MOUNT KELLY
Boarding and Day School
Boys and Girls, Aged 4-18

Pupil Attendance Policy

Reviewed	June 2026
Next Review	December 2026
Owner	Deputy Head Pastoral and Head of Prep

Contents

1. Key School contacts 3
2. Aims 3
3. Scope and application 3
4. Regulatory Framework 4
5. Publication and availability 5
6. Definitions and interpretation 5
7. Responsibility statement and allocation of tasks 5
8. The importance of Good Attendance 6
9. School responsibilities 6
10. Staff responsibilities 7

The SACs 7

Staff with specific responsibilities for attendance 7

All staff 8

11. Registration notice for Parents 8
12. School arrangements 8
13. Monitoring attendance 8
14. Pupil responsibilities 9
15. Additional needs 10
16. Parent / carer responsibilities 10
17. Training 11
18. Information sharing 11
19. Record keeping and confidentiality 12

Appendix 1 - Arrangements for Registration at Mount Kelly 13

Appendix 2 - Parental responsibilities to help manage and promote the regular attendance of their children 16

Appendix 3 - Authorised absences 18

Appendix 4 - The Attendance Register 19

Appendix 5 - Education of Absent Pupils 20

Appendix 6 - Managing Absence 22

Appendix 7 - Absence of Sponsored Pupils 23

Appendix 8 - The Admission Register 24

1. Key School contacts

School Attendance Champions	
Mrs Laura Tabb (Head of Prep)	tabbl@mountkelly.com
Mrs Maddy Carr (Deputy Head, Pastoral)	carrm@mountkelly.com
School Reception Contact Details	College Telephone: 01822 813100 Prep Telephone: 01822 612244
	reception@mountkelly.com prepreception@mountkelly.com
Method for reporting pupil absence	Please complete the relevant 'Report an Absence' form on the Parent Portal. Use this LINK to take you to the Parent Portal.

2. Aims

This is the attendance policy of Mount Kelly "(the School").

Mount Kelly aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

3. Scope and application

This policy applies to the whole School including the Early Years Foundation Stage (EYFS).

Attendance expectations apply equally to day pupils and boarders. In addition to school-day registration, boarding pupils are registered outside normal school hours in accordance with the National Minimum Standards for Boarding Schools.

Arrangements relating to boarding leave, exeats, weekends and overnight absences are managed through House procedures and the Boarding Handbook and operate alongside this policy. Any absence of a boarder that gives rise to a concern about welfare is addressed through the School's safeguarding and missing pupil procedures.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

4. Regulatory Framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- National Minimum Standards for boarding schools (Department for Education (DfE), September 2022);
- EYFS statutory framework for group and school-based providers (DfE, September 2025);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, May 2025);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for parents on school attendance (Office of the Children's Commissioner, July 2024);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2025);
- Children missing education (DfE,September 2025);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Remote education guidance (DfE, August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding Policy and Child Protection Procedures;
- Risk Assessment Policy;
- Missing Pupil and Supervision Policy;
- SENDI Policy;
- Promoting Good Behaviour Policy

5. Publication and availability

- This policy is published on the School website.
- This policy will be sent to Parents when pupils join the School and parents will be reminded of it at the beginning of the school year and when the policy is updated
- This policy is available in hard copy on request from Reception.
- A copy of the policy is available for inspection from Reception during the School day.
- This policy can be made available in large print or another accessible format if required.

6. Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.
- references to a **Parent** means:
    - all natural parents, whether they are married or not;
    - any person who has parental responsibility for a pupil; and
    - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

SACs means the School's senior attendance champions.

7. Responsibility statement and allocation of tasks

The Governing Body has overall responsibility for all matters which are the subject of this policy.

The Governing Body recognises that improving attendance is a school leadership issue and has therefore designated the Deputy Head (Pastoral) and the Head of Prep to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SACs.

