recorded via CLASS administration system if no contact is made;
- checking the CCTV footage (where applicable);
- for students of compulsory school age, contacting the guardian if no contact has been made by 3pm on that day;

- for students of compulsory school age, informing the Police if no contact of any kind has been made with the student, host family or group leader by 4pm on the day of unauthorised absence;
- informing the Principal
- if the student is still not found by 4.00 pm on that day, contacting the police giving full details of the student
- contacting the student’s parents or representative
- when the student is found reviewing security and attendance procedures with the student

Absence: Holidays

Holidays during term time – During term time, students in the Academic Department may not take holiday unless written permission has been given by the Principal. In the EFL Department, students are asked to complete a holiday form requesting permission for absence three weeks in advance of the proposed date. It is at the discretion of the EFL Director of Studies whether or not to grant permission. Holidays taken without permission will be treated as unauthorized absence, and students will be subject to the school’s disciplinary procedures.

Religious Observance – time off may be allowed for religious observance at the discretion of the Principal.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the student’s education.

Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Kings Admission and Attendance Policy
- Kings Behaviour and Discipline Policy 2012
- Kings Safeguarding Policy 2012
- Kings School Security and Intruders Policy 2012
- Kings Equality Policy 2012
- Kings Strategic Objectives 2012-2015

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to the Director of Operations.

Principal:		Date:	
Chair of Board of Directors:		Date:	

Attendance Policy Appendix A

Notice to Students:

Attending classes– Important information for all students Please read this before attending classes on the first day

Students at Kings are expected to come to every lesson. This should be obvious (after all, you're paying for your lessons!) but we take it very seriously and it's important you understand what the school will do if you don't come to your lessons.

How does the school know?

We keep a record of every student's attendance at every lesson and we calculate total attendance every week. (We are obliged by law to do this.)

What will happen if I miss a lesson?

If you miss a lesson, your teacher will record you as "absent". This is added to your record at the end of the week and affects your average.

What if I'm late for a lesson?

Arriving late disturbs the lesson for other students. You also miss important information. If you arrive late, your teacher will not normally let you come in. In this case you will be marked "absent". Please report to the School Office and/or Course Director when you arrive.

What if I can't avoid missing a lesson or being late?

Of course sometimes you may have to miss a lesson: you may be ill; you may be delayed; you may have something important to do outside the school. It will not normally be a problem if you miss up to 10% of your lessons, i.e. if your overall attendance is 90% or more.

Will I get a course certificate if I'm absent?

To receive a course certificate, you must attend at least 90% of your lessons. If your attendance at the end of the course is less than 90%, you will not receive a certificate.

What if my attendance is poor?

If we see that your attendance is poor, we will try to help you improve it. If it does not improve, we will apply disciplinary procedures. The end result may be that we require you to leave the school.

If you want to see the disciplinary procedures, please ask your Director of Studies.

What if I have a student visa..?

If you have a student visa, you are required by law to attend your lessons at the school. The school is required by law and UKBA 2012 regulations to report poor attendance to the UK Border Agency. If you do not meet the minimum attendance required by the UK Border Agency, the school must withdraw sponsorship. In this case you will probably have to find a new sponsor or you may have to leave the UK and return home.

If your attendance is unsatisfactory, this is the procedure we will follow:

- 1 We will try to help you improve.
- 2 If your attendance is still unsatisfactory, we will give you three written warnings. If necessary, your parents or the person paying your fees will be sent copies of these.
- 3 If your attendance is still unsatisfactory after the third warning, you will be required to leave the school.
- 4 If you have a student visa, after any 5 consecutive days of unauthorised absence we will send a warning letter and contact the School Registrar.
- 5 If you have a student visa, after any 10 consecutive days of unauthorised absence the School Registrar will send a letter to the UK Border Agency. You may be required to leave the country.

Questions?

If you have any questions about this, please ask the Registrar or your Director of Studies as soon as possible.

By completing registration and starting your course, you acknowledge you have received and understood this information.

Attendance Policy Appendix B

Attendance Advisory Notice

(Attendance Advisory Notice to be given to students, at the discretion of the Director of Studies or Principal, in the first incidence where attendance falls below 90%).

date

student name
c/o School address

Dear

Your attendance

Since starting your course at Kings you have already missed an unacceptable number of classes.

You must understand that if your attendance is not satisfactory, you will not be allowed to study at Kings. You will be required to leave the school.

If you are a visa national your visa sponsorship will no longer be valid and you may have to leave the UK.

You must see me urgently to explain why you have been absent and what you intend to do about this.

Yours sincerely

name
title

Kings Attendance Policy 2012 Appendix C:

**Annual Review of Policy for Kings LOCATION School:
Kings Attendance Policy 2012**

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	DIRECTORS OF STUDIES	PRINCIPAL

This Appendix C to the Attendance Policy contains information which is specific to Kings School LOCATION and will be reviewed and updated **annually** by the Principal and Coordinator.

Date of Last Review:							00/00/12	
Attendance target for the school in the last 12 months:							00%	
All relevant staff have received appropriate training in attendance and absence requirements and procedures.							YES/NO	
Manual attendance registers are accurate and up-to-date for all classes.							YES/NO	
Accurate CLASS records are maintained and updated weekly.							YES/NO	
Attendance data is included in academic reports and termly, to the Board of Directors.							YES/NO	
The number of students in each group who have achieved a minimum of 90% attendance throughout the year is (by percentage, within course):								
EAS	GCSE 1 yr	GCSE 2 yr	Ext Found	Found	Ext A Level	AS Level	A2 Level	
0	0	0	0	0	0	0	0	0
The number of students in each nationality group who have achieved a minimum of 90% attendance throughout the year is (by percentage, within nationality): (Please complete)								
0	0	0	0	0	0	0	0	0

<p>The Policy conforms with the latest versions of any regulations and guidelines referenced in the Policy document.</p>	<p>YES/NO</p>
<p>Students are formally advised of attendance procedures and UKBA Visa requirements as part of the induction process.</p>	<p>YES/NO</p>
<p>Students, host parents, parents' representatives and parents are aware of the latest policy and current requirements regarding attendance through the Student Handbook, the online policies and the Parents' Handbook respectively.</p>	<p>YES/NO</p>
<p>Annual student consultation on the policy has taken place on (date).</p>	<p>00/00/12</p>
<p>Monitoring the Effectiveness of the Policy</p> <p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Comments or recommendations for changes should be summarised below:</p>	
Empty space for comments	