To ensure the efficient discharge of its responsibilities under this policy, the Governing Body has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SACs	As required, and at least termly
Monitoring the implementation of the policy	SACs	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SACs	As required, and at least annually
Formal annual review	Governing Body	Annually

8. The importance of Good Attendance

Mount Kelly recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture.

In building a culture of good school attendance Mount Kelly recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the School's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

9. School responsibilities

Mount Kelly acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

Mount Kelly will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, Mount Kelly will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

Mount Kelly will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

Mount Kelly will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

10. Staff responsibilities

The SACs

The Board of Governors has appointed the Deputy Head (Pastoral) in the College and the Head of Prep in the Prep School as SACs to have overall responsibility for championing and improving attendance in school. Details of the SACs are at the front of this policy and are widely publicised within School.

The SACs' responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of Mount Kelly's strategies and processes;
    - to have oversight of and analyse attendance data; and
    - to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance

Reception Staff, Tutors and House Parents have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and

- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

Mount Kelly ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

Mount Kelly provides appropriate training and professional development for staff consistent with their roles and responsibilities.

11. Registration notice for Parents

Accurate registration procedures are VITAL to ensuring the welfare of your son / daughter. Parents are asked to familiarise themselves with the procedures below:

- **Absence due to illness:** If your child is unable to attend school, please complete the 'Report an Absence' form on the Parent Portal by 08.30 at the latest. If the absence continues please advise the School on a daily basis via the portal.
- **Appointments:** Please inform the School in advance of any appointment using the 'Leave Request' form on the Parent Portal.
- **Late arrival:** Please ensure your child registers / reports to the Prep or College Reception before attending classes.
- **Late collection:** If you are late collecting your child at the end of the School day, please inform Reception so a message can be relayed to the pupil and appropriate arrangements can be made to ensure their safety.

12. School arrangements

Mount Kelly will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about Mount Kelly's arrangements can be found in Appendices 1-6

13. Monitoring attendance

Mount Kelly will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Governing Body to support its work.

Attendance thresholds and graduated response

Mount Kelly monitors attendance closely and uses nationally recognised thresholds to identify pupils who may require additional support. These thresholds are used to inform proportionate and timely intervention and are not applied in isolation.

Attendance level	Indicator	School response
97–100%	Expected attendance	Positive reinforcement and routine monitoring
95–96.9%	Emerging concern	Tutor/Form Tutor discussion with pupil; monitoring
90–94.9%	Cause for concern	Parent contact; pastoral review; targeted support
Below 90%	Persistent absence	Attendance review meeting; attendance support plan; senior leadership oversight
Severe absence	Significant or sustained non-attendance	Multi-agency working; safeguarding consideration; local authority involvement where appropriate

Attendance data is reviewed regularly to ensure that pupils receive support at the earliest possible stage and that any underlying barriers to attendance are identified and addressed.

14. Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. Mount Kelly therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the school site without permission or otherwise in accordance with school rules;
- they should engage with Mount Kelly's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by Mount Kelly. This may take the form of:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and
- sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

15. Additional needs

Mount Kelly recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Mount Kelly will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of Mount Kelly's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

Mount Kelly will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

16. Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils must attend every day that Mount Kelly is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from Mount Kelly.

Mount Kelly will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Expectations Mount Kelly places on parents can be found in Appendix 2 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating Mount Kelly unreasonably.

17. Training

Staff: Mount Kelly ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances;
- Mount Kelly's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Mount Kelly maintains written records of all staff training.

18. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

Mount Kelly, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate Mount Kellys will attend regular targeting support meetings.

Mount Kelly is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns;
- Attendance returns;

- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

Mount Kelly must provide specific pupil information on request to the Secretary of State. Mount Kelly meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. Mount Kelly also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

Where appropriate, Mount Kelly is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Children Missing Education (CME)

Mount Kelly has due regard to the statutory guidance on Children Missing Education. Where a pupil is absent for an extended period without satisfactory explanation, or where contact with parents cannot be established, the School will take reasonable steps to establish the pupil's whereabouts and wellbeing.

Where a pupil is absent for 10 consecutive school days and the School has been unable to establish contact despite reasonable enquiries, the matter will be considered under CME procedures. This may include:

- safeguarding review and risk assessment;
- referral to the local authority in line with statutory requirements; and
- controlled removal from roll only where permitted by law and following appropriate notification.

CME procedures are closely aligned with the School's safeguarding responsibilities.

19. Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. Mount Kelly's use of this personal data will be in accordance with data protection law. Mount Kelly has published privacy notices on its website which explain how the School will use personal data.

Appendix 1 - Arrangements for Registration at Mount Kelly

Mount Kelly is required by law to distinguish between attendance, absence for approved educational activity, authorised absences, and unauthorised absences, separately for morning and afternoon sessions. Registration and absence details are recorded in ISAMS, the school data base. This data is backed-up weekly with the rest of the ISAMS data.

On a day-to-day basis this is supervised by the staff in the College and Prep Receptions. On all occasions during the working week, registration is a face-to-face process. Only designated staff can register pupils.

Teachers who repeatedly fail to engage with lesson monitoring are not fulfilling the School's safeguarding requirements and therefore may face disciplinary action.

Staff should never project the ISAMS register onto the board and must ensure that the projector is turned off during registration.

If a member of staff is responsible for a school trip it is their responsibility to ensure the pupils are signed out of school before the trip departs. The correct code must be used. It is good practice to email a list of absent pupils to all staff at least two days before leaving. An accurate and up to date list must be left with Reception before leaving school site. This can be in paper format or can be emailed to reception@mountkelly.com or sent on Teams.

If a pupil is missing without reason from any lesson at the College, then the member of staff completing the register should use the 'ALERT' button on ISAMS after 10 minutes if they cannot account for a pupil's whereabouts. This will automatically contact key staff. If the pupil whereabouts is known then that should be shared with the notification group. Reception will take the lead of following up an alert, checking if a staff response plan is in place. If Reception cannot resolve the alert, they will contact the Deputy Head Pastoral or another member of SLT who will then follow the missing pupil procedure.

At the Prep, if a pupil is missing from a lesson without reason, the member of staff must email Reception on prepreception@mountkelly.com. If Reception staff cannot resolve the issue, they will contact the Prep Deputy Head or Head of Prep who will then follow the missing pupil procedure.

The College

A.M. Registration

In the morning session pupils are registered by tutor group between 08:30 and 08:40 on all school days except Wednesday. On Wednesday pupils are registered in their House by House Parents. All pupils in Years 9 - 13 are expected to arrive at 8:30 for tutor time or house time in the morning to be registered.

Tutors complete a registration of their tutor group on ISAMS within the first five minutes of the session. House Parents complete a registration of their house on ISAMS by the end of the session.

If a pupil arrives after the register has been taken, the Tutor or House Parent inserts L, (Late) in the attendance register and the pupil will be counted as present. Pupils who arrive after 08:40 must sign in at Reception and will be given an L code if they arrive before registration closes.

The registration period is open for 25 minutes, until 08:55. If a pupil arrives after this time the ISAMS record is amended to a U (unauthorised absence) code to indicate that the pupil did not attend pupil registration and the reasons given / not given will be recorded.

In the College, registers will also be taken at the beginning of each lesson in order to identify and follow up on absences from lessons that might occur after morning or afternoon registration.

P.M. Registration

Pupils are registered in all lessons as outlined above. Afternoon tutor registration takes place at 13:50 on Tuesdays and Fridays and 14:25 on Mondays, Wednesdays and Thursdays. Teachers must complete all registrations on iSAMS. Year 12 and 13 pupils are not required to register during free periods. However, Mount Kelly reserves the right to require individual Year 12 and 13 pupils to register for every lesson where deemed appropriate.

All pupils must sign out at Reception if they are leaving the site during the school day (08:30 - 17:35) for medical appointments or other purposes. Notification of such absences should have been previously received by the School via the Parent Portal. If a message is received by the House Parent or Tutor and not via the portal, the House Parent or Tutor should notify the Reception staff. Signing out is completed in School Reception and recorded on ISAMs. Parents should meet their children at the Reception / front of school when collecting them. Pupils should always give the reason for absence on the signing out form. This is done under the direct supervision of a member of the office staff, who will ask if permission has been received from parents for the absence. If they have concerns, Reception staff must contact House Parents or a member of SLT. No pupil should leave the site if they are ill, unless they have seen the School Nurse who will make contact with home to arrange collection and inform Reception.

Sixth Form Off-Site Privilege and Signing Out

Year 12 and 13 pupils may leave the School site during timetabled free periods, provided they sign out at Reception before leaving and sign back in on their return. Any pupil leaving the site between 08:30 and 17:35 is required to follow this procedure. Failure to sign out and back in may result in the withdrawal of off-site privileges. Mount Kelly reserves the right to require individual pupils to remain on site during free periods and/or to register at specified times where this is considered appropriate.

The Prep

Prep pupils are registered using ISAMS twice a day. A register is taken in Form Time by the Form Tutor between 08:25 and 08:35. Pupils arriving after 08:35 and before 09:00 will recorded as late. Unexplained absences are followed up by the School Office from 09:00.

In the afternoon, Lower Prep pupils are registered at 13:00 in their afternoon lesson. Middle and Upper Prep pupils are registered at 13:45 at the start of Lesson 6.

Year 7 and 8 pupils are also registered at each of their lessons by the teacher taking that lesson. This is completed on ISAMs.

Absences from the Prep are monitored by the Form Tutor and the Deputy Head.

Unexplained absence escalation

Where a pupil is absent and no explanation has been received, the School will act promptly to establish the pupil's whereabouts and ensure their safety. This will include:

- same-day contact with parents using all available contact details;
- internal checks to confirm the pupil is not present elsewhere on site or on a school activity;
- continued attempts to make contact where no response is received;
- escalation to senior leaders and safeguarding staff where concerns persist; and
- implementation of the School's Missing Child and Safeguarding Procedures where appropriate.

Unexplained absence is treated as a potential safeguarding concern until the pupil's whereabouts and welfare are confirmed.

Appendix 2 - Parental responsibilities to help manage and promote the regular attendance of their children

- Make any application for an authorised leave of absence at the earliest opportunity
- Note that term-time holidays are not normally authorised and may be recorded as unauthorised absence
- Notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Understand their legal responsibilities by ensuring regular school attendance
- Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2025
- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend
- Establish effective communication with the school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this
- Contact the school on every day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required
- Provide the school with any medical appointment cards and where possible make appointments out of school hours
- Attend any meetings called by the school and partner agencies to discuss attendance.
- Parents of day pupils should ensure their child attends School by 08.30 in the College and 08.25 in the Prep School for morning registration

Sanctions for pupils failing to adhere to the registration procedures

Pupils failing to register is a safeguarding concern. Whereabouts and safety must always be the first priority, but once presence is established and logged, the following sanctions will apply.

Level 1	Warning from Tutor / Form Tutor
Level 2	Repeated failure to register: Tutor report and / or School detention
Level 3	Continued failure to register: Letter from Deputy Head Pastoral (College) / Head of Prep. Parents may be asked to come into school to discuss the ongoing absence.
Level 4	Formal Warning: Letter home from the Deputy Head Pastoral (College) or the Head of Prep. Parents will be invited to an attendance review meeting.

Appendix 3 - Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made through the School Portal.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Apart from illness, no pupil should be away from School without prior permission.

Dental or medical appointments should be made during School holidays except in cases of emergency when the School should be informed via the Parent Portal.

If a leave of absence is granted, it is for the School to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Appendix 4 - The Attendance Register

The School will take an attendance register at the start of the first session of each school day and once during the second session. Thereafter, all School staff are required to monitor pupil attendance through lesson monitoring using known procedures.

On each occasion we will record whether every pupil is:

- Present
- Absent
- Unable to attend due another given reason – the correct code will be entered into ISAMS on each occasion

Mount Kelly will follow up any absences to:

- Ascertain the reason for absence
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to ISAMS

All boarders will be included on the attendance register.

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to ISAMS.

Information about reasons for absences should be forwarded to Reception, the House Parent and Tutor / Form Tutor. If an absence is unexplained, the Reception staff will contact a parent to establish the reason

Pupils at the College are also registered by their teachers in all morning and afternoon lessons. This is conducted in ISAMS.

Registration of Boarders outside the normal School day/week

House Parents and boarding staff at the Prep and the College, take appropriate measures to ensure the safety and welfare of their boarders which will include the regular registration of boarders in House in the evenings and at weekends. This is done in paper format. If a boarder is missing from an agreed registration point and cannot be accounted for within a reasonable time frame, the SLT must be contacted. They will then follow the missing pupil procedure.

Appendix 5 - Education of Absent Pupils

For all pupils to fulfil their potential at Mount Kelly and to make the best use of all of their opportunities here, it is essential that they aim to achieve full attendance. For those being prepared for GCSE or A-level/BTEC public examinations full attendance is critical to academic success, not least where their subject(s) contains NEA as part of the course. Children whose attendance rate is poor often find that their relationship with their peer group and with the full life of the school is also adversely affected.

When a parent needs to request absence other than for a routine matter such as a medical appointment, this must be in writing to the school as per the guidelines outlined below.

Where teachers are able to provide work for pupils at home (see below), this is more easily facilitated where the pupil has good access to broadband and Microsoft Teams, where all homework is set in assignments.

Absence as a result of illness in Years 10 - 13

Because many teachers already have regular email contact with pupils in Years 10-13, this helps to facilitate providing work to be undertaken at home during an absence. Pupils in Years 10-13 may take the initiative and email teachers directly and, where possible, teachers will respond to these requests with Tutors liaising as appropriate. Pupils should not expect an immediate response as the ability to respond quickly may vary between subjects because of the nature of the delivery of the teaching material, or because of the individual circumstances of each teacher.

Management and promotion of regular attendance

The Department for Education recognises that attendance below 95% is associated with poorer educational outcomes, and that pupils with attendance below 90% are classified as persistently absent. Where a pupil is persistently absent, the School will work with the pupil and parents to address barriers to attendance and may, where appropriate, make contact with the local authority. In line with local authority procedures, referrals to Education Welfare Services may be considered where there are 10 sessions (equivalent to 5 school days) of unauthorised absence, which do not need to be consecutive.

The school office will produce attendance reports to the SACs, which will be used to monitor pupil absence rates. Tutors are to work closely with House Parents and the SACs to ensure appropriate action is taken in the case of long-term absence.

Long Term Absence

Very occasionally a pupil enters a pattern of non-attendance for a variety of reasons; these reasons may include a long-term medical problem. When this is the case, pastoral staff must work with medical professionals to help find the best way to support the pupil during this time. This may involve organising a reduced timetable or shorter school days as a temporary measure, as well as providing work for completion at home. A team around the family (TAF) meeting may be required in such circumstances.

Planned absence because of a university open day, medical appointment or other reason

In the event of a pupil being absent for a day or part of a day for a scheduled reason such as a medical appointment, university open day, wedding or a funeral, (s)he should do his/her best to collect work before the absence directly from teachers. If this is not possible, (s)he should make up any missed work on return to school within an agreed time frame; teachers will allow a reasonable time for this catch-up particularly if the circumstances of the absence are distressing for the pupil.

Absence due to participation in a school event

Participation in a range of events may, from time to time, involve pupils missing lessons. The most likely occurrence is involvement in a sports tournament whose timing is beyond the school's control, or in 'one off' events which enrich the curriculum. These experiences contribute significantly to the full educational experience provided at Mount Kelly. Pupils, especially those in Years 10-13, must understand that missing these lessons still requires them to catch up on missed work, and that it is not in their interests to fall behind. In these circumstances, teachers will make reasonable adjustments to their expectations for completion of missed work. Wherever possible, they will enable pupils to copy work and have access to resources used in the lesson. They will also agree a reasonable schedule for completion of assignments.

Absence due to Family Holiday

In the event of a pupil being absent for a day or more due to a family holiday or trip during term-time, there should be no expectation on teachers to provide work before or after the absence. Parents need to be very clear that this absence may have significant consequences on their children's grades awarded in public exams due to the requirements of coursework and loss of access to teaching. Parents planning to take pupils out of school will not have access to the details of the consequences of such a decision, which is part of the reason why the Deputy Head (Pastoral) or Head of Prep's permission for such an absence is critical.

Parents are kindly requested not to arrange holidays in term time and dates are posted well in advance to assist. The importance on learning and beyond is significant for all pupils not just those absent from school.

Absence due to School Closure

The school will always provide an educational programme during term time. If pupils cannot manage to attend due to unsafe weather, they should complete work set on Teams.

Appendix 6 - Managing Absence

Any reported absence from school is initially screened by the Reception staff in the Prep School and the College. Any safeguarding concerns are raised immediately.

Unexplained absences are followed up by the Reception staff. They will initially call parents if no explanation has been provided.

There are clear policies in place to ensure that parents understand their obligations to communicate with the School and how to communicate any possible absences.

In the Prep School the Reception staff are responsible for following up any unauthorised absences with parents. At the College, single days of unauthorised absences from school or afterschool activities are challenged with parents by the pupil's Tutor in the first instance.

Where unauthorised absence extends to more than one day, the School will usually write to the parents/guardians to reiterate expectations. In cases where an unauthorised holiday has been taken during term time, it is normal practice for the Head of Prep or Deputy Head Pastoral (College) to write to the family.

If these communications are ignored, parents are asked to attend a meeting with the Head of Prep, DSL, or Deputy Head Pastoral (College).

Where support is required for the pupil to return to school, the School will make bespoke arrangements in communication with the family.

What if attendance does not improve for your child?

Mount Kelly School may contact the Attendance Improvement Service to support you and the school in managing and promoting regular attendance of your child. This could involve:

- An introductory letter expressing concern
- Exploratory supportive meeting to ensure all concerns and worries have been considered by the school and yourself.
- These meetings may include suggesting external services that may be able to help you and your child.
- Agencies could include:
    - Early Help Targeted Support
    - Child and Adolescent Mental Health Service
    - Children's Social Care
    - 0-25 team (SEND)
    - Public Health Nursing
    - Any other agencies or services that are deemed appropriate
- Home visits

Appendix 7 - Absence of Sponsored Pupils

We are obliged report to the Home Office, any pupils who miss 10 consecutive contact points (for the purposes of Mount Kelly a 'contact point' is a morning or afternoon registration session) without a written exception, which must be gained from the Admissions office (admissions@mountkelly.com) in advance.

For pupils with a Child Student visa/ Student visa, unauthorised absence may result in the withdrawal of sponsorship of such visa.

UKVI sponsor guidance states that a sponsored pupil's attendance must not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school/college will assess the reasons behind this and if necessary, the School will report this as per the sponsor guidance.

Action will also be taken in accordance with the Missing Child Policy and Safeguarding Policy and Child Protection Procedures if any absence of a pupil from the School gives rise to a concern about their welfare. This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

Appendix 8 - The Admission Register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 Mount Kelly will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register will be kept electronically. A back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

Mount Kelly will ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the Mount Kelly notifies the local authority that the pupil's name is to be deleted from the admission register, the School will provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.